

### REGISTERED TRAINING ORGANISATION

Binnacle Training (RTO Code: 31319)

### DELIVERY OVERVIEW

This Dual Qualification program – BSB30120 Certificate III in Business + SIT20116 Certificate II in Tourism - is delivered as a senior subject by qualified school staff via a third party arrangement with external Registered Training Organisation (RTO) Binnacle Training. Students successfully achieving all qualification requirements will be provided with the qualification and record of results. Students who achieve at least one unit (but not the full qualification) will receive a Statement of Attainment.

Upon successful completion students will achieve a maximum 8 QCE credits (Certificate II = 4 credits; plus, Certificate III = 4 credits with 50% new learning).

### ENTRY REQUIREMENTS

At enrolment, each student will be required to create (or simply supply if previously created) a [Unique Student Identifier \(USI\)](#). A USI creates an online record of all training and qualifications attained in Australia.

### LANGUAGE, LITERACY AND NUMERACY SKILLS

A Language, Literacy & Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content. Please refer to Binnacle Training's [Student Information](#) document for a snapshot of reading, writing and numeracy skills that would be expected in order to satisfy competency requirements.

### COURSE OUTLINE

Students will participate in the delivery of a range of business and tourism activities and projects within the school. Graduates will be competent in a range of essential workplace skills - including customer service, personal effectiveness, teamwork and relationships, business technology and critical thinking. Students will also investigate business opportunities and participate in a Tourism industry discovery.

### ASSESSMENT

Program delivery will combine both class-based tasks and practical components in a real business environment at the school. This involves the delivery of a range of projects and services within their school community. A range of teaching/learning strategies will be used to deliver the competencies. These include:

- Practical tasks
- Hands-on activities including customer interactions
- Group projects
- e-Learning projects

Evidence contributing towards competency will be collected throughout the course.

### COURSE SCHEDULE – YEAR 1

- Introduction to the Business Services and Tourism/Travel industries
- Personal Wellbeing in the Workplace
- Organise Personal Work Priorities
- Source, use and present information on the Tourism and Travel industry
- Workplace Health and Safety and Sustainable Work Practices
- Inclusive Work Practices and Workplace Communication

### COURSE SCHEDULE – YEAR 2

- Working in a Team
- Critical Thinking Skills
- Creating Electronic Presentations
- Producing Business Documents
- Delivering Customer Service

*Finalisation of qualifications: BSB30120 Certificate III in Business + SIT20116 Certificate II in Tourism.*

### PATHWAYS

The Dual Qualification Program - Certificate III in Business + Certificate II in Tourism - will predominantly be used by students seeking to enter the Business Services and Tourism and Travel industries. For example:

- Customer Service Assistant
- Receptionist and Office Assistant
- Administration Officer
- Retail Sales Assistant

Students may also choose to continue their study by completing the Certificate IV or Diploma (e.g. Business or Tourism) at another RTO or a Bachelor Degree (e.g. Business or Tourism Management) at a University.

### COST

- Registration fee covered by the school

### PROGRAM DISCLOSURE STATEMENT

This Subject Outline is to be read in conjunction with Binnacle Training's Program Disclosure Statement (PDS). The PDS sets out the services and training products Binnacle Training provides and those services carried out by the 'Partner School' (i.e. the delivery of training and assessment services).

To access Binnacle's PDS, visit: [www.binnacletraining.com.au/rto](http://www.binnacletraining.com.au/rto) and select 'RTO Files'.

