

2024 EDITION

# BSB30120 CERTIFICATE III IN BUSINESS + SIT20122 CERTIFICATE II IN TOURISM

Binnacle Training (RTO Code 31319)

## HOW DOES IT WORK

The Certificate II in Tourism entry qualification provides a pathway to work in many tourism and travel industry sectors including travel agencies, holiday parks and resorts, attractions, and any small tourism business. The Certificate III in Business qualification reflects the role of individuals in a variety of Business Services job roles.

The program will be delivered through class-based tasks as well as both simulated and real business and tourism environments at the school - involving the delivery of a range of projects and services within the school community.

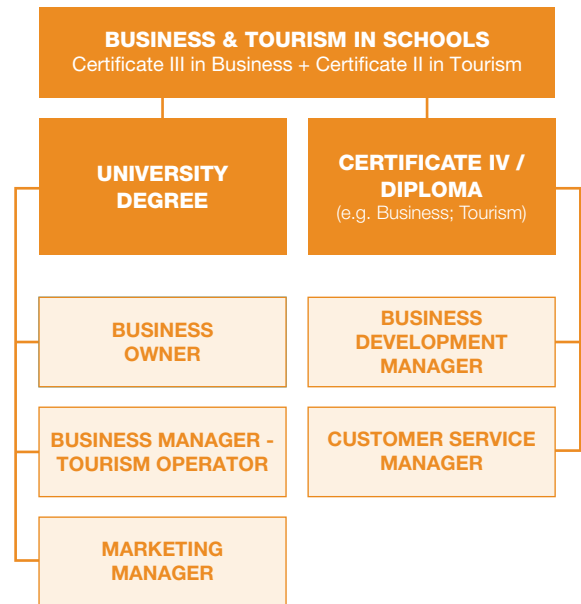
**This program also includes the following:**

- › Student opportunities to design for a new product or service as part of our (non-accredited) Entrepreneurship Project - Binnacle Boss
- › Participation in a Tourism-related industry discovery

## SKILLS ACQUIRED

- › Customer service
- › Source and present information
- › Personal and teamwork effectiveness
- › Critical and creative thinking
- › Inclusivity and effective communication
- › WHS and sustainability
- › Business technology and documentation
- › Source and present information

## CAREER PATHWAYS



## WHAT DO STUDENTS ACHIEVE?

- › BSB30120 Certificate III in Business + SIT20122 Certificate II in Tourism (max. 10 QCE Credits)
- › Successful completion of the Certificate III in Business may contribute towards a student's Australian Tertiary Admission Rank (ATAR)

FLEXIBLE PROGRAMS

PROJECT-BASED LEARNING

RESOURCES PROVIDED



**Binnacle  
Training**

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# BSB30120 CERTIFICATE III IN BUSINESS + SIT20122 CERTIFICATE II IN TOURISM

Registered Training Organisation:  
**Binnacle Training (RTO 31319)**

**Delivery Format:**

2-Year Format

**Timetable Requirements:**

1-Timetable Line

**Units of Competency:**

Dual Qualification - 22 Units

**Suitable Year Level(s):**

Year 11 and 12

**Study Mode:**

Combination of classroom and project-based learning, online learning (self-study) and practical work-related experience

**Cost (Fee-For-Service):**

**\$265.00 per person** (Cert II qualification = \$225 + Cert III Gap Fee = \$40)

**QCE Outcome:**

Maximum 10 QCE Credits

A Language, Literacy and 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 and to identify support measures as required.

TERM 1	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Introduction to the Business Services / Tourism and Travel Industries</li> <li>› Personal Wellbeing in the Workplace</li> <li>› Organise Personal Work Priorities</li> </ul>
TERM 2	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Wellbeing in the Workplace</li> </ul>
TERM 3	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Source, Use and Present Information</li> <li>› Research Using the Internet</li> <li>› Public Activities and Events</li> <li>› Business Software Applications</li> </ul>
TERM 4	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Ecotourism in Australia and Invest in our Planet Event</li> <li>› Tourism Industry Discovery</li> <li>› Travel Package Presentation</li> </ul>
TERM 5	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Workplace Health and Safety</li> <li>› Sustainable Work Practices</li> </ul>
TERM 6	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Participate in Safe Work Practices at Go! Travel</li> <li>› WHS Processes at the 'Go! Regional' Travel Expo</li> </ul>
TERM 7	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Providing Information to Visitors and Customers</li> <li>› Interacting with Customers</li> <li>› Social and Cultural Sensitivity</li> </ul>
TERM 8	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Go! Travel 'VIP' Information Evening</li> <li>› Interact with Customers at the Go! Travel Agency</li> <li>› Show Social and Cultural Sensitivity in the Tourism Industry</li> </ul>
<b>QUALIFICATION SCHEDULED FOR FINALISATION</b>	
<b>SIT20122 CERTIFICATE II IN TOURISM</b>	
TERM 9	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Inclusive Work Practices</li> <li>› Workplace Communication</li> <li>› Working in a Team</li> <li>› Critical Thinking Skills</li> </ul>
TERM 10	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Inclusivity and Communication in the Workplace (Go! Travel Expo)</li> <li>› Critical Thinking at Go! Travel</li> </ul>
TERM 11	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Business Documents</li> </ul>
TERM 12	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Binnacle Boss (Part 1) – Business Proposal</li> </ul>
TERM 13	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Deliver a Service</li> </ul>
TERM 14	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Binnacle Boss (Part 2) - Market Day / Entrepreneurship Expo</li> </ul>

## UNITS OF COMPETENCY

SITTIND003	Source and use information on the tourism and travel industry	BSBPEF301	Organise personal work priorities
CUA EVP211	Assist with the staging of public activities or events	BSBPEF201	Support personal wellbeing in the workplace
SITXCOM006	Source and present information	BSBWHS311	Assist with maintaining workplace safety
BSBTEC201	Use business software applications	BSBSUS211	Participate in sustainable work practices
BSBTEC203	Research using the internet	BSBTWK301	Use inclusive work practices
SITXCCS009	Provide customer information and assistance	BSBXCM301	Engage in workplace communication
SITXWHS005	Participate in safe work practices	BSBXTW301	Work in a team
SITXCOM007	Show social and cultural sensitivity	BSBCRT311	Apply critical thinking skills in a team environment
SITXCCS011	Interact with customers	BSBTEC301	Design and produce business documents
SITXCCS010	Provide visitor information	BSBWRT311	Write simple documents
SITXCOM008	Provide a briefing or scripted commentary	BSBOPS304	Deliver and monitor a service to customers