RTO CODE 31319

ABSTRACT

This document contains important information for Binnacle Training students about:

- The program outline and inclusions
- The assessment completion process
- Career pathways
- Binnacle Training Third-Party Arrangements
- Student enrolment

STUDENT INFORMATION

Technology in the Workplace
(2-Unit Short Course)

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1. Program Inclusions

This program is offered as a senior school subject and incorporates two nationally recognised units of competency towards qualification: BSB20120 Certificate II in Workplace Skills (partial completion). This short course has been scheduled across one term.

This short course covers foundational skills and knowledge required in the Business Services industry including:

- Using business software applications and other technology to develop workplace documents
- Communicating effectively in a business environment using digital communication methods

This is achieved by students working alongside an experienced Business qualified Teacher (Program Coordinator) to undertake projects within their school community including:

- Major Project: Travel Package Presentation

2. Program Outline

The program involves developing the entry level skills and knowledge required of the Business Services industry. This learning will take place in a range of settings, including the classroom (knowledge and project planning), and school community (project delivery).

Assessment activities include practical and knowledge tasks throughout the program. Knowledge tasks generally take the form of short answer quizzes and research tasks that are completed online. Many of the practical tasks will also involve completing workplace documents (e.g. a Communication Monitoring Plan).

3. Completing Assessments

All assessment resources are online (practical components are completed in a real or simulated Business related environment) and the term has a specific number of assessment tasks.

Assessment completion will be regularly reviewed by the trainer and assessor and if incomplete or not yet satisfactory, it may be necessary to finalise the assessment outside of class time (e.g. during exam block).

Completed assessment and associated documentation will be stored online in the Binnacle Lounge for the trainer and assessor to mark ('Satisfactory' or 'Not Yet Satisfactory').

Students will need to provide/have access to a computer, laptop or tablet device with an internet connection.

3.1. Student Misconduct with Online Assessment and Disciplinary Procedures

Some assessment question types allow for students to submit evidence that may be the same or similar to that of another person or source (e.g. a group plan for a project upload or a response to a knowledge question copied from a website or a presentation). Outside of these occasions, Binnacle Training must ensure the evidence contributing to a unit of competency is authentic i.e. able to be proved as their own work.

Cheating or copying/plagiarising material from another person or resource is strictly prohibited. The below statement is included in the sign-off for each term:

I, the Candidate:

- Confirm the authenticity of the work submitted as my own, unless otherwise authorised by the assessment conditions.

In addition to an assessor checking for copying and/or plagiarised material, Binnacle Training as the Registered Training Organisation undertakes regular reviews of student assessment evidence.

As outlined in our Participant Handbook (Section 8 - Student Misconduct & Disciplinary Procedures), **Binnacle Training will not tolerate misconduct under any circumstance and a student may be asked to leave the program with no refund for misconduct such as cheating or plagiarising material.**

4. Units of Competency in this Program

	UNIT CODE	UNIT TITLE
TERM 1	BSBTEC201	Use business software applications
	BSBTEC202	Use digital technologies to communicate in the workplace

5. Career Pathways

Graduates of the 'Technology in the Workplace (2-Unit Short Course)' program may explore the nationally recognised qualification: BSB20120 Certificate II in Workplace Skills with Binnacle Training (dependent on the Third Party Arrangement in place with your School) or with another Registered Training Organisation.

See overpage the pathways available from the full qualification: BSB20120 Certificate II in Workplace Skills.

Training and Employment Pathways from the full qualification:
BSB20120 Certificate II in Workplace Skills

6. Binnacle Training Third-Party Arrangements

As the RTO, Binnacle Training engages individual secondary schools under a third-party arrangement to provide physical and human resources to deliver training and conduct assessment.

Binnacle Training Responsibilities: Enrolling students into the VET course, training and assessment outcomes, issuing certificates and testamurs, and ensuring that the VET course is on its scope of registration at all times.

School Responsibilities (as the third party): The provision of adequate physical (equipment and facilities) and human resources (program deliverer), and delivering training and assessment services on behalf of Binnacle Training including the provision of student support services such as language, literacy and numeracy (LLN) assistance.

7. Student Enrolment

Student enrolment into the program requires the school to have a current third-party agreement in place (enrolment is unable to be finalised until this requirement has been met).

8. Language, Literacy and Numeracy Skills

A Language, Literacy and Numeracy (LLN) screening process is undertaken within the Pre-Enrolment Pack to ensure that students have the capacity to effectively engage with the content and to identify support measures as required. The following examples provide a snapshot of the reading, writing, verbal communication and other skills that would be expected in order to satisfy competency requirements:

Reading	• Recognises textual information within different materials and interprets information to determine requirements, as well as confirming accuracy of content. • Recognises and interprets information from familiar sources to determine job role and task requirements.
Writing	• Records key information relevant to requirements and prepares simple correspondence using basic punctuation, text and correct spelling. • Produces and amends files to meet task and organisational requirements. • Completes required documentation using organisational formats.
Verbal Communication	• Obtains information through listening and questioning and uses clear and appropriate language suitable to audience.
Self-management	• Recognises and follows explicit and implicit protocols and meets expectations associated with own role.
Problem solving	• Recognises and responds to routine problems in context of own work.

9. Definitions and Interpretations

Program. The course(s) or qualifications(s) in its entirety.

Registered Training Organisation (RTO). A training organisation that has authorisation to train and assess nationally recognised qualifications on its scope of registration.

School (third party). The secondary school/college that is providing the physical and human resources to deliver training and conduct assessment on behalf of, and in the name of, Binnacle Training as the external RTO.

Training Product. Any qualification, unit of competency, or group of competencies packaged together as a Binnacle Program.

For further information please access the Program Disclosure Statement in full.