

2025 COURSE SNAPSHOTS

SPORT, FITNESS & RECREATION

BUSINESS & TOURISM

FIRST AID & CPR



Binnacle
Training

RTO CODE 31319



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OUR STORY

Since our inception, Binnacle Training has been 100% devoted to providing Secondary Schools and Colleges with the support and teaching resources required to 'Make Life Easier for Teachers'.

We have always been driven by one ethos, to make our programs easy to deliver, **ALLOWING TEACHERS TO TEACH.**

Our experience in the education field is what gives us the edge. We understand the daily challenges that teachers face and are single-minded about ensuring you have the space, resources, support and skills (through first-class professional development) to thrive.

We are proud to be partnering with over 250 Secondary Schools, working with 800+ teachers, and offering over 15 nationally recognised courses custom-built for schools, across five Program Areas: Sport and Recreation, Fitness, Business, Tourism and First Aid.

Our growing team occupies three office locations to best uphold our reputation for outstanding service and providing 'great teacher experiences'.

OUR MISSION

We are leaders in Vocational Education in Schools, enabling teachers with quality programs and support; equipping students with skills to navigate a successful future.

OUR VISION

To unlock the true potential of Australian Secondary Schools and provide quality Vocational Education to every student.

SPORT, FITNESS & RECREATION PROGRAMS



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CERTIFICATE II & III COURSES



SIS20122 Certificate II in Sport and Recreation

1-Year Format



SIS20321 Certificate II in Sport Coaching

1-Year Format



SIS30321 Certificate III in Fitness + SIS20122 Certificate II in Sport and Recreation

2-Year Format



SIS30321 Certificate III in Fitness

2-Year Format



SIS30122 Certificate III in Sport, Aquatics and Recreation + SIS20122 Certificate II in Sport and Recreation

2-Year Format



SIS30122 Certificate III in Sport, Aquatics and Recreation

2-Year Format

[VISIT PROGRAMS FOR SCHOOLS](#) 

The information in this 2025 Course Snapshot is current at the time of publishing and should be used as a guide only.

2025 EDITION

SIS20122 CERTIFICATE II IN SPORT AND RECREATION

Binnacle Training (RTO Code 31319)

HOW DOES IT WORK

This qualification reflects the role of individuals who assist with the delivery of sport and recreation activities and who complete a range of customer contact duties.

Students participate in the delivery of a range of sport and recreation activities and programs within the school.

Available with a 'General' or 'Sport Specialty' Coaching outcome - AFL, NRL, Netball, Rugby Union or Choose Your Own Sport!

WHAT DO STUDENTS ACHIEVE?

- › SIS20122 Certificate II in Sport and Recreation (Maximum 4 QCE Credits)
- › Community Coaching - Essential Skills Course (non-accredited), issued by [Australian Sports Commission](#)
- › Direct pathway into SIS30122 Certificate III in Sport, Aquatics and Recreation (or SIS30321 Certificate III in Fitness)
- › Recommended 'optional' additional training - the nationally recognised First Aid competency - HLTAID011 Provide First Aid

SKILLS ACQUIRED

- › Officiating games or school competitions
- › Coaching beginner participants to develop fundamental skills
- › Effective communication skills
- › Providing quality service to participants

CAREER PATHWAYS



FLEXIBLE PROGRAMS

PRACTICAL-BASED LEARNING

RESOURCES PROVIDED



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SIS20122 CERTIFICATE II IN SPORT AND RECREATION

Registered Training Organisation:
Binnacle Training (RTO 31319)

Delivery Format:

1-Year Format

Timetable Requirements:

1-Timetabled Line

Units of Competency:

10 (6 Core Units, 4 Elective Units)

Suitable Year Level(s):

Year 10 (or Year 11 or 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 (+ **optional First Aid \$55.00**)

QCE Outcome:

Maximum 4 QCE Credits

TERM 1	TOPICS
	<ul style="list-style-type: none"> › Introduction to the Sport, Fitness and Recreation (SFR) Industry › Introduction to Coaching Programs, Laws and Legislation
	PROGRAMS
	<ul style="list-style-type: none"> › Assist with Delivering Coaching Sessions (Supervisor Delivery) › Plan and Deliver Coaching Sessions (Student Delivery)

TERM 2	TOPICS
	<ul style="list-style-type: none"> › Introduction to Community Programs › Introduction to Conditioning Programs
	PROGRAMS
	<ul style="list-style-type: none"> › Community SFR Program (Student Delivery) › Participate in Conditioning Sessions (Supervisor Delivery)

TERM 3	TOPICS
	<ul style="list-style-type: none"> › Working in the SFR Industry - WHS and Provide Quality Service › Introduction to Anatomy and Physiology - The Cardiovascular System
	PROGRAMS
	<ul style="list-style-type: none"> › Plan and Deliver Group Conditioning Sessions › Plan and Deliver a One-on-one Cardio Program

TERM 4	TOPICS
	<ul style="list-style-type: none"> › Introduction to Anatomy and Physiology - The Musculoskeletal System › First Aid Course: HLTAID011 Provide First Aid (Optional Additional)
	PROGRAMS
	<ul style="list-style-type: none"> › Recreational Group Exercise Program

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.

UNITS OF COMPETENCY	
SISXIND011	Maintain sport, fitness and recreation knowledge
BSBPEF202	Plan and apply time management
BSBPEF301	Organise personal work priorities
BSBSUS211	Participate in sustainable work practices
SISSPAR009	Participate in conditioning for sport
HLTWHS001	Participate in workplace health and safety
SISXFAC006	Maintain activity equipment
SISOFLD001	Assist in conducting recreation sessions
SISXCCS004	Provide quality service
SISXEMR003	Respond to emergency situations
HLTAID011	Provide First Aid (Optional Additional)

2025 EDITION

SIS20321 CERTIFICATE II IN SPORT COACHING

Binnacle Training (RTO Code 31319)

HOW DOES IT WORK

This qualification provides a pathway to work in assistant coaching roles working or volunteering at community-based sports clubs and organisations in the Australian sport industry.

Individuals with this qualification use a range of basic coaching skills to engage participants in a specific sport. They work under the supervision of a coach.

Available with a 'General' or 'Sport Specialty' Coaching outcome - AFL, NRL, Netball, Rugby Union or Choose Your Own Sport!

WHAT DO STUDENTS ACHIEVE?

- › SIS20321 Certificate II in Sport Coaching (max. 4 QCE Credits)
- › The nationally recognised First Aid competency - HLTAID011 Provide First Aid
- › Community Coaching - Essential Skills Course (non-accredited), issued by [Australian Sports Commission](#)
- › Direct pathway into SIS30321 Certificate III in Fitness or SIS30122 Certificate III in Sport, Aquatics and Recreation in Year 11 and 12.

SKILLS ACQUIRED

- › Planning coaching sessions
- › Coaching foundation level participants
- › Officiating games and competitions
- › Work Safely in the Sport, Fitness and Recreation Industry

CAREER PATHWAYS



FLEXIBLE PROGRAMS

PRACTICAL-BASED LEARNING

RESOURCES PROVIDED



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SIS20321 CERTIFICATE II IN SPORT COACHING

Registered Training Organisation:
Binnacle Training (RTO 31319)

Delivery Format:

1-Year Format

Timetable Requirements:

1-Timetabled Line

Units of Competency:

7 (3 Core Units, 4 Elective Units)

Suitable Year Level(s):

Year 10 (or Year 11 or 12)

Study Mode:

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

Cost (Fee-For-Service):

\$265 per person (+ **First Aid \$55.00**)

QCE Outcome:

Maximum 4 QCE Credits

TERM 1	TOPICS
	<ul style="list-style-type: none"> › Introduction to the Sport, Fitness and Recreation (SFR) Industry › Introduction to Coaching Programs, Laws and Legislation
	PROGRAMS
	<ul style="list-style-type: none"> › Assist with Delivering Coaching Sessions (Supervisor Delivery) › Plan and Deliver Coaching Sessions (Student Delivery)

TERM 2	TOPICS
	<ul style="list-style-type: none"> › Introduction to Community Programs › Introduction to Conditioning Programs
	PROGRAMS
	<ul style="list-style-type: none"> › Community SFR Program (Student Delivery) › Participate in Conditioning Sessions (Supervisor Delivery)

TERM 3	TOPICS
	<ul style="list-style-type: none"> › Working in the SFR Industry - Coaching Foundation Level Participants › Introduction to Anatomy and Physiology - The Cardiovascular System
	PROGRAMS
	<ul style="list-style-type: none"> › Plan and Deliver Group Conditioning Sessions › Plan and Deliver a One-on-one Cardio Program

TERM 4	TOPICS
	<ul style="list-style-type: none"> › Sport-Specific Coaching Sessions › First Aid Course: HLTAID011 Provide First Aid
	PROGRAMS
	<ul style="list-style-type: none"> › Sport-Specific Coaching Program

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.

UNITS OF COMPETENCY	
HLTAID011	Provide First Aid
SIRXWHS001	Work safely
SISSCO002	Work in a community coaching role
SISSCO001	Conduct sport coaching sessions with foundation level participants
SISXIND011	Maintain sport, fitness and recreation industry knowledge
BSBPEF301	Organise personal work priorities
SISXEMR001	Respond to emergency situations

2025 EDITION

SIS30321 CERTIFICATE III IN FITNESS + SIS20122 CERTIFICATE II IN SPORT AND RECREATION

Binnacle Training (RTO Code 31319)

HOW DOES IT WORK

This qualification provides a pathway to work as a fitness instructor in settings such as fitness facilities, gyms, and leisure and community centres.

Students gain the entry-level skills required of a Fitness Professional (Group Exercise Instructor or Gym Fitness Instructor).

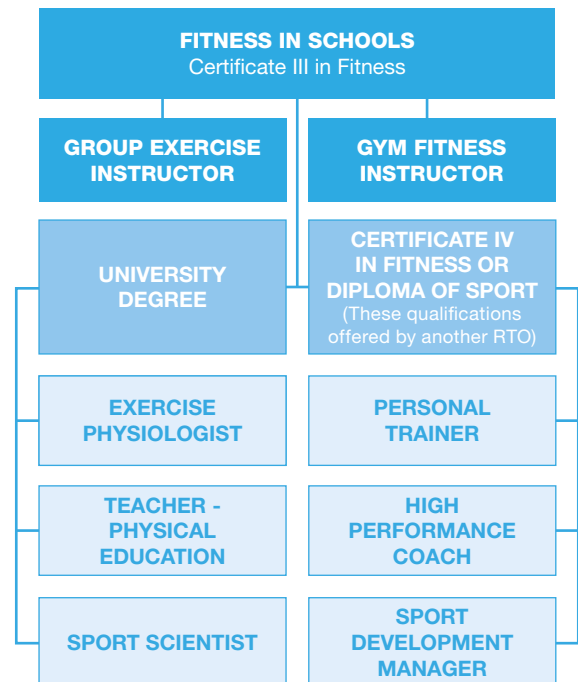
Students facilitate programs within their school community including:

- › Community fitness programs
- › Strength and conditioning for athletes and teams
- › 1-on-1 and group fitness sessions with male adults, female adults and older adult clients

WHAT DO STUDENTS ACHIEVE?

- › SIS30321 Certificate III in Fitness (max. 8 QCE Credits)
- › Entry qualification: SIS20122 Certificate II in Sport and Recreation
- › The nationally recognised First Aid competency - HLTAID011 Provide First Aid
- › Community Coaching - Essential Skills Course (non-accredited), issued by [Australian Sports Commission](#)
- › Successful completion of the Certificate III in Fitness may contribute towards a student's Australian Tertiary Admission Rank (ATAR)
- › A range of career pathway options including pathway into SIS40221 Certificate IV in Fitness; or SIS50321 Diploma of Sport - These qualifications offered by another RTO.

CAREER PATHWAYS



SKILLS ACQUIRED

- › Client screening and health assessment
- › Planning and instructing fitness programs
- › Deliver 1-on-1 and group fitness programs
- › Exercise science and nutrition
- › Anatomy and physiology

FLEXIBLE PROGRAMS

PRACTICAL-BASED LEARNING

RESOURCES PROVIDED



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SIS30321 CERTIFICATE III IN FITNESS + SIS20122 CERTIFICATE II IN SPORT AND RECREATION

(or as Standalone Qualification:
SIS30321 Certificate III in Fitness)

Registered Training Organisation:
Binnacle Training (RTO 31319)

Delivery Format:

2-Year Format

Timetable Requirements:

1-Timetabled Line

Units of Competency:

Standalone Qualification -15 Units
Dual Qualification - Additional 4 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):

\$365.00 per person (Cert II entry qualification = \$265.00 + Cert III Gap Fee = \$100.00)
(+ First Aid \$55.00)

QCE Outcome:

Maximum 8 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	TOPICS	<ul style="list-style-type: none"> › Introduction to the Sport, Fitness and Recreation (SFR) Industry › Introduction to Coaching Programs, Laws and Legislation
	PROGRAMS	<ul style="list-style-type: none"> › Assist with Delivering Coaching Sessions (Supervisor Delivery) › Plan and Deliver Coaching Sessions (Student Delivery)
TERM 2	TOPICS	<ul style="list-style-type: none"> › Introduction to Community Programs › Introduction to Conditioning Programs
	PROGRAMS	<ul style="list-style-type: none"> › Community SFR Program (Student Delivery) › Participate in Conditioning Sessions (Supervisor Delivery)
TERM 3	TOPICS	<ul style="list-style-type: none"> › Working in the SFR Industry - WHS and Provide Quality Service › Introduction to Anatomy and Physiology - The Cardiovascular System
	PROGRAMS	<ul style="list-style-type: none"> › Plan and Deliver Group Conditioning Sessions › Plan and Deliver a One-on-one Cardio Program
TERM 4	TOPICS	<ul style="list-style-type: none"> › Introduction to Anatomy and Physiology - The Musculoskeletal System › First Aid Course: HLTAID011 Provide First Aid
	PROGRAMS	<ul style="list-style-type: none"> › Recreational Group Exercise Program
QUALIFICATION SCHEDULED FOR FINALISATION		
SIS20122 CERTIFICATE II IN SPORT AND RECREATION		
TERM 5	TOPICS	<ul style="list-style-type: none"> › Anatomy and Physiology - Body Systems and Exercise › Health and Nutrition Consultations
	PROGRAMS	<ul style="list-style-type: none"> › One-on-One Gym Program (Adolescent Client) › Plan and Conduct Sessions (Scenario Clients)
TERM 6	TOPICS	<ul style="list-style-type: none"> › Screening and Health Assessments › Specific Population Clients (including Older Adults)
	PROGRAMS	<ul style="list-style-type: none"> › Fitness Orientation Program: Client Orientation › Group Training Program: Plan and Conduct a Group Session
TERM 7	TOPICS	<ul style="list-style-type: none"> › N/A (Practical Term)
	PROGRAMS	<p>Group Exercise and Gym-based One-on-One and Group Sessions:</p> <ul style="list-style-type: none"> › Female and Male Adults aged 18+; and › Older adults aged 55+

UNITS OF COMPETENCY			
HLTWHS001	Participate in workplace health and safety	BSBPEF301	Organise personal work priorities
SISXIND011	Maintain sport, fitness and recreation industry knowledge	BSBOPS304	Deliver and monitor a service to customers
BSBSUS211	Participate in sustainable work practices	SISFFIT035	Plan group exercise sessions
BSBPEF202	Plan and apply time management*	SISFFIT036	Instruct group exercise sessions
SISSPAR009	Participate in conditioning for sport*	SISFFIT032	Complete pre-exercise screening and service orientation
SISXCCS004	Provide quality service	SISFFIT033	Complete client fitness assessments
SISXEMR001	Respond to emergency situations (SISXEMR003)	SISFFIT052	Provide healthy eating information
HLTAID011	Provide First Aid	SISFFIT040	Develop and instruct gym-based exercise programs for individual clients
SISOFLD001	Assist in conducting recreation sessions*	SISFFIT047	Use anatomy and physiology knowledge to support safe and effective exercise
SISXFAC006	Maintain activity equipment*	* For students not enrolled in entry qualification SIS20122 Certificate II in Sport and Recreation - these will be issued as a separate Statement of Attainment (Subject Only Training)	

2025 EDITION

SIS30321 CERTIFICATE III IN FITNESS

Binnacle Training (RTO Code 31319)

HOW DOES IT WORK

This qualification provides a pathway to work as a fitness instructor in settings such as fitness facilities, gyms, and leisure and community centres.

Students gain the entry-level skills required of a Fitness Professional (Group Exercise Instructor or Gym Fitness Instructor).

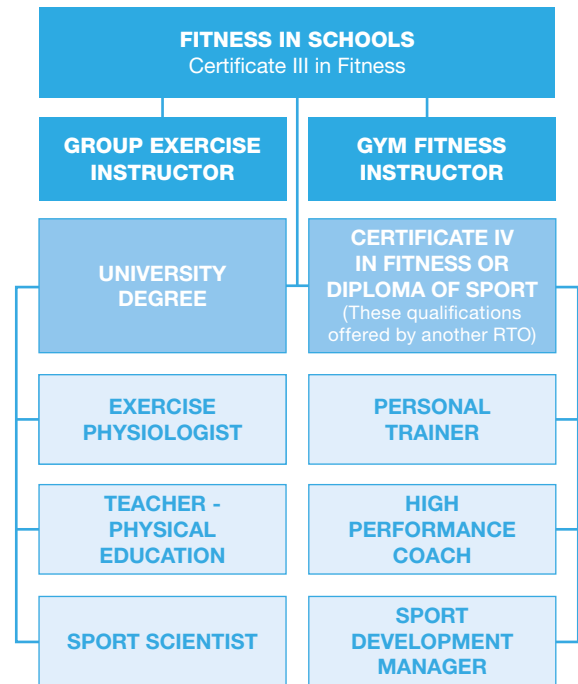
Students facilitate programs within their school community including:

- › Community fitness programs
- › Strength and conditioning for athletes and teams
- › 1-on-1 and group fitness sessions with male adults, female adults and older adult clients

WHAT DO STUDENTS ACHIEVE?

- › SIS30321 Certificate III in Fitness (max. 8 QCE Credits)
- › The nationally recognised First Aid competency - HLTAID011 Provide First Aid
- › Community Coaching - Essential Skills Course (non-accredited), issued by [Australian Sports Commission](#)
- › A range of career pathway options including pathway into SIS40221 Certificate IV in Fitness; or SIS50321 Diploma of Sport - These qualifications offered by another RTO.
- › Successful completion of the Certificate III in Fitness may contribute towards a student's Australian Tertiary Admission Rank (ATAR)

CAREER PATHWAYS



SKILLS ACQUIRED

- › Client screening and health assessment
- › Planning and instructing fitness programs
- › Deliver 1-on-1 and group fitness programs
- › Exercise science and nutrition
- › Anatomy and physiology

FLEXIBLE PROGRAMS

PRACTICAL-BASED LEARNING

RESOURCES PROVIDED



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SIS30321 CERTIFICATE III IN FITNESS

Registered Training Organisation:
Binnacle Training (RTO 31319)

Delivery Format:
2-Year Format

Timetable Requirements:
1-Timetabled Line

Units of Competency:
15 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):
\$365.00 per person (+ **First Aid \$55.00**)

QCE Outcome:
Maximum 8 QCE Credits

TERM 1	TOPICS
	<ul style="list-style-type: none"> › Introduction to the Sport, Fitness and Recreation (SFR) Industry › Introduction to Coaching Programs, Laws and Legislation
TERM 2	PROGRAMS
	<ul style="list-style-type: none"> › Assist with Delivering Coaching Sessions (Supervisor Delivery) › Plan and Deliver Coaching Sessions (Student Delivery)
TERM 3	TOPICS
	<ul style="list-style-type: none"> › Introduction to Community Programs › Introduction to Conditioning Programs
TERM 4	PROGRAMS
	<ul style="list-style-type: none"> › Community SFR Program (Student Delivery) › Participate in Conditioning Sessions (Supervisor Delivery)
TERM 5	TOPICS
	<ul style="list-style-type: none"> › Working in the SFR Industry - WHS and Provide Quality Service › Introduction to Anatomy and Physiology - The Cardiovascular System
TERM 6	PROGRAMS
	<ul style="list-style-type: none"> › Plan and Deliver Group Conditioning Sessions › Plan and Deliver a One-on-one Cardio Program
TERM 7	TOPICS
	<ul style="list-style-type: none"> › Anatomy and Physiology - The Musculoskeletal System › First Aid Course: HLTAID011 Provide First Aid
TERM 8	PROGRAMS
	<ul style="list-style-type: none"> › Recreational Group Exercise Program
TERM 9	TOPICS
	<ul style="list-style-type: none"> › Anatomy and Physiology - Body Systems and Exercise › Health and Nutrition Consultations
TERM 10	PROGRAMS
	<ul style="list-style-type: none"> › One-on-One Gym Program (Adolescent Client) › Plan and Conduct Sessions (Scenario Clients)
TERM 11	TOPICS
	<ul style="list-style-type: none"> › Screening and Health Assessments › Specific Population Clients (including Older Adults)
TERM 12	PROGRAMS
	<ul style="list-style-type: none"> › Fitness Orientation Program: Client Orientation › Group Training Program: Plan and Conduct a Group Session
TERM 13	TOPICS
	<ul style="list-style-type: none"> › N/A (Practical Term)
TERM 14	PROGRAMS
	<ul style="list-style-type: none"> Group Exercise and Gym-based One-on-One and Group Sessions: › Female and Male Adults aged 18+; and › Older adults aged 55+

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.

UNITS OF COMPETENCY			
HLTAID011	Provide First Aid	SISFFIT035	Plan group exercise sessions
HLTWHS001	Participate in workplace health and safety	SISFFIT036	Instruct group exercise sessions
SISXEMR001	Respond to emergency situations	SISFFIT032	Complete pre-exercise screening and service orientation
SISXIND011	Maintain sport, fitness and recreation industry knowledge	SISFFIT033	Complete client fitness assessments
SISXCCS004	Provide quality service	SISFFIT052	Provide healthy eating information
BSBSUS211	Participate in sustainable work practices	SISFFIT040	Develop and instruct gym-based exercise programs for individual clients
BSBOPS304	Deliver and monitor a service to customers	SISFFIT047	Use anatomy and physiology knowledge to support safe and effective exercise
BSBPEF301	Organise personal work priorities		

Please note this 2025 Course Schedule is current at the time of publishing and should be used as a guide only. This document is to be read in conjunction with Binnacle Training's Program Disclosure Statement (PDS). Please note that some training and assessment services are delivered by the School (as Third Party) and the PDS sets out the services and training products Binnacle Training as RTO provides and those services carried out by the School as Third Party (i.e. the facilitation of training and assessment services). To access Binnacle's PDS, please visit: www.binnacletraining.com.au/rto

2025 EDITION

SIS30122 CERTIFICATE III IN SPORT, AQUATICS AND RECREATION + SIS20122 CERTIFICATE II IN SPORT AND RECREATION

Binnacle Training (RTO Code 31319)

HOW DOES IT WORK

This qualification reflects the role of individuals with well-developed skills and knowledge to deliver recreational services.

Students assist with facilitation of sport and recreation programs within their school community including:

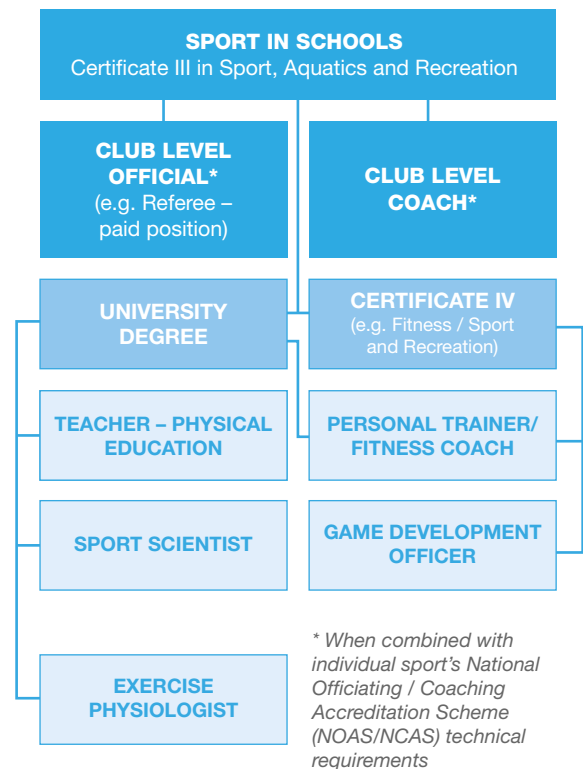
- › Officiating games
- › Conducting coaching sessions
- › Community sport, fitness and recreation programs

Available with a 'General' or 'Sport Specialty' Coaching and Officiating outcome - AFL, NRL, Netball, Rugby Union or Choose Your Own Sport!

WHAT DO STUDENTS ACHIEVE?

- › SIS30122 Certificate III in Sport, Aquatics and Recreation (max. 7 QCE Credits). Completing the 'Term 7 Part 2 Add-On' as well can result in a maximum 8 QCE Credits
- › Entry qualification: SIS20122 Certificate II in Sport and Recreation (only in Dual Qualification)
- › The nationally recognised First Aid competency - HLTAID011 Provide First Aid
- › Community Coaching - Essential Skills Course (non-accredited), issued by [Australian Sports Commission](#)
- › A range of career pathway options including Club Level Official and/or Coach
- › Successful completion of the Certificate III in Sport, Aquatics and Recreation may contribute towards a student's Australian Tertiary Admission Rank (ATAR)

CAREER PATHWAYS



SKILLS ACQUIRED

- › Officiating games or competitions
- › Coaching beginner participants to develop fundamental skills
- › Effective communication skills
- › Use digital technologies in sports environments

FLEXIBLE PROGRAMS

PRACTICAL-BASED LEARNING

RESOURCES PROVIDED



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SIS30122 CERTIFICATE III IN SPORT, AQUATICS AND RECREATION + SIS20122 CERTIFICATE II IN SPORT AND RECREATION

(or as Standalone Qualification:
SIS30122 Certificate III in Sport,
Aquatics and Recreation)

Registered Training Organisation:
Binnacle Training (RTO 31319)

Delivery Format:
2-Year Format

Timetable Requirements:
1-Timetabled Line

Units of Competency:
Standalone Qualification - 15 Units
Dual Qualification - Additional 3 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):
\$335.00 per person (Cert II entry qualification = \$265.00 + Cert III Gap Fee = \$70.00) (+ First Aid \$55.00)

QCE Outcome:
Maximum 7 QCE Credits.
› Completing the Optional Term 7 Add-on as well can result in a maximum 8 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	TOPICS	› Introduction to the Sport, Fitness and Recreation (SFR) Industry › Introduction to Coaching Programs, Laws and Legislation
	PROGRAMS	› Assist with Delivering Coaching Sessions (Supervisor Delivery) › Plan and Deliver Coaching Sessions (Student Delivery)
TERM 2	TOPICS	› Introduction to Community Programs › Introduction to Conditioning Programs
	PROGRAMS	› Community SFR Program (Student Delivery) › Participate in Conditioning Sessions (Supervisor Delivery)
TERM 3	TOPICS	› Working in the SFR Industry - WHS and Provide Quality Service › Introduction to Anatomy and Physiology - The Cardiovascular System
	PROGRAMS	› Plan and Deliver Group Conditioning Sessions › Plan and Deliver a One-on-one Cardio Program
TERM 4	TOPICS	› Anatomy and Physiology - The Musculoskeletal System › First Aid Course: HLTAID011 Provide First Aid
	PROGRAMS	› Recreation Group Exercise Program
QUALIFICATION SCHEDULED FOR FINALISATION		
SIS20122 CERTIFICATE II IN SPORT AND RECREATION		
TERM 5	TOPICS	› Deliver Outdoor Recreation Sessions
	PROGRAMS	› Deliver Outdoor Recreation Sessions
TERM 6	TOPICS	› Sport-Specific Coaching Program › Developing Self-Awareness
	PROGRAMS	› Plan and Deliver a Sport Development Program › Plan and Deliver a Community Recreation Session for Children
TERM 7 PART 1 (Compulsory)	TOPICS	› Round-Robin Tournaments › Working Effectively with Others › Responding to Interpersonal Conflict
	PROGRAMS	› Plan and Deliver a Round-Robin Tournament › Role-play Conflict Scenarios
TERM 7 PART 2 OPTIONAL- ADD-ON:	TOPICS	› Officiating Sports
	PROGRAMS	› Officiate Modified Games

UNITS OF COMPETENCY

HLTAID011	Provide First Aid	BSBPEF302	Develop self-awareness
SISXIND011	Maintain sport, fitness and recreation knowledge	BSBTWK201	Work effectively with others
BSBPEF301	Organise personal work priorities	SISSCO001	Conduct sport coaching sessions with foundation level participants
SISSPAR009	Participate in conditioning for sport	SISOFLD001	Assist in conducting recreation sessions*
BSBPEF202	Plan and apply time management*	SISXPLD004	Facilitate groups
BSBSUS211	Participate in sustainable work practices*	BSBWHS308	Participate in WHS hazard identification, risk assessment and risk control processes
HLTWHS001	Participate in workplace health and safety	SISXIND009	Respond to interpersonal conflict
SISXFAC006	Maintain activity equipment	SISXPLD002	Deliver recreation sessions
SISXCCS004	Provide quality service	TERM 7 ADD-ON UNITS OF COMPETENCY	
SISXEMR003	Respond to emergency situations	SIRXWHS001	Work safely
* For students not enrolled in entry qualification SIS20122 Certificate II in Sport and Recreation - these will be issued as a separate Statement of Attainment (Subject Only Training)		HLTAID009	Provide cardiopulmonary resuscitation (Completed as part of Provide First Aid - HLTAID011)

FIRST AID & CPR SHORT COURSES



FIRST AID & CPR SHORT COURSES



HLTAID011 Provide First Aid

Flexible Delivery Options



HLTAID009 Provide cardiopulmonary resuscitation

Flexible Delivery Options

[VISIT PROGRAMS FOR SCHOOLS](#) 

The information in this 2025 Course Snapshot is current at the time of publishing and should be used as a guide only.

2025 EDITION HLTAID011 PROVIDE FIRST AID

Binnacle Training (RTO Code 31319)

HOW DOES IT WORK

Students learn to confidently manage emergency situations and provide first aid care to a casualty. It is suitable for both people in a workplace and members of the public who want first aid training.

Binnacle Training recommends, in line with Australian Resuscitation Council guidelines, that First Aid skills are recertified every 3 years, and CPR skills are recertified every 12 months.

Participants are required to undertake practical training and assessment at floor level which includes demonstrating CPR on a manikin for at least two minutes.

Participants must attend 100% of this first aid training and will also require suitable language, literacy and numeracy skills to complete the course.

COURSE OVERVIEW

Delivery Format:

This course has the following course duration options:

- › School Term Delivery: 12 x 70 min lessons
- › Two-Day Delivery: 10 hours (2 x 5-hour days).
- › One-Day Delivery: The practical can be completed in approximately 5 hours.
 - All knowledge assessments must be completed by participants prior to this one-day delivery.

Suitable Year Level(s):

Year 9, 10, 11 and 12

Study Mode:

Combination of Face-to-face and online

Cost (Fee-For-Service):

\$55.00 per person

QCE Outcome:

0 QCE Credits

COURSE OUTLINE

TOPICS COVERED

- › Emergency Management
- › Assessing the Scene
- › CPR and Defibrillation
- › Injuries and Trauma
- › Conditions
- › Bites and Stings

UNITS OF COMPETENCY

- › HLTAID011 Provide First Aid
- › HLTAID010 Provide basic emergency life support
- › HLTAID009 Provide cardiopulmonary resuscitation

WHAT DO STUDENTS ACHIEVE?

- › The nationally recognised First Aid competency - HLTAID011 Provide First Aid
 - Most workplaces require a specific number of people to hold this competency.

SKILLS ACQUIRED

- › Performing CPR, including use of an Automated External Defibrillator (AED)
- › Providing initial treatment for injuries, trauma, bites and stings
- › Managing a range of conditions including Asthma, Anaphylaxis, Shock and Hypothermia

QUALIFICATIONS THAT REQUIRE HLTAID011

- › SIS20122 Certificate II in Sport and Recreation
- › SIS20321 Certificate II in Sport Coaching
- › SIS30321 Certificate III in Fitness
- › SIS30122 Certificate III in Sport, Aquatics and Recreation

Please note this 2025 Course Schedule is current at the time of publishing and should be used as a guide only. This document is to be read in conjunction with Binnacle Training's Program Disclosure Statement (PDS). Please note that some training and assessment services are delivered by the School (as Third Party) and the PDS sets out the services and training products Binnacle Training as RTO provides and those services carried out by the School as Third Party (i.e. the facilitation of training and assessment services). To access Binnacle's PDS, please visit: www.binnacletraining.com.au/rto

FLEXIBLE DELIVERY

PRACTICAL-BASED LEARNING

RESOURCES PROVIDED



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2025 EDITION HLTAID009 PROVIDE CARDIOPULMONARY RESUSCITATION

Binnacle Training (RTO Code 31319)

HOW DOES IT WORK

Students learn the skills to recognise and manage a casualty who is unconscious and not breathing. CPR is a lifesaving technique which can sustain life until an ambulance arrives.

Binnacle Training recommends, in line with Australian Resuscitation Council guidelines, that CPR skills are recertified every 12 months.

Participants are required to undertake practical training and assessment at floor level which includes demonstrating CPR on a manikin for at least two minutes.

Participants must attend 100% of this first aid training and will also require suitable language, literacy and numeracy skills to complete the course.

COURSE OVERVIEW

Delivery Format:

This course has the following course duration options:

- › School Term Delivery: 4 x 70 min lessons
- › One-Day Delivery: Approximately 5 hours.
- › Half-Day Delivery: The practical may be completed in approximately 3 hours.
 - All knowledge assessments must be completed by participants prior to this one-day delivery.

Suitable Year Level(s):

Year 9, 10, 11 and 12

Study Mode:

Combination of Face-to-face and online

Cost (Fee-For-Service):

\$40.00 per person

QCE Outcome:

0 QCE Credits

COURSE OUTLINE

TOPICS COVERED

- › Emergency Management
- › Assessing the Scene
- › CPR and Defibrillation

UNIT OF COMPETENCY

- › HLTAID009 Provide cardiopulmonary resuscitation

WHAT DO STUDENTS ACHIEVE?

- › The nationally recognised competency - HLTAID009 Provide cardiopulmonary resuscitation
 - Most workplaces require a specific number of people to hold this competency.

SKILLS ACQUIRED

- › Performing CPR, including use of an Automated External Defibrillator (AED)

Please note this 2025 Course Schedule is current at the time of publishing and should be used as a guide only. This document is to be read in conjunction with Binnacle Training's Program Disclosure Statement (PDS). Please note that some training and assessment services are delivered by the School (as Third Party) and the PDS sets out the services and training products Binnacle Training as RTO provides and those services carried out by the School as Third Party (i.e. the facilitation of training and assessment services). To access Binnacle's PDS, please visit: www.binnacletraining.com.au/rto

FLEXIBLE DELIVERY

PRACTICAL-BASED LEARNING

RESOURCES PROVIDED



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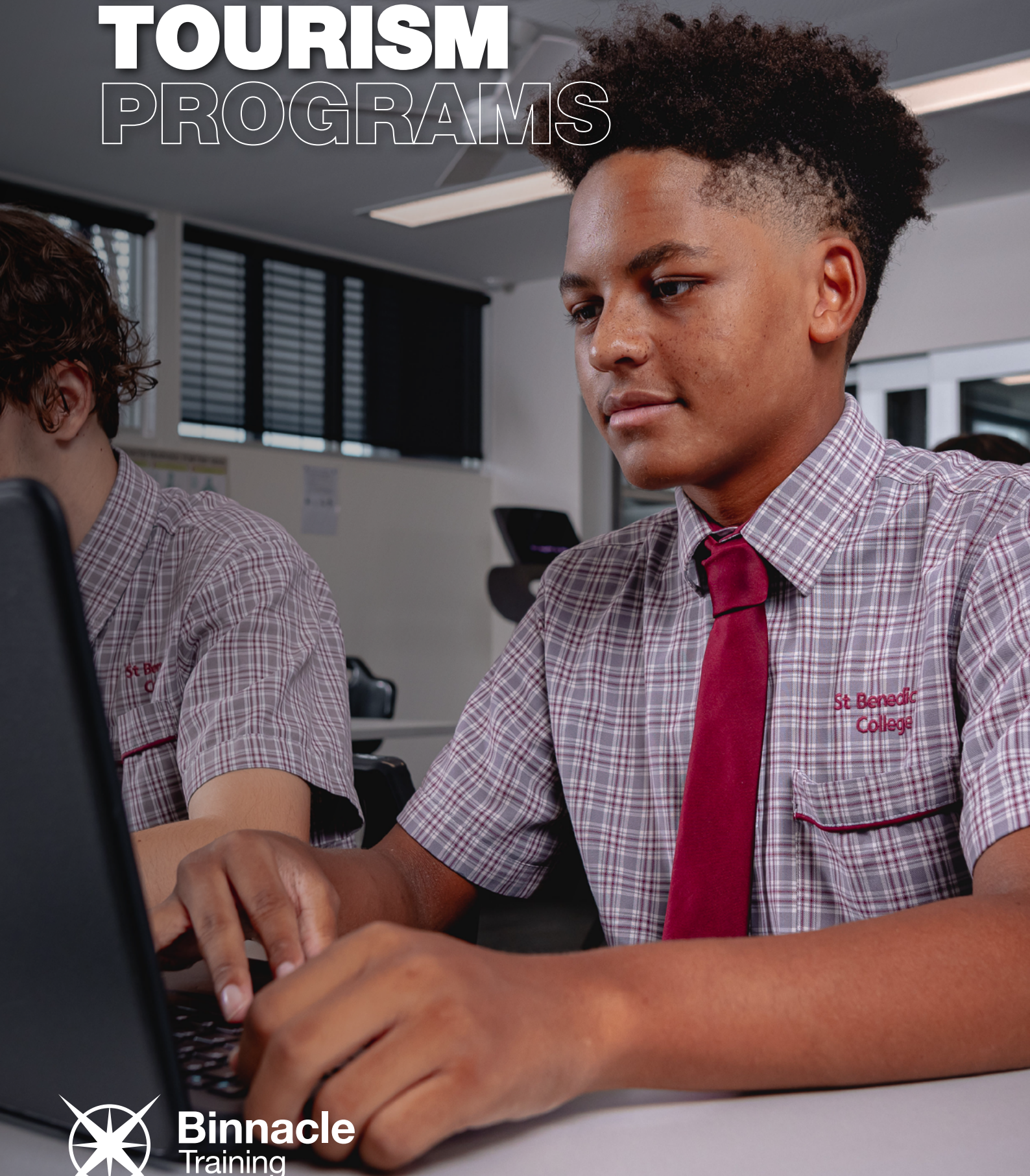
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BUSINESS & TOURISM PROGRAMS



CERTIFICATE II & III COURSES



BSB20120 Certificate II in Workplace Skills

1-Year Format



SIT20122 Certificate II in Tourism

1-Year Format



BSB30120 Certificate III in Business + SIT20122 Certificate II in Tourism

2-Year Format



BSB30120 Certificate III in Business

2-Year Format

[VISIT PROGRAMS FOR SCHOOLS](#) 

The information in this 2025 Course Snapshot is current at the time of publishing and should be used as a guide only.

2025 EDITION

BSB20120 CERTIFICATE II IN WORKPLACE SKILLS

Binnacle Training (RTO Code 31319)

HOW DOES IT WORK

This qualification reflects the role of individuals in a variety of entry-level Business Services job roles.

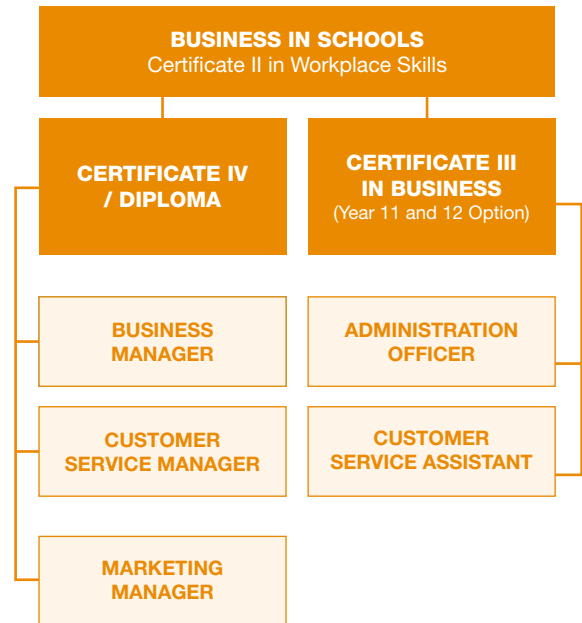
The program will be delivered through class-based tasks as well as both simulated and real business environments at the school - involving the delivery of a range of projects and activities within the school community.

An excellent work readiness program where students develop a range of essential workplace skills.

SKILLS ACQUIRED

- › Personal effectiveness
- › Communication in the workplace
- › Using digital technologies in business environments
- › Critical thinking and problem solving
- › Time management
- › Teamwork
- › Self-awareness
- › Workplace health and safety
- › Sustainability

CAREER PATHWAYS



WHAT DO STUDENTS ACHIEVE?

- › BSB20120 Certificate II in Workplace Skills (max. 4 QCE Credits)
- › A range of career pathway options including pathway into BSB30120 Certificate III in Business

FLEXIBLE PROGRAMS

PROJECT-BASED LEARNING

RESOURCES PROVIDED



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BSB20120 CERTIFICATE II IN WORKPLACE SKILLS

Registered Training Organisation:
Binnacle Training (RTO 31319)

Delivery Format:
1-Year Format

Timetable Requirements:
1-Timetabled Line

Units of Competency:
10 (5 Core Units, 5 Elective Units)

Suitable Year Level(s):
Year 10 (or Year 11 or 12)

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

Cost (Fee-For-Service):
\$225.00 per person

QCE Outcome:
Maximum 4 QCE Credits

TERM 1	TOPICS
	<ul style="list-style-type: none"> › Introduction to the Business Services Industry › Introduction to Entrepreneurship and Business › Introduction to Personal Finances
	PROJECTS
	<ul style="list-style-type: none"> › Research Business Topics

TERM 2	TOPICS
	<ul style="list-style-type: none"> › Research Topics and Group Presentation › Workplace Health and Safety › Sustainable Work Practices
	PROJECTS
	<ul style="list-style-type: none"> › Group Presentation › WHS Processes at the 'Go! Regional' Travel Expo

TERM 3	TOPICS
	<ul style="list-style-type: none"> › Working in a Business Environment › Time Management
	PROJECTS
	<ul style="list-style-type: none"> › Developing Teamwork in the Workplace

TERM 4	TOPICS
	<ul style="list-style-type: none"> › Inclusive Work Practices › Workplace Communication
	PROJECTS
	<ul style="list-style-type: none"> › Inclusivity and Communication in the Workplace

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.

UNITS OF COMPETENCY	
BSBPEF202	Plan and apply time management
BSBPEF201	Support personal wellbeing in the workplace
BSBWHS211	Contribute to the health and safety of self and others
BSBSUS211	Participate in sustainable work practices
BSBCMM211	Apply communication skills
BSBTEC201	Use business software applications
BSBTEC203	Research using internet
BSBOPS201	Work effectively in business environments
BSBTWK201	Work effectively with others
BSBWHS311	Assist with maintaining workplace safety

2025 EDITION SIT20122 CERTIFICATE II IN TOURISM

Binnacle Training (RTO Code 31319)

HOW DOES IT WORK

This 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 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 activities within the school community.

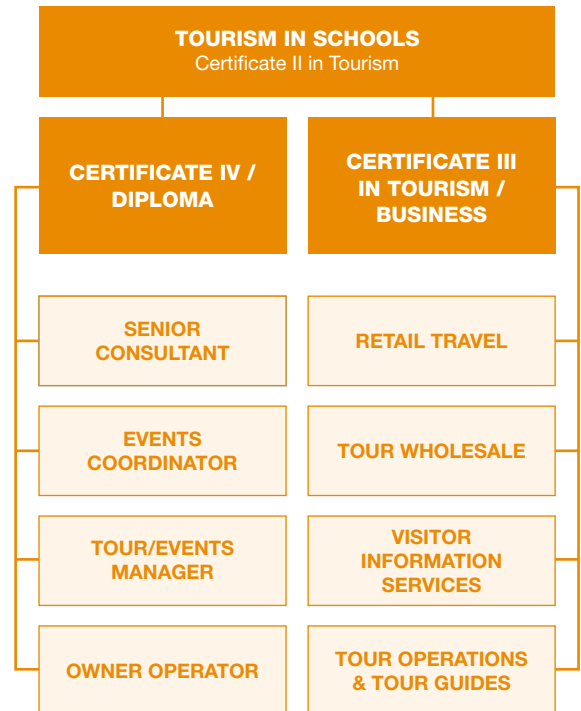
This program also includes the following:

- › Participation in a Tourism-related Industry Discovery

SKILLS ACQUIRED

- › Communication
- › Customer service
- › Safe and sustainable work practices
- › Source and present information
- › Social and cultural sensitivity
- › Digital technologies and software applications
- › Working effectively in business environments

CAREER PATHWAYS



WHAT DO STUDENTS ACHIEVE?

- › SIT20122 Certificate II in Tourism (max. 4 QCE Credits)
- › A range of career pathway options including pathway into BSB30120 Certificate III in Business

FLEXIBLE PROGRAMS

PROJECT-BASED LEARNING

RESOURCES PROVIDED



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SIT20122 CERTIFICATE II IN TOURISM

Registered Training Organisation:
Binnacle Training (RTO 31319)

Delivery Format:

1-Year Format

Timetable Requirements:

1-Timetabled Line

Units of Competency:

11 (5 Core Units, 6 Elective Units)

Suitable Year Level(s):

Year 10 (or Year 11 or 12)

Study Mode:

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

Cost (Fee-For-Service):

\$225.00 per person

QCE Outcome:

Maximum 4 QCE Credits

TERM 1	TOPICS
	<ul style="list-style-type: none"> › Introduction to the Tourism and Travel Industry › Introduction to Entrepreneurship and Business › Introduction to the Business Services Industry
	PROJECTS
	<ul style="list-style-type: none"> › Research Business Topics

TERM 2	TOPICS
	<ul style="list-style-type: none"> › Source, Use and Present Information on the Tourism and Travel Industry › Public Activities and Events › Business Software Applications and Research
	PROJECTS
	<ul style="list-style-type: none"> › Business Start-Up Research › Tourism Industry Research › Present Information at an Industry Event

TERM 3	TOPICS
	<ul style="list-style-type: none"> › Provide Information to Visitor and Customers › Interacting with Customers › Show Social and Cultural Sensitivity in the Tourism Industry
	PROJECTS
	<ul style="list-style-type: none"> › Go! Travel 'VIP' Information Evening › Interact with Customers at the Go! Travel Agency › Show Social and Cultural Sensitivity in the Tourism Industry

TERM 4	TOPICS
	<ul style="list-style-type: none"> › Workplace Health and Safety
	PROJECTS
	<ul style="list-style-type: none"> › WHS Processes at the 'Go! Regional' Travel Expo

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.

UNITS OF COMPETENCY	
SITTIND003	Source and use information on the tourism and travel industry
SITXCOM006	Source and present information
CJAEVP211	Assist with the staging of public activities or events
BSBTEC201	Use business software applications
BSBTEC203	Research using the internet
SITXWHS005	Participate in safe work practices
SITXCOM008	Provide a briefing or scripted commentary
SITXCOM007	Show social and cultural sensitivity
SITXCCS010	Provide visitor information
SITXCCS009	Provide customer information and assistance
SITXCCS011	Interact with customers

2025 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.

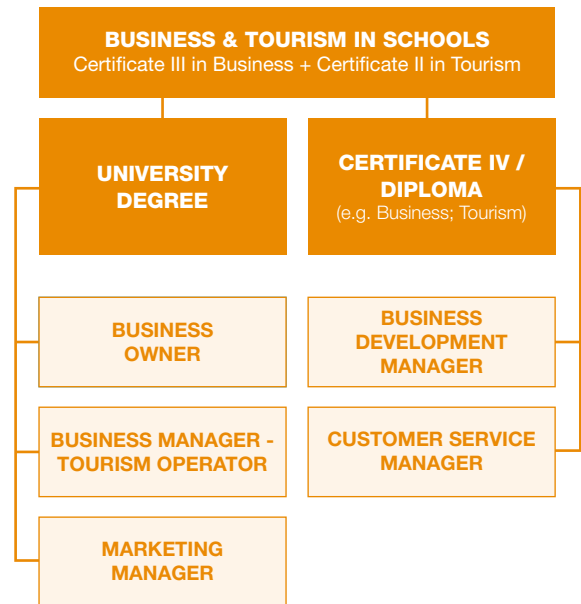
This program also includes the following:

- › 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



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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 - 21 Units (plus 2 Optional Additional 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	TOPICS	<ul style="list-style-type: none"> Introduction to the Business Services Industry Introduction to Entrepreneurship and Business Introduction to Tourism
	PROJECTS	<ul style="list-style-type: none"> Research Business Topics
TERM 2	TOPICS	<ul style="list-style-type: none"> Source, Use and Present Information on the Tourism and Travel Industry Public Activities and Events Business Software Applications and Research
	PROJECTS	<ul style="list-style-type: none"> Business Start-Up Research Tourism Industry Research Present Information at an Industry Event
TERM 3	TOPICS	<ul style="list-style-type: none"> Providing Information to Visitors and Customers Interacting with Customers Showing Social and Cultural Sensitivity in the Tourism Industry
	PROJECTS	<ul style="list-style-type: none"> Go! Travel 'VIP' Information Evening Interact with Customers at the Go! Travel Agency Show Social and Cultural Sensitivity in the Tourism Industry
TERM 4	TOPICS	<ul style="list-style-type: none"> Workplace Health and Safety Sustainable Work Practices
	PROJECTS	<ul style="list-style-type: none"> WHS Processes at the 'Go! Regional' Travel Expo
QUALIFICATION SCHEDULED FOR FINALISATION		
SIT20122 CERTIFICATE II IN TOURISM		
TERM 5	TOPICS	<ul style="list-style-type: none"> Inclusive Work Practices Engage in Workplace Communication
	PROJECTS	<ul style="list-style-type: none"> Inclusivity and Communication in the Workplace
TERM 6	TOPICS	<ul style="list-style-type: none"> Work in a Team Critical Thinking Skills
	PROJECTS	<ul style="list-style-type: none"> Critical Thinking at Go! Travel
TERM 7 PART 1	TOPICS	<ul style="list-style-type: none"> Producing Simple Documents
	PROJECTS	<ul style="list-style-type: none"> Binnacle Boss - Business Proposal
TERM 7 PART 2 (Optional)	TOPICS	<ul style="list-style-type: none"> Designing and Producing Presentations
	PROJECTS	<ul style="list-style-type: none"> Deliver a Focus Group Presentation

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		

OPTIONAL ADDITIONAL UNITS OF COMPETENCY

BSBCMM411	Make presentations*	BSBPEF402	Develop personal work priorities*
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2025 EDITION BSB30120 CERTIFICATE III IN BUSINESS

Binnacle Training (RTO Code 31319)

HOW DOES IT WORK

This 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 environments at the school - involving the delivery of a range of projects and services within the school community.

This program also includes the following:

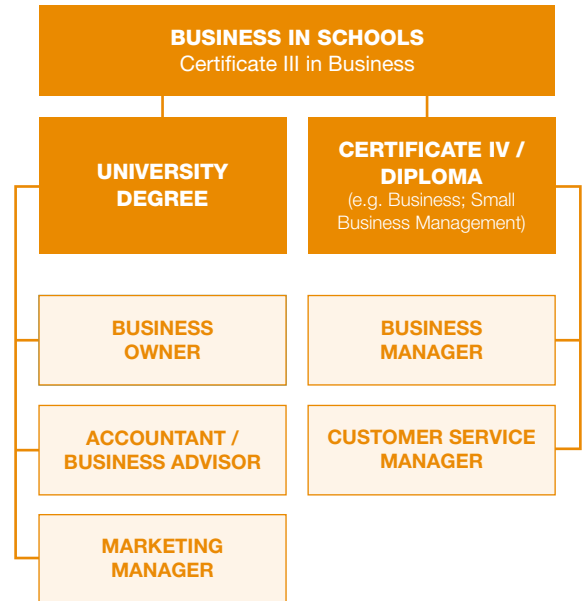
- › Student opportunities to design for a new product or service as part of our (non-accredited) Entrepreneurship Project - Binnacle Boss
- › Students examine business opportunities and participate in an Industry discovery

An excellent work readiness program where students develop a range of essential workplace skills.

SKILLS ACQUIRED

- › Leadership, innovation and creative thinking
- › Customer service and teamwork
- › Inclusivity and effective communication
- › WHS and sustainability
- › Financial literacy
- › Business documentation

CAREER PATHWAYS



WHAT DO STUDENTS ACHIEVE?

- › BSB30120 Certificate III in Business (max. 8 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



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BSB30120 CERTIFICATE III IN BUSINESS

Registered Training Organisation:
Binnacle Training (RTO 31319)

Delivery Format:
2-Year Format

Timetable Requirements:
1-Timetable Line

Please consult Binnacle Training to discuss Fast-Track options.

Units of Competency:
13 (6 Core Units, 7 Elective Units) plus 2 Optional Additional 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

QCE Outcome:
Maximum 8 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	TOPICS
	<ul style="list-style-type: none"> › Introduction to the Business Services Industry › Introduction to Entrepreneurship and Business › Introduction to Personal Finances
TERM 2	PROJECTS
	<ul style="list-style-type: none"> › Research Business Topics
TERM 3	TOPICS
	<ul style="list-style-type: none"> › Research Topics and Create a Group Presentation
TERM 4	PROJECTS
	<ul style="list-style-type: none"> › Group Presentation
TERM 5	TOPICS
	<ul style="list-style-type: none"> › Workplace Health and Safety › Sustainable Work Practices
TERM 6	PROJECTS
	<ul style="list-style-type: none"> › WHS Processes at the 'Go! Regional' Travel Expo
TERM 7	TOPICS
	<ul style="list-style-type: none"> › Inclusive Work Practices › Engage in Workplace Communication
PART 1	PROJECTS
	<ul style="list-style-type: none"> › Inclusivity and Communication in the Workplace
TERM 7	TOPICS
	<ul style="list-style-type: none"> › Develop and Apply Knowledge of Personal Finances
PART 2	PROJECTS
	<ul style="list-style-type: none"> › Personal Budget for the Future
TERM 7	TOPICS
	<ul style="list-style-type: none"> › Work in a Team › Critical Thinking Skills
PART 1	PROJECTS
	<ul style="list-style-type: none"> › Critical Thinking at Go! Travel
TERM 7	TOPICS
	<ul style="list-style-type: none"> › Producing Simple Documents
PART 2	PROJECTS
	<ul style="list-style-type: none"> › Binnacle Boss - Business Proposal
TERM 7	TOPICS
	<ul style="list-style-type: none"> › Designing and Producing Presentations
PART 2 (OPTIONAL)	PROJECTS
	<ul style="list-style-type: none"> › Deliver a Focus Group Presentation

UNITS OF COMPETENCY

BSBPEF201	Support personal wellbeing in the workplace	BSBXTW301	Work in a team
BSBPEF301	Organise personal work priorities	BSBCRT311	Apply critical thinking skills in a team environment
FNSFLT311	Develop and apply knowledge of personal finances	BSBTEC301	Design and produce business documents
BSBWHS311	Assist with maintaining workplace safety	BSBWRT311	Write simple documents
BSBSUS211	Participate in sustainable work practices	BSBTEC201	Use business software applications
BSBXC301	Engage in workplace communication	BSBTEC203	Research using the internet
BSBTWK301	Use inclusive work practices		
OPTIONAL ADDITIONAL UNITS OF COMPETENCY			
BSBCMM411	Make presentations*	BSBPEF402	Develop personal work priorities*



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*Allowing Teachers
to Teach*