



YEAR 1

TERM 1	TOPICS COVERED
	Topic #1 - Introduction to the Business Services and Travel/Tourism Industries Topic #2 - Personal Management (Organising Daily Work Activities)
	SPECIFIC PROJECT REQUIREMENTS
	Project #1 - Organising Work Schedules Project #2 - Creating a Positive Work Environment – Team Retreat (Part 1)
	UNITS SCHEDULED FOR COMPLETION
	BSBWOR202 Organise and complete daily work activities
TERM 2	TOPICS COVERED
	Topic #1 - Working Effectively in a Business Environment
	SPECIFIC PROJECT REQUIREMENTS
	Project #1 - Creating a Positive Work Environment – Team Retreat (Part 2)
	UNITS SCHEDULED FOR COMPLETION
	BSBWOR203 Work effectively with others BSBIND201 Work effectively in a business environment
TERM 3	TOPICS COVERED
	Topic #1 - Workplace Health and Safety Topic #2 - Environmental Sustainability
	SPECIFIC PROJECT REQUIREMENTS
	Project #1 - Self-Directed WHS Project
	UNITS SCHEDULED FOR COMPLETION
	N/A - No units of competency finalised this term
TERM 4	TOPICS COVERED
	Topic #1 - Process and Maintain Workplace Information
	SPECIFIC PROJECT REQUIREMENTS
	Project #1 - Researching WHS Policies and Procedures
	UNITS SCHEDULED FOR COMPLETION
	BSBWHS201 Contribute to health and safety of self and others BSBSUS201 Participate in environmentally sustainable work practices BSBINM201 Process and maintain workplace information

YEAR 2

TERM 5	TOPICS COVERED
	Topic #1 - Workplace Communication Topic #2 - Using Digital Technologies
	SPECIFIC PROJECT REQUIREMENTS
	Project #1 - Using Digital Technologies in the Workplace
	UNITS SCHEDULED FOR COMPLETION
	BSBMM201 Communicate in the workplace BSBITU213 Use digital technologies to communicate remotely BSBITU211 Produce digital text documents
TERM 6	TOPICS COVERED
	Topic #1 - Perform Financial Calculations Topic #2 - Create and Use Spreadsheets
	SPECIFIC PROJECT REQUIREMENTS
	Project #1 - Performing Financial Calculations
	UNITS SCHEDULED FOR COMPLETION
	N/A - No units of competency finalised this term
TERM 7	TOPICS COVERED
	Topic #1 - Financial Literacy
	SPECIFIC PROJECT REQUIREMENTS
	Project #1 - Be MoneySmart (Financial Literacy)
	UNITS SCHEDULED FOR COMPLETION
	FNSACC313 Perform financial calculations BSBITU212 Create and use spreadsheets FNSFLT301 Be MoneySmart
OPTIONAL	SHORT COURSES
	Examples Only (TBC) – issued as a separate Statement of Attainment / non-accredited certificate: <ul style="list-style-type: none"> • Be MoneySmart through a career in small business (if not continuing to Certificate III with Binnacle Training) • Provide First Aid • Responsible Service of Alcohol (RSA) e.g. Club Training • Skills Road (non-accredited - if not continuing to Certificate III with Binnacle Training)

Qualification scheduled for finalisation: BSB20115 CERTIFICATE II IN BUSINESS

*Please note that this is a guide only.