

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



**Binnacle  
Training**

RTO CODE 31319



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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.

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

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

<b>TERM 3</b>	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Workplace Health and Safety</li> <li>› Sustainable Work Practices</li> </ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› WHS Processes at the 'Go! Regional' Travel Expo</li> </ul>

<b>TERM 4</b>	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Providing Information to Visitors and Customers</li> <li>› Interacting with Customers</li> <li>› Showing Social and Cultural Sensitivity</li> </ul>
	<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>

**QUALIFICATION SCHEDULED FOR FINALISATION**  
**SIT20122 CERTIFICATE II IN TOURISM**

<b>TERM 5</b>	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Inclusive Work Practices</li> <li>› Engage in Workplace Communication</li> </ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Inclusivity and Communication in the Workplace</li> </ul>

<b>TERM 6</b>	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Work in a Team</li> <li>› Critical Thinking Skills</li> </ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Critical Thinking at Go! Travel</li> </ul>

<b>TERM 7</b>	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Designing and Producing Business Documents</li> <li>› Producing Simple Documents</li> </ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Binnacle Boss - Business Proposal</li> </ul>

**UNITS OF COMPETENCY**

<b>SITTIND003</b>	Source and use information on the tourism and travel industry	<b>BSBPEF301</b>	Organise personal work priorities
<b>CUAEVP211</b>	Assist with the staging of public activities or events	<b>BSBPEF201</b>	Support personal wellbeing in the workplace
<b>SITXCOM006</b>	Source and present information	<b>BSBWHS311</b>	Assist with maintaining workplace safety
<b>BSBTEC201</b>	Use business software applications	<b>BSBSUS211</b>	Participate in sustainable work practices
<b>BSBTEC203</b>	Research using the internet	<b>BSBTWK301</b>	Use inclusive work practices
<b>SITXCCS009</b>	Provide customer information and assistance	<b>BSBXCM301</b>	Engage in workplace communication
<b>SITXWHS005</b>	Participate in safe work practices	<b>BSBXTW301</b>	Work in a team
<b>SITXCOM007</b>	Show social and cultural sensitivity	<b>BSBCRT311</b>	Apply critical thinking skills in a team environment
<b>SITXCCS011</b>	Interact with customers	<b>BSBTEC301</b>	Design and produce business documents
<b>SITXCCS010</b>	Provide visitor information	<b>BSBWRT311</b>	Write simple documents
<b>SITXCOM008</b>	Provide a briefing or scripted commentary		

**OPTIONAL ADDITIONAL UNITS OF COMPETENCY**

<b>BSBCMM411</b>	Make presentations*	<b>BSBPEF402</b>	Develop personal work priorities*
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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). 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](http://www.binnacletraining.com.au/rto)