



# PACIFIC PINES STATE HIGH

## INSPIRING EXCELLENCE TO EMPOWER SUCCESS

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## Certificate II Business BSB20115

VET Subject – Duration 12 – 24 months

Pacific Pines State High School (RTO: 30900)

VET

Students will complete a nationally recognised certificate. Business is an area with high employment opportunities in a broad range of industries & workplaces. In addition to providing students with specific skills to enhance their employment opportunities, students will also learn a range of practical skills applicable to their personal lives.

It needs to be noted that students who enrol late in VET courses may not have the time required to achieve all competencies. In this case students will be issued with a statement of attainment.

### Entry Requirements

There are no formal entry requirements for this course.

### Pathways

This subject is designed for students wishing to engage in further study at TAFE or Business Colleges as well as students wishing to enter the work force as administrator, store manager, retailer, receptionist, personal assistant.

### Objectives

This course aims to prepare students for the workforce. The emphasis in this qualification is on the completion of the competencies through practical skills. Students will develop keyboarding, financial and clerical skills in addition to information processing. Students

will be trained in communication, numeracy, problem solving, team work and self-management.



### Course Costs

Nil. The student's VETIS funding is NOT used for this qualification.

### QCE Credit Points

4

### Qualification Packaging Rules

Total number of units to be completed is 12. This is made up of 1 core units plus 11 elective units.

<http://www.myskills.gov.au/courses/details?Code=BSB20115>

## Structure

Unit Code	Unit Name
BSBCMM201	Communicate in the workplace
BSBCUS201	Deliver a service to customers
BSBITU201	Produce simple word processed documents
BSBITU202	Create and use spreadsheets
BSBINM201	Process and maintain workplace information
BSBITU301	Create and use database
BSBWHS201	Contribute to health and safety of self and others
BSBSUS201	Participate in environmentally sustainable work practices
BSBWOR202	Organise and complete daily work activities
BSBWOR203	Work effectively with others
BSBWOR204	Use business technology
BSBSMB201	Identify suitability for microbusiness

## Assessment

Evidence contributing towards competency will be collected throughout the program. A variety of assessment techniques are used with the emphasis on students demonstrating practical skills. Other assessment in the form of assignments, procedural tasks for financial documents tests, oral presentations and the presentation of computerised tasks will also be expected. This process allows a student's competency to be assessed in a holistic & integrated approach.

# BSB30115 CERTIFICATE III IN BUSINESS

CODE	TITLE	BSB30115 Cert III in Business
BSBWHS302	Apply knowledge of WHS legislation in the workplace	CORE
BSBFLM312	<b>Contribute to team effectiveness</b>	ELECTIVE (L1)
BSBWOR301	Organise personal work priorities and development	ELECTIVE (L2)
FNSFLT205	Develop knowledge of the Australian financial system and markets	ELECTIVE
BSBLED301	Undertake eLearning	ELECTIVE
BSBITU304	Produce spreadsheets	ELECTIVE (L3)
FNSFLT401	Be MoneySmart through a career in small business	ELECTIVE
BSBINN301	Promote innovation in a team environment	ELECTIVE (L4)
BSBPRO301	Recommend products and services	ELECTIVE (L5)
BSBCUS301	Deliver and monitor a service to customers	ELECTIVE (L6)
BSBWRT301	Write simple documents	ELECTIVE (L7)
BSBITU306	Design and produce business documents	ELECTIVE (L8)

\* Elective units are subject to change prior to the commencement of the program. This is to ensure alignment to current industry practices is at its optimum.

<b><u>IMPORTANT</u></b> <b>Program Disclosure Statement (PDS)</b>	<p><i>This document is to be read in conjunction with Binnacle Training's <u>Program Disclosure Statement (PDS)</u>. The PDS sets out the services and training products Binnacle Training provides <u>and</u> those services carried out by the 'Partner School' (i.e. the delivery of training and assessment services).</i></p> <p><i>To access Binnacle's PDS, visit: <a href="http://www.binnacletraining.com.au/rto.php">http://www.binnacletraining.com.au/rto.php</a> and select 'RTO Files'.</i></p>
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**REGISTERED TRAINING  
ORGANISATION**

**Binnacle Training (RTO Code: 31319)**

<b>Subject Type</b>	<b>Vocational Education and Training</b>
<b>Nationally Recognised Qualifications</b>	<b>BSB30115 CERTIFICATE III IN BUSINESS</b>
<b>Course Length</b>	<b>2 years</b>
<b>Reasons to Study the Subject</b>	<p>Binnacle's Certificate III in Business 'Business in Schools' program is offered as a senior subject where students learn what it takes to become a Business Professional. Students achieve skills in leadership, innovation, customer service, personal management and financial literacy – incorporating the delivery of a range of projects and services within their school community. Micro business opportunities are also explored.</p> <p><u>QCE Credits:</u> Successful completion of the Certificate III in Business contributes a maximum of eight (8) credits towards a student's QCE. A maximum of eight credits from the same training package can contribute to a QCE.</p> <p>Graduates will be able to use their Certificate III in Business</p> <ul style="list-style-type: none"> <li>• as an entry level qualification into the Business Services Industries (e.g. customer service adviser, duty manager, administration officer);</li> <li>• to pursue further tertiary pathways (e.g. Certificate IV, Diploma or Bachelor of Business); and</li> <li>• to improve their chances of gaining tertiary entrance.</li> </ul>

**ENTRY REQUIREMENTS**

**Students must have a passion for and/or interest in working the Business Services industry and/or pursuing further tertiary pathways (e.g. Certificate IV, Diploma and Bachelor of Business). They must have good quality written and spoken communication skills and enthusiasm / motivation to participate in a range of projects.**

<b>Topics of Study</b>	<b>TERM 1</b>	<b>TERM 2</b>	<b>TERM 3</b>	<b>TERM 4</b>
	<ul style="list-style-type: none"> <li>• Introduction to the Business Services industry</li> <li>• Knowledge of the Australian Financial Systems</li> <li>• eLearning</li> </ul>	<ul style="list-style-type: none"> <li>• Producing spreadsheets</li> <li>• Be MoneySmart through a career in small business</li> </ul>	<ul style="list-style-type: none"> <li>• Working effectively in a business environment</li> <li>• Contributing to team effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>• Workplace Health and Safety: legislations, risk assessment</li> </ul>
	<b>TERM 5</b>	<b>TERM 6</b>	<b>TERM 7</b>	<b>TERM 8</b>
	<ul style="list-style-type: none"> <li>• Organising personal work priorities and developing a project plan</li> </ul>	<ul style="list-style-type: none"> <li>• Customer Service: Products and services; meeting customer needs</li> <li>• Deliver a service</li> <li>• Promote innovation in a team environment</li> </ul>	<ul style="list-style-type: none"> <li>• Plan and develop business documents</li> <li>• Plan, draft and finalise promotional material</li> </ul>	
<b>Learning Experiences</b>	<ul style="list-style-type: none"> <li>• Solving interesting problems</li> <li>• Delivering a service to customers</li> </ul>			

	<ul style="list-style-type: none"> <li>• Leadership</li> <li>• Innovation and teamwork</li> <li>• Undertaking e-Learning</li> <li>• Organising work priorities and personal development</li> <li>• Assessing risks</li> <li>• Recommending products and services</li> <li>• Designing and producing business documents</li> <li>• Examining business opportunities</li> <li>• Financial literacy – Be MoneySmart, First Business</li> </ul>
<b>Learning and Assessment</b>	<p>Learning experiences will be achieved by students working alongside an experienced Business Teacher (Program Deliverer) – incorporating delivery of a range of projects and services within their school community. This includes participation in R U OK Mental Health Awareness Week – Team Project and a Major Project where students design and plan for a new product or service.</p> <p>A range of teaching/learning strategies will be used to deliver the competencies. These include:</p> <ul style="list-style-type: none"> <li>• Practical tasks / experience</li> <li>• Hands-on activities involving customer service</li> <li>• Group projects</li> <li>• e-Learning projects</li> </ul> <p>Evidence contributing towards competency will be collected throughout the program. This process allows a student's competency to be assessed in a holistic approach that integrates a range of competencies.</p> <p><b>NOTE: From time to time, project delivery may require a mandatory 'outside subject' component (e.g. before or after school).</b></p>
<b>Pathways</b>	<p>The Certificate III in Business will be used by students seeking to enter the Business Services industries and/or pursuing further tertiary pathways (e.g. Certificate IV, Diploma and Bachelor of Business). For example:</p> <ul style="list-style-type: none"> <li>• Business Owner</li> <li>• Business Manager</li> <li>• Customer Service Manager</li> </ul> <p><b>Students eligible for an Australian Tertiary Admission Rank (ATAR) may be able to use their completed Certificate III to contribute towards their ATAR. For further information please visit <a href="http://www.qcaa.qld.edu.au/senior/new-snr-assessment-te/tertiary-entrance">www.qcaa.qld.edu.au/senior/new-snr-assessment-te/tertiary-entrance</a></b></p>
<b>Cost</b>	<ul style="list-style-type: none"> <li>• <b>\$210.00</b> = Binnacle Training Fees</li> <li>• All texts and reprographics are provided by the school.</li> </ul>

For further information, contact the ILO, Shelly Henningsen [ilo@pacificpinesshs.eq.edu.au](mailto:ilo@pacificpinesshs.eq.edu.au)

# CERTIFICATE IV in Crime and Justice



(10283NAT)

(RTO – Unity College - 32123)

Delivered and assessed by Unity College (32123)

**QCE  
Credit  
Points - 8**

Certificate IV in Crime and Justice		Duration:	2 years
Qualification description:	Certificate IV in Crime and Justice is an accredited course. The Certificate IV in Crime and Justice is designed by justice professionals for people who would like to achieve employment in the criminal justice system and wish to develop a deeper understanding of the justice system. Aims: The Certificate IV in Crime and Justice course is designed to <ul style="list-style-type: none"><li>provide students with a broad understanding of the justice system</li><li>develop the personal skills and knowledge which underpin employment in the justice system.</li></ul>		
Entry requirements:	Academic - There are no formal entry requirements for this course. It is recommended that students have a pass in Year 10 English to demonstrate sufficient spoken and written comprehension to successfully complete all study and assessment requirements. Attitude – students need to demonstrate independent learning skills		
Qualification packaging rules:	To attain this certificate, 10 units of competency (6 core and 4 elective) must be completed.		
Units of Competency delivered:	Unit Code	Unit Name	
	1. CJSKOM401	Provide information and referral advice on justice-related issues	
	2. CJSDCP402	Prepare documentation for court proceedings	
	3. CJSSJI403	Analyse social justice issues	
	4. BSBRES401	Analyse and present research information	
	5. PSPREG003	Apply Regulatory Powers	
	6. BSBLEG413	Identify and apply the legal framework	
	7. BSBLDR403	Lead team effectiveness	
	8. PSPREG010	Prepare a brief of evidence	
	9. BSBLEG416	Apply the principles of the law of torts	
10. BSBWOR404	Develop work priorities		
Learning experiences:	Content is delivered in a classroom environment through Legal Studies/Certificate IV Crime and Justice classes or via an online plus face-to face option. Course content provided by the trainer and assessor. This can be in the format of online reading and activities, whole day workshops, 3 x compulsory after school workshops with industry professionals <b>Technology required: access to the internet</b>		
Assessment:	Evidence contributing towards competency will be collected throughout the program. This process allows a student's competency to be assessed in a holistic approach that integrates a range of competencies. Evidence is gathered through the following; Written projects, Online quizzes, Observation of skills, Oral and written questions.		
Pathways:	The Certificate IV in Crime and Justice is recommended for students looking to gain employment or further study opportunities in justice and law related fields such as the police service, justice related occupations, corrective services, courts, legal offices, customs service, security industry and private investigations.		
Course Costs:	\$700 up-front fee.		
Further information	Refund Policy: Refund for students exiting a certificate course is on prorated basis related to the unit/s of competency covered (less a \$50.00 administration fee). Students must have evidence of the reason/s why exit from the course is being sought (e.g. a medical certificate or show extreme personal hardship). Applications for refund are made to the Unity College Principal and are at the discretion of the Principal.		



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### Certificate II Information Digital Media & Technology ICA20115

Applied senior subject – duration approx. 2 years

Pacific Pines State High School (RTO: 30900)



VET

This Certificate II qualification expands on knowledge and skills for working in the Information Technology industry and for daily living. It also provides a foundation for adapting more easily to the many changes that will come as a result of ICT's. Students need good communication skills and to have mature work and study habits.

It needs to be noted that students who enrol late in VET courses may not have the time required to achieve all competencies. In this case students will be issued with a statement of attainment

### Entry Requirements

There are no formal entry requirements for this course.

### Pathways

Office Clerk, Web Developer, Banker, Graphic Artist, Multimedia Developer, Accounts Clerk, Computer Service Technician.

### Objectives

This two year course, ICA20115 Certificate II Information, Digital Media and Technology builds on the basic computing skills established in Certificate I. The qualification provides the foundation of knowledge and skills required to work in the Information

Technology industry. It also provides general computing skills, which enable participation in an Information Technology environment.

### Qualification Packaging Rules

Total number of units to be completed is 14. This is made up of 7 core units plus 7 elective units.

<https://training.gov.au/Training/Details/ICT20115>

### Course Costs

Nil. The student's VETIS funding is NOT used for this qualification.

### QCE Credit Points

4

## Structure

Unit Code	Unit Name
BSBWHS201	Participate in OHS processes
BSBSUS201	Participate in environmentally sustainable work practices
ICTICT201	Use computer operating systems and hardware
ICTICT202	Work and communicate effectively in an IT environment
ICTICT203	Operate application software packages
ICTICT204	Operate a digital media technology package
ICTICT205	Design basic organisational documents using computer packages
ICTICT206	Install software applications
ICTICT207	Integrate commercial computing packages
ICTICT209	Interact with ICT clients
ICTSAS201	Maintain inventories for equipment, software and documentation
ICTSAS203	Connect hardware peripherals
ICTWEB201	Use social media tools for collaboration and engagement
ICPDMT321	Capture a digital image

## Assessment

- Practical and Theory Tests
- Research Assignments
- Projects demonstrating practical skills and knowledge

Assessment is competency based. Once all skills and tasks have been successfully assessed, credit will be given for the unit.



# Certificate II Skills for Work & Vocational Pathways FSK 20113

VET Subject – Duration approx. 2 years

Pacific Pines State High School (RTO: 30900)



VET

This qualification is designed for individuals who require further foundation skills development to prepare for workforce entry or vocational training pathways. It is suitable for individuals who require:

- ☐ a pathway to employment or vocational training
- ☐ reading, writing, numeracy, oral communication and learning skills at Australian Core Skills Framework (ACSF) Level 3
- ☐ entry level digital literacy and employability skills
- ☐ a vocational training and employment plan.

## Entry Requirements

There are no formal entry requirements for this course.

## Pathways

Further study pathway

## Objectives

Successful completion of this course will set you on a path to gain employment or embark on to further vocational training.

## Qualification Packaging Rules

Total number of units = 14  
8 core units *plus*  
6 elective units

<https://training.gov.au/Training/Details/FSK20113>

## Course Costs

Nil. The student's VETIS funding is NOT used for this qualification

## QCE Credit Points

4

## Structure

Unit Code	Unit Name
FSKDIG03	Use digital technology for routine workplace tasks
FSKLRG09	Use strategies to respond to routine workplace problems
FSKLRG11	Use routine strategies for work-related learning
FSKNUM14	Calculate with whole numbers and familiar fractions, decimals and percentages for work
FSKNUM15	Estimate, measure and calculate routine metric measurements for work
FSKOCM07	Interact effectively with others at work
FSKRDG10	Read and respond to routine workplace information
FSKWTG09	Write routine workplace texts
FSKNUM06	Use highly familiar maps & diagrams for work
FSKNUM25	Use detailed maps to plan travel routes for work
ICTICT106	Operate presentation packages
BSBWHS201	Contribute to health & safety of others & self
BSBCMM201	Communicate in the workplace
BSBIND201	Work effectively in a business environment

# Vocational Education and Training in Schools

## Fact sheet

### What is VETiS?

Vocational Education and Training in Schools (VETiS) is delivery of nationally recognised qualifications to school students, providing them with the skills and knowledge required for employment in specific industries.

VETiS qualifications can be undertaken in years 10, 11 and 12, and can count towards the Queensland Certificate of Education.

### VETiS options

There are a variety of options available to students to undertake VETiS:

1. as part of their school studies, delivered and resourced by a school registered training organisation (RTO)
2. through fee-for-service arrangements where a parent/student pays for the qualification with an external RTO
3. enrolling in a qualification with an external RTO which is funded by the Department of Education and Training's (DET's) VET investment budget.

Foundation skills required to complete a VETiS qualification are resourced by schools, regardless of how the qualification is funded.

School students can also undertake a vocational qualification through a school-based apprenticeship or traineeship (SAT), where students are employed while undertaking nationally recognised qualifications.

### VETiS funded by the VET investment budget

DET's VET investment budget funds VETiS qualifications at certificate I and II levels that

have been identified in consultation with industry, and are based on national skills shortages, Queensland Government priorities and other evidence relating to effective training pathways that support employment.

These qualifications range across a number of industries and can be viewed by visiting the [Queensland Training Subsidies List](#).

The VET investment budget provides funding for students to complete one VETiS qualification listed on the Queensland Training Subsidies List while at school.

Students are able to undertake any qualification while at school, however students wishing to access the VET investment budget for certificate III qualifications should do so as a SAT.

Other certificate III qualifications may be delivered and funded outside of the SAT pathway, subject to the submission of an [Industry Proposal Funding Submission](#) that outlines localised arrangements between schools and employers.

Such arrangements are a key feature of high quality VETiS.

For a certificate III qualification to be considered for VET Investment funding, submissions must demonstrate:

- local arrangements brokered between employers and schools for employment of VETiS graduates, with evidence of employer consultation
- employers guarantee employment of successful VETiS graduates