



The Third Party Agreement (2021-2022) formalises your arrangement with Binnacle Training. Schools **cannot finalise their student's enrolment into a 2021 Binnacle program** without completing/returning the 'Binnacle Signed Agreement (Fillable)' document. Binnacle will then counter-sign the Principal/CEO Sign-Off and return you a digital copy of the 'Binnacle Signed Agreement' for your records.

**A copy of the most current Third Party Agreement (full document) is available at:**  
<http://www.binnacletraining.com.au/rto.php> (Select: Third Party Agreement)

The Third Party Agreement (full document) includes:

- Responsibilities of both parties - Binnacle Training and School (Third Party)
- Marketing requirements of School (Third Party) including requirement for School to submit Subject Selection Material for Binnacle pre-approval
- Nominated Program Deliverers and the assigned VET Manager and Program Manager(s)\* for both Binnacle and the School (Third Party)
- School costs, including VETIS Funding Eligibility (Certificate II in Sport and Recreation only)
- Areas to be evaluated throughout the life of the Agreement
- VET Certificate/s and units of competency covered by the Agreement

**\* Please note: It is recommended the Program Manager be in one (or more) of the following positions: Head of HPE/Business (program-specific); Assistant Principal – Curriculum, Head of Senior School or VET.**

### CHECKLIST FOR COMPLETING THE 'BINNACLE SIGNED AGREEMENT (FILLABLE)' DOCUMENT

**IMPORTANT: Please save the signed Agreement as a PDF document to your computer first. This will allow the signed Agreement pages to be digitally completed and emailed back to Binnacle.**

Ensure the VET Manager and Program Manager(s) assigned to the Agreement, nominated program deliverer/s, Head/s of Department and Principal have read and understood the content of the full Agreement, prior to completion of the 'Binnacle Signed Agreement (Fillable)'.

Insert your organisation's legal name and address on page 1 (*NOTE: This name will then auto-populate across applicable pages in the document*).

Check that the fields nominating the VET Manager and School Finance Contact (including contact details) are completed on page 3.

For each Program Area (Business, Fitness, Sport, First Aid) your School will be delivering across:

- Ensure the programs set to be delivered are nominated along with the teacher/s (name and email) anticipated to deliver each program.
- Ensure the Training and Assessment Strategy (TAS) information (school-specific) is completed.
- Submit your Subject Selection Material, as positioned in your School Handbook and/or School Website, for Binnacle pre-approval.
- Ensure the name, email and signature (digital is allowed) of the School Program Manager is completed (confirming information specified within the TAS is implemented).

Ensure that any action/s to be taken regarding program area - specific 'Resource Requirements' (both physical and human resources) - if applicable - have been outlined on page 21.

Ensure the full name, email and signature (digital is allowed) of the Principal/CEO is completed at the 'Principal Sign-Off' on page 22. This includes confirmation that all 'Resource Requirements' (per program) are/will be in place.

Return the 'Binnacle Signed Agreement (Fillable)' document (in PDF form), along with your Subject Selection Material (for each Binnacle Program you are set to offer) to: [admin@binnacletraining.com.au](mailto:admin@binnacletraining.com.au).

### Acceptance into the Program

Upon receipt of the completed and signed Agreement, Binnacle Training will verify your school's acceptance into the arrangement by returning a co-signed copy of the 'Binnacle Signed Agreement (Fillable)' document for your records.