



# INDEPENDENT CONTRACTOR

## Third Party Agreement Completion Checklist

The Independent Contractor Third Party Agreement (2020-2021) formalises your arrangement with Binnacle Training. Independent Contractors **cannot commence a 2020/2021 First Aid/CPR course** without completing/returning the 'Binnacle Independent Contractor Signed Agreement (Fillable)' document. Binnacle will then counter-sign the Principal/CEO Sign-Off and return you a signed copy of the 'Binnacle Signed Independent Contractor Agreement (Fillable)' document for your records.

**A copy of the most current Independent Contractor Third Party Agreement (full document) is available at:**

<http://www.binnacletraining.com.au/rto.php> (Select: Independent Contractor)

The Independent Contractor Third Party Agreement (full document) includes:

- Responsibilities of both parties - Binnacle Training and Independent Contractor (Third Party)
- Nominated Program Deliverer(s) and the Program Manager for both Binnacle and the Independent Contractor (Third Party)
- Independent Contractor (Third Party) costs
- Areas to be evaluated throughout the life of the Agreement
- VET Certificate/s and units of competency covered by the Agreement

### COMPLETING THE 'BINNACLE INDEPENDENT CONTRACTOR 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 Program Manager assigned to the Agreement and (if different) nominated program deliverer/s have read and understood the content of the full Agreement, prior to completion of the 'Binnacle Independent Contractor Signed Agreement (Fillable)'.

Insert Independent Contractor name, ABN and personal email address\* on page 1 (*NOTE: Independent Contractor name will then auto-populate across applicable pages in the document*).

**\* Important:** Your personal email account must be different to your school email address in order to establish a separate Binnacle Lounge account.

Check that the fields nominating the Program Manager (including contact details) are completed on page 2.

List the teacher i.e. Program Deliverer.

Ensure that any action(s) to be taken regarding 'Resource Requirements' (both physical and human resources, including Independent Contractor **proof of insurance**) - if applicable - have been outlined on page 3.

Ensure the full name, email and signature (digital is allowed) of the Principal/CEO is completed at the 'Principal Sign-Off' on page 4. This includes confirmation that all 'Resource Requirements' (per program) are/will be in place.

Return the 'Binnacle Signed Agreement (Fillable)' document (in PDF form) 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 Independent Contractor's acceptance into the Third Party arrangement by returning a co-signed copy of the 'Binnacle Independent Contractor Signed Agreement (Fillable)' document for your records.