



TRAINING

Clauses 1.1 to 1.4 and 2.2 SRTO 2015 Clause 9 Pre-qualified Supplier Agreement

Policy

The delivery of training should be of a quality and standard that promotes the positive reputation of Binnacle Training and equips learners with appropriate knowledge, skills and abilities for the workplace and/or further study. This is achieved through the provision of:

- adequate training arrangements; and
- engaging learning experiences facilitated by the Teacher (Program Deliverer).

In order to deliver the most appropriate training, Binnacle Training will undertake a consultation process with partner schools (and participants) to properly identify participants learning needs.

Identifying these needs will establish the most appropriate:

- Training Package;
- clustering of units of competency ;
- selection of 'electives' units of competency;
- contextualisation of materials to meet individual client needs within the boundaries set by the training package;
- method of delivery; and
- assessment

Policy (Pre-qualified Supplier Agreement-Specific)

Binnacle Training will ensure an adequate record of each student's participation in training (Log Book: Training Record of Practical Sessions) is maintained within Binnacle's Learning Management System (Binnacle Lounge).

For School-based traineeships (workplace training): Binnacle Training will ensure the employer's ability to provide a trainee with the range of work, facilities, training and supervision required under the training plan for the trainee.

The responsibility for ensuring the amount of training is 'sufficient' rests with Binnacle Training. It may be that multiple strategies for training be developed if the needs of different cohorts require different approaches.

Feedback on the delivery of training from students, teachers and other stakeholders is used to inform future training delivery and to contribute to overall continuous improvement for the trainer and/or Binnacle Training.

Procedure

Developing Training Curriculum for Teacher Facilitation

1. The Program Development Specialist identifies the course outcomes to be achieved from the training package.
2. Identification of the following occurs:
 - a. Course Schedule. Scheduling of 'subjects/topics' and scheduled delivery (commencement and finalisation) of each unit of competency.

- b. Unit Plans: A Unit Plan is a term outline to prepare users (teachers and students) for each lesson throughout the term. Each term, a Unit Plan will be provided as a guide for the order and delivery of training and assessment (including a link to resources). Each Unit Plan is positioned at the beginning of each term's assessment and contains an 'Export PDF' feature which allows teachers to download and print a copy if required.
 - c. Term Programs. Each term, students will be required to participate in a Training Record of Practical Sessions that contribute to the application of skills. These Term Programs are documented on the Log Book: Training Record of Practical Sessions (per term).
3. The required human and physical resources required to the conduct the training are identified.
 4. Feedback is gathered, and any recommendations for improvement are documented and acted on, throughout the course cycle.

Binnacle Training's Program Managers are required to document discussions with our third party schools and participants and submit any changes to the standard deliverable program required to meet training needs to the Program Development Specialist for approval prior to implementation.

Binnacle Training's Program Development Specialist is required to document preliminary discussions with industry partners and submit any changes to the standard deliverable program required to meet training needs to the Chief Executive Officer for approval prior to implementation.

Records of Participation in Training (Pre-qualified Supplier Agreement-Specific)

Binnacle Training is approved as a Pre-qualified Supplier (PQS) to deliver SIS20115 Certificate II in Sport and Recreation as funded under the Department of Employment, Small Business and Training's (DESBT) VET Investment Program.

Binnacle Training as PQS uses its online 'Log Book: Training Record of Practical Sessions' (per term) feature as the predominant record of training. As outlined in the Binnacle assessment, students are required to keep a complete log of practical experiences (record of participation in training) within each term of their training program. This record of participation in training must contain the following information:

- Name of the student
- Unit(s) of competency – code and name
- The date/s of training
- Duration of training (actual hours of training delivered against individual units of competency)
- Location
- Student's signature (including date of signing)
- Trainer's signature (including date of signing)

Supplementary to this Log Book, each third party (School) retains a lesson-by-lesson class roll as supporting evidence of each student's participation in training for each unit of competency. This attendance record (per student) may be provided on request (e.g. for Departmental audits).

Competency Start Dates

The competency start date used by Binnacle Training (see 'AVETMISS Data Reporting') will reflect the commencement of the term of training where that competency first commences. For each term of the program, it is the first task of the student to complete an acknowledgement of their understanding of the Unit Plan (Term Planner) which includes scheduling of this Training Record of mandatory practical sessions (per term).

Training Plans (School-Based Traineeships Only)

- Training Plans are developed for participants undertaking their Binnacle Certificate program as a school-based traineeship.
- Where required, individual Training Plans are prepared in conjunction with the participant and Binnacle Training.
- Proposed commencement and completion dates for each unit are entered into the Training Plan.
- The Training Plan is signed and dated by all parties (Employer, Trainee, RTO).
- A Trainee's progress is monitored and recorded on the Training Plan.
- Any variations to the Training Plan are agreed to by all parties, prior to those variations being recorded on the Training Plan.
- Regular consultation with the Employer will occur to ensure a Trainee's progress is understood and supported in the workplace.
- It is the responsibility of the region-specific Program Manager to oversee the development of each Training Plan.

Employer Resource Assessment (School-Based Traineeships Only)

The Employer Resource Assessment (ERA) is completed and retained by Binnacle Training, the Supervising Registered Training Organisation (SRTO), to verify that the employer of an apprentice or trainee is able to provide, or arrange to provide, the facilities, range of work, supervision and training required under the training plan.

The assessment of adequate training arrangements will occur at the time the Training Plan is developed after accepting the nomination to be the SRTO.

Responsibility for completion of the ERA rests with the region-specific Program Manager.