

STUDENT ENROLMENT AND INDUCTION

1. IMPORTANT – LLN SCREENING

A standard entry requirement across all Binnacle Certificate Programs is that students must have good quality written and spoken communications skills.

As per the LLN assessment tab (and 2019 Course Content → Admin folder), there are three Language, Literacy & Numeracy (LLN) Screening activities plus an assessment record. These activities and assessment records help identify those key LLN skills (including ACSF level ranges 1-3) that are relevant to the Binnacle Training program that has been selected.

The purpose of these screening tools is to identify:

1. Students that may not (yet) be suited to official enrol in a Binnacle Certificate III/II program.
2. Students that may require individualised LLN support (i.e. development of an Individual Learning Plan).

Please contact your Binnacle Program Manager if you require further information regarding these important LLN tools.

2. INITIAL ENROLMENT

Initial enrolment of students is facilitated by the teacher in the first lesson of the term as referenced in the Term 1 Unit Plan. Each student that enters the subject must complete their initial enrolment with Binnacle Training via the following steps:

1. The teacher is to obtain the enrolment link and code from their Binnacle Lounge → Enrolments.
2. The same link and class code is provided to all students in the class.
3. Students use the link and enter the class code then complete the online enrolment form.
4. Once enrolled, students will receive an email with login details for their Binnacle Lounge account which contains the online assessment and training resources.

IMPORTANT

All students undertaking VET must have a Unique Student Identifier (USI). Check with your VET Coordinator or Head of Senior School to confirm if each student has already obtained their USI.

If a student does not have a USI:

Create one via the following link (note, this is required prior to commencing Binnacle's online enrolment form):

<https://portal.usi.gov.au/student/>

To create a USI, each student must have one item of ID from the list below:

- ✓ Driver's Licence
- ✓ Medicare Card (this includes a current family Medicare card with the student's name listed)
- ✓ Australian Passport
- ✓ Visa with Non-Australian Passport - for international students (please note that Binnacle cannot accept enrolments for students holding a Visa [subclass 500](#))
- ✓ Birth Certificate (Australian)

QLD SCHOOLS: All students must also have their 10 digit LUI number in order to submit their online enrolment. School administration should have a record of each student's LUI number.

3. STUDENT INDUCTION

TASK 1

As a class, review the following Binnacle induction documents located on the website:

<https://www.binnacletraining.com.au/rto.php#binnacle-rto-files>

- Participant Handbook - particularly:
 - Programs for Schools – course-specific information including the role of the school as a third party.
 - Course Fees
 - Refund Policy
 - Language Literacy & Numeracy Support
 - Complaints Procedure
 - Privacy Procedure
 - *Sport/Fitness students ONLY:* 'Working with Children' Student Blue Card Requirement
- Code of Practice
- Policy Manual

TASK 2

As a class, review the following Binnacle induction documents located in Course Content→Admin:

- **Student Information:**
 - Program Outcomes - Nationally recognised qualification(s) – Certificate III/II; eligible QCE points (QLD Schools); included short courses (e.g. First Aid); career pathways; practical experience opportunities.
 - Structure of the Program - Practical and theory components; practical experience at the school (e.g. assistance with programs and events); projects and services students will be delivering; access point for all student resources (Binnacle Learner Lounge).



- Program Requirements - Including assessment (e.g. assessment each Term – both practical and knowledge).

TASK 3

Students must download and complete the Parent Acknowledgement form (available at <https://www.binnacletraining.com.au/rto.php#parent-acknowledgement>). Students are to print the form for the program they are completing which is to be taken home and signed by their parent/guardian then uploaded in the 'Induction' assessment tab.

TASK 4

As a class, review the following lectures located in the 'Induction' assessment tab (or Course Content→Training Resources→Lectures) as per the Term 1 Unit Plan:

- Induction Lecture (Part 1) - Navigating the Binnacle Lounge
- Induction Lecture (Part 2) - Assessment
- Induction Lecture (Part 3) - Learner Resources
- Induction Lecture (Part 4) - Introduction to the Course