



Name of RTO	BINNACLE TRAINING
RTO Number	31319

Training Program	2020 Certificate III Fitness		
Training Package	Code	SIS	Title
	Sport, Fitness and Recreation		
Training Package Location	<p><u>PACKAGING RULES:</u></p> <p>SIS30315 CERTIFICATE III IN FITNESS</p> <p><u>16 units must be completed</u>, as follows:</p> <ul style="list-style-type: none"> ● 9 core units ● 7 elective units, consisting of: <ul style="list-style-type: none"> – All units in Groups A, B or C. Group C (Gym Instructor) includes 4 units. – Remaining units to make up the required 7 elective units from Group D (General Electives); maximum of 2 units may be selected elsewhere in SIS Training Package, or any other current Training Package or accredited course. 		
	<p>Go to details of certificate packaging rules on TGA: http://training.gov.au/Training/Details/SIS30315</p> <p>Download Training Package from TGA: http://training.gov.au/Training/Details/SIS</p> <p>Download Companion Volume implementation guide: https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b</p>	Training Package Release #	Release Date
		4.0	11/Sep/2019
Qualifications	<p>CODE: SIS30315 TITLE: Certificate III in Fitness</p> <p>QUALIFICATION RELEASE #: 1</p> <p>RELEASE DATE: 03/09/2015</p>		

	Unit Code	Unit Title	SIS30315 Cert III Fitness
Qualifications and Units of Competency	HLTWHS001	Participate in workplace health and safety	E (Gym)
	BSBRK401	Identify risk and apply risk management processes	E (Gym)
	SISXEMR001	Respond to emergency situations	E
	SISXCCS001	Provide quality service	Core
	SISXIND001	Work effectively in sport, fitness and recreation environments	Core
	SISXIND002	Maintain sport, fitness and recreation industry knowledge	E
	HLTAID003	Provide first aid	E (Gym)



	SISXFAC001	Maintain equipment for activities	Core
	SISFFIT011	Instruct approved community fitness programs	E (General)
	SISFFIT001	Provide health screening and fitness orientation	Core
	SISFFIT003	Instruct fitness programs	Core
	SISFFIT004	Incorporate anatomy and physiology principles into fitness programming	Core
	SISFFIT006	Conduct fitness appraisals	E (Gym)
	SISFFIT002	Recognise and apply exercise considerations for specific populations	Core
	SISFFIT005	Provide healthy eating information	Core
	SISFFIT014	Instruct exercise to older clients	Core

Binnacle-School Third-Party Arrangement	<p>This Binnacle Training Program is delivered via a third-party arrangement with individual Queensland secondary schools.</p> <p>Binnacle Training (Lead RTO) – Responsibilities:</p> <ul style="list-style-type: none"> • Course Content and LMS (Binnacle Lounge) • Ongoing program support, including dedicated Program Manager <p>School (Third Party) Responsibilities:</p> <ul style="list-style-type: none"> • Human Resources (Program Deliverer) • Physical Resources (Equipment and Facilities) • Delivery and assessment of program <p>School-specific information, required by Binnacle Training (as per Standards for RTOs 2015 - Clauses 1.1 to 1.4 and 2.2 — Implementing, monitoring and evaluating training and assessment strategies and practices), is collected via the 2019 Third Party Agreement (Fillable) as completed by the Third Party (School) and approved by Binnacle Administration.</p>
Target Group	<p>This program is offered to senior high school students (commencing in Year 10 or Year 11) wishing to:</p> <ul style="list-style-type: none"> • seek skills and an entry-level qualification for the fitness and sport industries; and • use the qualification as an articulation into: <ul style="list-style-type: none"> – A higher qualification (e.g. Certificate IV in Fitness); and/or – University (e.g. Bachelor of Sport & Exercise Science). <p><u>QLD SCHOOLS</u></p> <p>Upon successful completion, students are certified with a maximum 8 Queensland Certificate of Education (QCE) Credits (max 8 credits from the same training package).</p>
Entry Requirements	<p>Students must have a passion for and/or interest in pursuing a career in the fitness and sport industries. They must have good quality written and spoken communication skills and an enthusiasm / motivation to participate in physical activity sessions. A Language, Literacy & Numeracy (LLN) Screening process is undertaken at the time of initial enrolment to ensure students have the capacity to effectively engage with the content.</p> <p>Students require AQF level III written and spoken English and numeracy skills to be able to meet the Foundation Skill requirements of the units within these qualifications.</p>



	<p>Students must have access to the following resources (either individually or through resources supplied by the school):</p> <ul style="list-style-type: none"> • Regular access to a computer with audio • Internet access preferably with broadband access, and an Internet data plan that allows for sufficient internet data use • Regular access to a printer, and a scanner or camera/mobile device to upload images • An antivirus program installed on the computer • Basic computer abilities including use of YouTube, Microsoft Word and Adobe Reader; and the ability to down and upload documents <p>Each student must obtain a (free) 'Working with Children' Student Blue Card (application to be completed as part of the enrolment process). A student's official enrolment is unable to be finalised until their Student Blue Card has been issued.</p> <p>The qualification SIS30315 Certificate III in Fitness is delivered as a 'Fee for Service' offering only as per the Binnacle-school invoicing arrangement.</p>
<p>Learning and Assessment Arrangements</p>	<p><u>DURATION</u></p> <p>The program content has been deliberately packaged into <u>7 terms</u> (based on delivery across one line on the timetable (e.g. 210 minutes per week over 2 years)).</p> <p>A blended-delivery model will be used whereby students will have access to:</p> <ul style="list-style-type: none"> • Trainer-led classroom delivery of content • Online modules that house learning content (through Binnacle Lounge) • Assessment activities to be completed online through the LMS • Assessment activities and projects to be completed in the classroom and/or student-led environment <p>This program uses single unit and clustered unit assessment. Assessment and training will be conducted at the school. Assessment methodologies will vary according to specific requirements of the Units of Competency. A range of methods will be used, including:</p> <ul style="list-style-type: none"> • Knowledge quizzes, short answer questions and other project/case study reports • Skills demonstrations, reports, documents, observations • Portfolios of evidence as completed by the student over time <p>Under supervision, students will conduct a range of fitness programs. Students will undertake practical experience outside of their timetabled subject to deliver a range of fitness activities and exercise programs to members of the school community (students, teachers, and staff). Students will work in the school's gym facility with authentic clients. This will involve delivery of exercise programs to a range of clients, including older adults.</p> <p><u>'VOLUME OF LEARNING' AND 'AMOUNT OF TRAINING'</u></p> <p>Volume of Learning (VoL)* per Australian Qualifications Framework volume of learning indicators: Certificate III = 1 – 2 years (1200 – 2400 hours).</p> <p><i>*VoL describes how long a learner who does not hold any of the competencies identified in the relevant units of competency or modules would take to develop <u>all the required skills and knowledge</u>. Further, the VoL includes <u>all</u> teaching, learning and assessment activities that are required to be undertaken by the typical student to achieve the learning outcomes. These activities may include some or all of the following:</i></p>



guided learning (such as classes, lectures, tutorials, online study or self-paced study guides), individual study, research, learning activities in the workplace and assessment activities. (AQF, Volume of Learning)

Amount of Training (AoT) for this program consists of classroom learning, self study and practical work experience.

Classroom learning = 245 hours (1 study line over 2 years).

There is an element of self-study (formative activities scheduled for students to undertake outside of subject time). These activities are used by students to deepen their own understanding of the content, undertaken prior to assessment for that particular module or topic of study. Across this 2 year program, Binnacle has devoted an additional 70 minutes per week (equivalent of an additional 1 lesson per week) for these formative activities.

Self Study (Formative Activities) Hours = 82 hours (i.e. 1.17 hours x 70 weeks)

An additional 40 hours of practical experience is undertaken by students across the program. While some of these hours may be achieved during devoted class lessons, due to the nature of client fitness training some practical experience will be undertaken outside of these class hours.

Practical Work Experience = 40 hours

TOTAL AMOUNT OF TRAINING (AoT) = 367 hours (245 + 82 + 40)

Binnacle rationalise the VoL hours gap (i.e. VoL 1800 hours LESS AoT 367 hours = 1433 hours) being due to Year 11 students entering the subject with a large base of foundational skills and knowledge from prior and concurrent learning (e.g. Years 9-10 HPE and other sporting/fitness history of each student).

ORGANISATION

The program will be delivered through class-based tasks as well as a real fitness environment (including gym) at the school - involving the delivery of a range of fitness programs to adolescent, adult and older adult clients.

A range of teaching/learning strategies will be used to deliver the competencies. These include:

- Practical tasks
- Range of hands-on activities with clients
- Group work
- Programs within the school (minimum of one different program per school term)
- Practical experience within the school fitness centre, group exercise, outdoor fitness etc.

Evidence contributing towards competency will be collected throughout the program.

This evidence will be used to make judgements of competency that are aligned with, and reflect, the requirements of the Unit(s) of Competency.

LANGUAGE, LITERACY AND NUMERACY ASSISTANCE

Support is available to all students and can be organised – through the deliverer - on a case-by-case basis throughout the program.

‘Reasonable adjustment’ is offered for most assessment items.

OPPORTUNITY FOR RPL AND CREDIT TRANSFER

Recognition of Prior Learning (RPL) is an assessment process that assesses the individual’s informal learning to determine the extent to which that individual has achieved the required competency outcomes.



Credit Transfer is applying credit for a unit of competency that has previously been successfully completed by a student. Credit Transfer is offered both at enrolment and throughout the training program. A verified copy of the student's Qualification(s) and/or Statement(s) of Attainment listing the unit(s) he or she has previously completed is required as evidence for Credit Transfer.

Both RPL and Credit Transfer are available to students. Due to being of high school age usually with limited prior qualifications or work history, students typically undergo a train-to-assess pathway.

Learning and Assessment Arrangements	COURSE STRUCTURE	
	TOPICS/REQUIREMENTS	
	SEMESTER 1	Binnacle Lounge Induction <u>TOPIC 1:</u> Sport, Fitness and Recreation (SFR) Industry Knowledge <u>TOPIC 2:</u> The SFR Industry - Maintain Equipment <u>TOPIC 3:</u> The SFR Industry - Organise Work <u>TOPIC 4:</u> WHS - Workplace Health and Safety <u>TOPIC 5:</u> WHS - Respond to Emergencies 1 <u>TOPIC 6:</u> WHS - Risk Analysis <u>TOPIC 7:</u> Community Coaching General Principles (Online Course) <i>Specific Program Requirements:</i> <ul style="list-style-type: none"> ● Group Fitness (Bootcamp) Program ● Online Course: Community Coaching General Principles ● Additional Program: Fire Drill
		<u>TOPIC 1:</u> Community Fitness Programs <u>TOPIC 2:</u> Policies and Procedures - WHS and Administrative Reporting <u>TOPIC 3:</u> First Aid 2 <i>Specific Program Requirements:</i> <ul style="list-style-type: none"> ● Community Fitness Program #1 ● Short Course: Provide First Aid HLTAID003
	UNITS OF COMPETENCY SCHEDULED FOR FINALISATION	SISXFAC001 Maintain equipment for activities HLTWHS001 Participate in workplace health and safety BSBRK401 Identify risk and apply risk management processes HLTAID003 Provide first aid
	SEMESTER 2	<u>TOPIC 1</u> Anatomy and Physiology - Body Systems <u>TOPIC 2:</u> Anatomy and Physiology - The Cardiorespiratory System <u>TOPIC 3:</u> Anatomy and Physiology - Terminology 3 <i>Specific Program Requirements:</i> <ul style="list-style-type: none"> ● Cardio Program ● Mini Circuits Program
		<u>TOPIC 1:</u> Client Screening and Health Assessments <u>TOPIC 2:</u> Body Composition and Fitness Testing <u>TOPIC 3:</u> Anatomy and Physiology - The Musculoskeletal System <u>TOPIC 4:</u> Anatomy and Physiology - Biomechanics and The Nervous System <u>TOPIC 5:</u> Plan and Deliver Exercise Programs <u>TOPIC 6:</u> Movement and Mobility 4 <i>Specific Program Requirements:</i>



		<ul style="list-style-type: none"> Conduct a Gym Program for a Peer Evacuation Drill - Bomb Threat
	UNITS OF COMPETENCY SCHEDULED FOR FINALISATION	SIXXEMR001 Respond to emergency situations SIXXIND001 Work effectively in sport, fitness and recreation environments SIXXIND002 Maintain sport, fitness and recreation industry knowledge SIXXCCS001 Provide quality service
SEMESTER 3	5	<u>TOPIC 1:</u> Anatomy and Physiology - The Digestive System and Energy Systems <u>TOPIC 2:</u> Nutrition <i>Specific Program Requirements:</i> <ul style="list-style-type: none"> Conduct a Gym Program for a Peer Conduct a Program for an Adult Client
	6	<u>TOPIC 1:</u> Specific Populations <u>TOPIC 2:</u> Older Clients <u>TOPIC 3:</u> Client Conditions <i>Specific Program Requirements:</i> <ul style="list-style-type: none"> Mobility Program for a Peer Conduct a Program for an Older Client
SEMESTER 4	7	<u>TOPIC 1:</u> Specific Populations <u>TOPIC 2:</u> Community Fitness Programs <i>Specific Program Requirements:</i> <ul style="list-style-type: none"> Scenario Clients - Specific Populations Community Fitness Program
	UNITS OF COMPETENCY SCHEDULED FOR FINALISATION	SISFFIT004 Incorporate anatomy and physiology principles into fitness programming SISFFIT011 Instruct approved community fitness programs SISFFIT001 Provide health screening and fitness orientation SISFFIT006 Conduct Fitness Appraisals SISFFIT003 Instruct fitness programs SISFFIT005 Provide healthy eating information SISFFIT014 Instruct exercise to older clients SISFFIT002 Recognise and apply exercise considerations for specific populations

<u>EVIDENCE GATHERING TECHNIQUES</u>									
<p>The following matrix identifies the type of evidence that may be collected to enable judgements to be made about student's success in units of competency. Evidence gathering techniques may be adjusted to best suit the unit of competency requirements.</p> <p>Students may submit evidence to gain RPL for competencies.</p>									
UNITS OF COMPETENCY					A	B	C	D	E
SISFFIT001	Provide health screening and fitness orientation				✓		✓	✓	✓
SISFFIT002	Recognise and apply exercise considerations for specific populations				✓	✓	✓	✓	✓



	SISFFIT003	Instruct fitness programs	✓			✓	✓
	SISFFIT004	Incorporate anatomy and physiology principles into fitness programming	✓		✓	✓	✓
	SISFFIT005	Provide healthy eating information	✓	✓	✓	✓	✓
	SISFFIT014	Instruct exercise to older clients	✓	✓	✓	✓	✓
	SISXCCS001	Provide quality service	✓	✓		✓	✓
	SISXFAC001	Maintain equipment for activities			✓		✓
	SISXIND001	Work effectively in sport, fitness and recreation environments	✓		✓	✓	✓
	BSBRSK401	Identify risk and apply risk management processes	✓		✓		✓
	HLTAID003	Provide first aid	✓			✓	
	HLTWHS001	Participate in workplace health and safety	✓		✓		✓
	SISFFIT006	Conduct fitness appraisals	✓		✓	✓	✓
	SISFFIT011	Instruct approved community fitness programs	✓		✓	✓	✓
	SISXIND002	Maintain sport, fitness and recreation industry knowledge	✓		✓	✓	✓
	SISXEMR001	Respond to emergency situations		✓	✓		✓
KEY	A	Quiz and short answer questions					
	B	Case studies and scenarios					
	C	Project tasks					
	D	Major practicals					
	E	Log book (practical experience)					

Training and Assessment Staff	UNITS OF COMPETENCY	TRAINING ARRANGEMENTS	TRAINING & ASSESSMENT PERSONNEL		
			Technical Advisor	Qualified Assessor	Qualified Trainer
<i>(Indicate for each unit of competency the staff involved in delivery, and identify if this is being delivered by one person, or in a team approach)</i>	SISFFIT001	Sole trainer and assessor - under the support of Binnacle's Program Management (PM) Team.	Binnacle PM	Teacher	Teacher
	SISFFIT002		Binnacle PM	Teacher	Teacher
	SISFFIT003		Binnacle PM	Teacher	Teacher
	SISFFIT004		Binnacle PM	Teacher	Teacher
	SISFFIT005		Binnacle PM	Teacher	Teacher
	SISFFIT014		Binnacle PM	Teacher	Teacher
	SISXCCS001		Binnacle PM	Teacher	Teacher
	SISXFAC001		Binnacle PM	Teacher	Teacher
	SISXIND001		Binnacle PM	Teacher	Teacher



	BSBRK401		Binnacle PM	Teacher	Teacher
	HLTWS001		Binnacle PM	Teacher	Teacher
	SISFIT006		Binnacle PM	Teacher	Teacher
	SISFIT011		Binnacle PM	Teacher	Teacher
	SISIND002		Binnacle PM	Teacher	Teacher
	SISXEMR001		Binnacle PM	Teacher	Teacher
	HLTAID003	Either delivered via the Binnacle Program with the Teacher as Trainer/Assessor (additional physical and human resource requirements of school); or delivered by an external provider as arranged by individual schools.			
Learning resources	<p>Students are provided with a full Course Content kit specific to each Term of study. This includes:</p> <ul style="list-style-type: none"> ● Unit Plan ● Lectures ● Content Cards ● Activities ● Videos ● Work templates and other work-related documents (e.g. exemplar policy manuals) 				
Log Book of Practical Experience	<p>As outlined above, a Log Book of Practical Experience will be used as a key evidence gathering method. Students will log a minimum of 40 hours of practical fitness training experience (i.e. training clients – group exercise and gym instruction) across the program. This Log Book will be marked and verified by the Assessor.</p>				
Consultation with Industry	<p>Key industry partners consulted in the development and ongoing refinement of this strategy are listed below. Binnacle meets with each of the listed industry partners for regular advice, ongoing program support and guidance. These industry engagement activities focus on Training and Assessment Strategy, resources, and current industry skills of trainers and assessors.</p> <p><u>Industry Partners</u></p> <ul style="list-style-type: none"> ● Redcliffe Dolphins Rugby League Club ● Andrew Rickertt – Genesis Health Club, Morayfield ● Shaun Murray – Renegade Conditioning ● Crystal Genero - Personal Trainer (Private Operator) ● TAFE Brisbane – Sport, Fitness & Recreation ● National Institute of First Aid Trainers (NIFAT) <p>Consultation/engagement approaches include:</p> <ul style="list-style-type: none"> ● Regular (e.g. fortnightly consultation meetings) ● Teleconferences ● Program development / validation meetings ● Program development projects 				
Assessment Validation Process	<p>The processes used to validate assessment in this course are:</p> <ol style="list-style-type: none"> 1. Validation by Industry <ul style="list-style-type: none"> ● An internal review conducted annually with an industry representative to check that standards expected of students are consistent with current industry practice. 				



	<ul style="list-style-type: none"> • The internal review will examine the learning and assessment strategy and identify areas for improvement. • The internal review will also review all assessment instruments to ensure they are appropriate for the units of competency and reflect information contained in the elements, performance criteria, range of variables, and evidence guide. • Includes, for each individual unit of competency: <ul style="list-style-type: none"> – Pre-assessment validation (to confirm assessment process and instruments meet the requirements of the Principles of Assessment); completed every 24 months (minimum); and – Post-assessment validation record (to confirm assessment evidence provided by the students and the judgement of that evidence meets the requirements of the Rules of Evidence). Completed every 3 years (minimum). <p>2. Assessment Instrument Review</p> <ul style="list-style-type: none"> • The Binnacle Program Development Manager and another delegated person (industry expert) will review all assessment instruments to ensure they are appropriate for the units of competency and reflect information contained in the elements, performance criteria, range statement and evidence guide. Improvements will be noted and acted upon. <p>Date of next review: 31 July 2020 Date of last review: 31 July 2019</p>
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<p>Physical Resource Requirements</p>	<p>List of School Resources (minimum):</p> <p>1. A Fitness Facility (Gym) located at the school, with:</p> <ul style="list-style-type: none"> ✓ A variety of equipment - cardiovascular, free weight, pin-loaded and circuit. ✓ A variety of exercise modes and equipment (e.g. weights, gym, pool, exercise to music room and an outdoor environment). ✓ Adequate space to cater for groups / multiple trainers using the facility. ✓ Specific equipment for fitness assessments (outlined below). ✓ Key health and safety equipment and/or aids. ✓ A variety of programs and services available. <p>2. Fitness assessment equipment</p> <ul style="list-style-type: none"> ✓ Tape measures ✓ Sit and reach tools ✓ Bicycle, treadmill or rowing ergometer ✓ Heart rate monitors ✓ Electronic blood pressure machine ✓ Body weight scales ✓ Skinfold callipers ✓ Stop watches
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<p>Physical Resource Requirements</p> <p><i>Continued.</i></p>	<p>3. In addition to Fitness Facility:</p> <ul style="list-style-type: none"> ✓ Personal computers with office software and internet. ✓ Equipment repair and maintenance resources (e.g. ball pumps, cleaning equipment). ✓ Maintenance storage facilities.
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- ✓ Access to a primary school (or junior year levels of high school) to run a 5-week Community Fitness program for the students in Term 2 (must be organised by the Program Deliverer).
 - The venue/facility for this Community Fitness Program must include a range of sport and recreation activities and equipment.
- ✓ Access to a range of clients (including older clients) with different requirements, including
 - One adult client per student [this is necessary for the conduct of a program in Term 6 program (minimum of 5 weeks)].
 - One 'Older Adult' client (male age 45+, female age 55+) per student (e.g. staff within school or aged care facility) – for at least two consecutive training sessions.
- ✓ Students are to complete a minimum of 40 hours of practical experience (at the school gym) and record in their Binnacle Log Book (contact Binnacle where necessary for alternative arrangements).

4. First Aid training equipment – minimum (*suggested) quantity (if First Aid competency delivered via Binnacle program)

- ✓ Adult CPR manikin (1 manikin per 4 students*)
- ✓ Infant CPR manikin (1 manikin per 4 students*)
- ✓ CPR face shield or 'clean face' (1 per student for each manikin)
- ✓ Alcohol wipes (1 x tub)
- ✓ AED trainer (1 trainer per 4 students*)
- ✓ Gloves (1 x box of each size)
- ✓ Epipen trainers (1 trainer per 4 students*)
- ✓ Asthma puffers (placebo) (1 trainer per 4 students*)
- ✓ Asthma spacers (1 trainer per 4 students*)
- ✓ Asthma spacer mouthpieces (1 per student)
- ✓ Triangular bandages (1 new bandage per student*)
- ✓ Roller bandages (1 new bandage per student*)
- ✓ Spare, clean bandages/slings (assortment)
- ✓ Workplace compliant first aid kit – stocked (1 per class*)
- ✓ Pillows and blankets (assortment)
- ✓ Simulated hazards (as per workplace)

Human Resource Requirements

List of Fitness Program Deliverer HR requirements (minimum):

- ✓ HPE/Fitness trained
- ✓ Timetabled to the class every lesson
- ✓ Demonstrate vocational competence in all competencies in this program (and at the level above i.e. Certificate IV in Fitness) – demonstrated by Binnacle's Vocational Competence Update (VCU).
- ✓ Qualified in the Certificate IV in Training and Assessment (i.e. TAE40110 + TAE Update*, or TAE40116). **All VET Teachers holding TAE40110 must obtain the two new core units by 1 April 2019: TAEASS502 (or equivalent) and TAELLN411 (or equivalent)*
- ✓ Able to coordinate and oversee the 'outside classroom timetable' commitment for a minimum of 5 weeks [approximately 60-90 minutes per week (scheduled for Term 5/6)].
- ✓ Ongoing Fitness Trainer currency

If First Aid competency delivered via Binnacle program, the First Aid Program Deliverer must hold:



	<ul style="list-style-type: none"> ✓ Current Provide First Aid Certificate (within 3 years) ✓ Current CPR certificate (within 12 months) ✓ Ongoing First Aid industry currency
Pathways	<p>The Certificate III in Fitness will predominantly be used by students seeking to enter the fitness industry and/or as an alternative entry into University.</p> <p>QLD SCHOOLS: Graduates may be able to use their Certificate III in Fitness to improve their chances of gaining tertiary entrance.</p> <p>New senior assessment and tertiary entrance systems begin in Queensland with students entering Year 11 in 2019. 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 https://www.qcaa.qld.edu.au/senior/australian-tertiary-admission-rank-atar</p> <p>Students may also choose to continue their study by completing the Certificate IV in Fitness through another training provider (e.g. TAFE Queensland or Fit College).</p>
Foundation Skills	<p>Foundation Skills are the combination of communication skills and generic, non-technical skills and capabilities considered essential to meet the complexities of life in a modern society. 'Communication' skills included in Foundation Skills are English language, literacy and numeracy (LLN).</p> <p>All units of competency within new streamlined Training Packages have Foundation Skills either embedded in the unit performance requirements or explicitly listed.</p> <p>Each of the units of competency selected to comprise this program have Foundation Skills relevant to the context of the learning outcomes and are applicable to work and life situations.</p>
Student Feedback	<p>Student feedback is collected and analysed. Feedback from students in relation to assessment processes, methods and instruments will be collated analysed and improvements made in the light of student suggestions. Formal survey/questionnaires as well as informal processes at the end of each unit of work will be used to gather data. Throughout the course, data is collected in relation to Quality Indicators.</p> <p>Date for data analysis: December (annually)</p>
AVETMISS Reporting	<p>Students are enrolled in the relevant units of competency in February each year and results forwarded at the end of each term (as a minimum) to the Queensland Department of Employment, Small Business and Training (DESBT) indicating if competency is attained or continuing. Binnacle Program Management and Program Administration staff verify that accurate and up-to-date information is recorded.</p> <p>QLD SCHOOLS: Permission is provided to DESBT for student results to be forwarded to Queensland Curriculum & Assessment Authority (QCAA).</p>
Student Records	<p>Student results show the unit code, title and date achieved. The final assessment outcome for each unit of competency will be retained for a period of 30 years. Once all units are recorded as competent, a qualification or a statement of attainment will be issued to the student.</p> <p>Pre-qualified Supplier Specific:</p> <p>Binnacle Training must keep a complete record of training and assessment, including copies of the Qualifications and Statements of Attainment issued to each student, for 6 years from the end of the Term (i.e. the earlier of a) the date of Agreement termination; or b) the date that the last Program under the Agreement ends).</p> <p>Fee-for-Service (non PQS):</p>



All completed student assessment items - demonstrating sufficient evidence of how assessment decisions were made - for individual students will be retained:

- until the appeal period ends; or
- for a period of six months from the date on which the judgement of competence for the student was made; or
- the duration of the student's enrolment.

Whichever is the longer period.

A master copy of all versions of the assessment tools will be retained for seven years.