Name of RTO	BINNACLE TRAINING
RTO Number	31319

Training Program	**2020 Certificate III Sport and Recreation** This program is available in both a 'General' or 'Sport Specialty' format. Sport Specialty formats involve students undertaking one or more sport-specific accreditations in officiating and/or coaching: • E.g. NRL Level 1 Referee and NRL Modified Games Coach In certain cases, schools must first be endorsed by the relevant National/State Sporting Organisation prior to offering a sport-specific accreditation.

Training Package	Code	SIS	Title	Sport, Fitness and Recreation

PACKAGING RULES:

SIS30115 CERTIFICATE III IN SPORT AND RECREATION

<u>15 units must be completed</u>, as follows:

- 9 core units
- 6 elective units, consisting of:
  - 3 units from the 'General Electives' list
  - 3 units from the 'General Electives' list, elsewhere in SIS, or any other current Training Package or accredited course.

Training Package Location	Go to details of certificate packaging rules on TGA: http://training.gov.au/Training/Details/SIS30115 Download Training Package from TGA: http://training.gov.au/Training/Details/SIS Download Companion Volume implementation guide: https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b	**Training Package Release #**	**Release Date**
		4.0	11/Sep/2019

Qualifications	CODE: SIS30115 TITLE: Certificate III in Sport and Recreation QUALIFICATION RELEASE #: 1 RELEASE DATE: 07/12/2015

	Unit Code	Unit Title	SIS30115 Cert III Sport
Qualifications and Units of Competency	HLTWHS001	Participate in workplace health and safety	Core
	BSBWOR204	Use business technology	E (General)
	SISXEMR001	Respond to emergency situations	Core
	SISXCCS001	Provide quality service	Core
	SISXIND001	Work effectively in sport, fitness and recreation environments	E

	SISXIND002	Maintain sport, fitness and recreation industry knowledge	E
	HLTAID003	Provide first aid	Core
	SISXFAC001	Maintain equipment for activities	E
	BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control	Core
	ICTWEB201	Use social media tools for collaboration and engagement	Core
	SISXCAI003	Conduct non-instructional sport, fitness or recreation sessions	Core
	BSBWOR301	Organise personal work priorities and development	Core
	BSBADM307	Organise schedules	E (General)
	SISXCAI006	Facilitate groups	E (General)
	SISXCAI004	Plan and conduct programs	Core

Binnacle-School Third-Party Arrangement	This Binnacle Training Program is delivered via a third-party arrangement with individual Queensland secondary schools. Binnacle Training (Lead RTO) – Responsibilities: ● Course Content and LMS (Binnacle Lounge) ● Ongoing program support, including dedicated Program Manager School (Third Party) Responsibilities: ● Human Resources (Program Deliverer) ● Physical Resources (Equipment and Facilities) ● Delivery and assessment of program 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 Third Party Agreement (Fillable) as completed by the Third Party (School) and approved by Binnacle Administration.

Target Group	This program is offered to senior high school students (commencing in Year 10 or Year 11) wishing to:
	● seek skills and an entry-level qualification for the fitness and sport industries; and
	● use the qualification as an articulation into:
	   – A higher qualification (e.g. Certificate IV in Fitness or Diploma of Sport Management)
	   – A higher sport-specific accreditation
	   – University (e.g. Bachelor of Physical Education)
	
	QLD SCHOOLS
	Upon successful completion, students are certified with a maximum 7 Queensland Certificate of Education (QCE) Credits (maximum 8 credits from the same training package).

Entry Requirements	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.

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.

Students must have access to the following resources (either individually or through resources supplied by the school):

- 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

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.

The qualification SIS30115 Certificate III in Sport and Recreation is delivered as a 'Fee for Service' offering only as per the Binnacle-school invoicing arrangement.

Learning and Assessment Arrangements	**DURATION** The program content has been deliberately packaged into 7 terms (based on delivery across **one line on the timetable (e.g. 210 minutes per week over 2 years)**. A blended-delivery model will be used whereby students will have access to: - 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 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: - 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 Under supervision, students will conduct a range of sport and recreation programs. Students will undertake practical experience to deliver a range of coaching activities and sport programs to members of the school community (e.g. primary and secondary students). Students will work in the school's sport and recreation facility with authentic participants. **'VOLUME OF LEARNING' AND 'AMOUNT OF TRAINING'** **Volume of Learning (VoL)* per Australian Qualifications Framework volume of learning indicators:** Certificate II = 0.5 – 1 year (600 – 1200 hours). Certificate III = 1 – 2 years (1200 – 2400 hours). **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 all the required skills and knowledge. Further, the VoL includes all 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: 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 sport and recreation programs, 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 <u>entering the subject with a large base of foundational skills and knowledge from prior and concurrent learning</u> (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 real sport and recreation environments at the school - involving the delivery of a range of sport and recreation programs to participants in the school community.

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 sporting programs (e.g. athletics and swimming carnivals, cross country, inter-school sport)

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 adjustments' are offered for most assessment items.

Binnacle Training
RTO Code 31319

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	1	Binnacle Lounge Induction TOPIC 1: Sport, Fitness and Recreation (SFR) Industry Knowledge TOPIC 2: The SFR Industry - Maintain Equipment TOPIC 3: The SFR Industry - Organise Work TOPIC 4: WHS - Workplace Health and Safety TOPIC 5: WHS - Respond to Emergencies TOPIC 6: WHS - Risk Analysis TOPIC 7: Community Officiating/Coaching General Principles (Online Course) *Specific Program Requirements:* ● Sports Program ● Online Course: Community Officiating/Coaching General Principles ● Additional Program: Fire Drill
		2	TOPIC 1: Community Sport Programs TOPIC 2: SFR Policies and Procedures TOPIC 3: First Aid *Specific Program Requirements:* ● Community Sport 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 BSBWHS303 Participate in WHS hazard identification, risk assessment and risk control HLTAID003 Provide first aid
	SEMESTER 2	3	TOPIC 1 Provide Quality Service TOPIC 2: Conducting Modified Games TOPIC 3: Reviewing the SFR Industry *Specific Program Requirements:* ● Officiate Modified Games ● Customise Your Learning
		4	TOPIC 1: An Introduction to Coaching TOPIC 2: Warm-ups and Cool-downs TOPIC 3: Social Media Tools

		Specific Program Requirements: ● Coaching Program ● Evacuation Drill - Bomb Threat
	UNITS OF COMPETENCY SCHEDULED FOR FINALISATION	BSBWOR204 Use business technology SISXEMR001 Respond to emergency situations SISXIND001 Work effectively in sport, fitness and recreation environments SISXIND002 Maintain sport, fitness and recreation industry knowledge SISXCCS001 Provide quality service
SEMESTER 3	**5**	TOPIC 1: Beginning Coaching Principles TOPIC 2: Knowledge of Coaching Practices TOPIC 3: Community Coaching/Officiating General Principles (Online Course) *Specific Program Requirements:* ● Conduct Coaching Activities ● Online Course: Community Coaching/Officiating General Principles
	6	TOPIC 1: Plan and Conduct Sport Programs *Specific Program Requirements:* ● Sport Activity Sessions
SEMESTER 4	**7**	TOPIC 1: Plan and Conduct Sport Programs *Specific Program Requirements:* ● Community Sports Program
	UNITS OF COMPETENCY SCHEDULED FOR FINALISATION	ICTWEB201 Use social media tools for collaboration and engagement SISXCAI003 Conduct non-instructional sport, fitness or recreation sessions BSBWOR301 Organise personal work priorities and development BSBADM307 Organise schedules SISXCAI006 Facilitate groups SISXCAI004 Plan and conduct programs

EVIDENCE GATHERING TECHNIQUES

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.

Students may submit evidence to gain RPL for competencies.

UNITS OF COMPETENCY		A	B	C	D	E
ICTWEB201	Use social media tools for collaboration and engagement	✓		✓		✓
SISXCAI003	Conduct non-instructional sport, fitness or recreation sessions	✓			✓	✓
BSBWOR301	Organise personal work priorities and development			✓	✓	✓
BSBADM307	Organise schedules	✓		✓		✓

Unit Code	Unit Name	A	B	C	D	E
SISXCAI006	Facilitate groups	✓		✓		✓
SISXCAI004	Plan and conduct programs	✓			✓	✓
SISXCCS001	Provide quality service	✓	✓		✓	✓
SISXFAC001	Maintain equipment for activities			✓		✓
SISXIND001	Work effectively in sport, fitness and recreation environments	✓		✓	✓	✓
HLTAID003	Provide first aid	✓			✓	
HLTWHS001	Participate in workplace health and safety	✓		✓		✓
BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control	✓		✓		✓
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		
(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)			Technical Advisor	Qualified Assessor	Qualified Trainer
	ICTWEB201	Sole trainer and assessor - under the support of Binnacle's Program Management (PM) Team.	Binnacle PM	Teacher	Teacher
	SISXCAI003		Binnacle PM	Teacher	Teacher
	BSBWOR301		Binnacle PM	Teacher	Teacher
	BSBADM307		Binnacle PM	Teacher	Teacher
	SISXCAI006		Binnacle PM	Teacher	Teacher
	SISXCAI004		Binnacle PM	Teacher	Teacher
	SISXCCS001		Binnacle PM	Teacher	Teacher
	SISXFAC001		Binnacle PM	Teacher	Teacher
	SISXIND001		Binnacle PM	Teacher	Teacher
	HLTWHS001		Binnacle PM	Teacher	Teacher
	BSBWHS303		Binnacle PM	Teacher	Teacher
	SISXIND002		Binnacle PM	Teacher	Teacher
	SISXEMR001		Binnacle PM	Teacher	Teacher
	BSBWOR204		Binnacle PM	Teacher	Teacher

	HLTAID003/HLTAID001	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	Students are provided with a full Course Content kit specific to each Term of study. This includes: ● Unit Plan ● Lectures ● Content Cards ● Activities ● Videos ● Work templates and other work-related documents (e.g. exemplar policy manuals)	
Log Book of Practical Experience	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 experience (i.e. coaching and officiating) across the program. This Log Book will be marked and verified by the Assessor.	
Consultation with Industry	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. **Industry Partners** ● Redcliffe Dolphins Rugby League Club ● National Rugby League – Education ● Netball Queensland - Education ● Shaun Murray – Brisbane Brothers Rugby League Club ● TAFE Brisbane – Sport, Fitness & Recreation ● National Institute of First Aid Trainers (NIFAT) Consultation/engagement approaches include: ● Regular (e.g. fortnightly consultation meetings) ● Teleconferences ● Program development/validation meetings ● Program development projects	
Assessment Validation Process	**The processes used to validate assessment in this course are:** 1. **Validation by Industry** ● An internal review conducted annually with an industry representative to check that standards expected of students are consistent with current industry practice. ● 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: – 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).**

2. **Assessment Instrument Review**
   - 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.

Date of next review: 31 July 2020   **Date of last review:** 31 July 2019

Physical Resource Requirements	<u>List of School Resources (minimum)</u>:

1. **Sport and Recreation Facilities and Equipment (located at the school)**
   - ☑ A sport-specific training or competition environment.
   - ☑ Facilities where a sport-specific range of officiating and coaching activities can be conducted.
   - ☑ Equipment and resources appropriate for one or more specific sports.
   - ☑ Access to athletes and novice/beginner participants.
   - ☑ Key health and safety equipment and/or aids.
   - ☑ Access to school WHS and risk management policies and procedures.
   - ☑ Equipment repair and maintenance resources (e.g. ball pumps, cleaning equipment).
   - ☑ Maintenance storage facilities.
   - ☑ Access to personal computers, internet, office equipment and resources.
   - ☑ Access to social media tools and applications (e.g. blogs, wikis, social media sites).

2. **Additional school requirements:**
   - ☑ Access to a primary school (or junior year levels of high school) to run two (2) Sport/Recreation programs for the students (must be organised and overseen by the Program Deliverer).
     - – The venue/facility for this Sport/Recreation Program must include a range of activities and equipment.
   - ☑ <u>Sport Specialty Formats</u>: Must also have access to events, games or competitions where students will assist as officials (e.g. Gala Days). These events are to be coordinated between each school and the national/state sporting organisation.

3. **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 Sport Program Deliverer HR requirements (minimum):** ☑ HPE/Fitness trained ☑ Timetabled to the class every lesson ☑ Demonstrate vocational competence in all competencies in this program – 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)* ☑ Ongoing Sport Official currency **If First Aid competency delivered via Binnacle program**, the First Aid Program Deliverer must hold: ☑ A current Provide First Aid Certificate (within 3 years) ☑ A current CPR certificate (within 12 months) ☑ Ongoing First Aid industry currency
Pathways	The Certificate III in Sport and Recreation will predominantly be used by students seeking to enter the sport, fitness and recreation industry - as a sports official (e.g. referee), coach, athlete, volunteer or activity assistant - and/or as an alternative entry into University. **QLD SCHOOLS:** Graduates may be able to use their Certificate III in Sport and Recreation to improve their chances of gaining tertiary entrance. 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** Students may also choose to continue their study by completing a higher level qualification (e.g. Certificate IV in Fitness or Diploma of Sport Development) through another training provider (e.g. TAFE Queensland or Fit College).
Foundation Skills	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). All units of competency within new streamlined Training Packages have Foundation Skills either embedded in the unit performance requirements or explicitly listed. 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.
Student Feedback	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.

	Date for data analysis: December (annually)
AVETMISS Reporting	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. **QLD SCHOOLS:** Permission is provided to DESBT for student results to be forwarded to Queensland Curriculum & Assessment Authority (QCAA).
Student Records	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. **Pre-qualified Supplier Specific:** 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). **Fee-for-Service (non PQS):** 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.