



Binnacle
Training

Allowing teachers to teach

THIRD PARTY AGREEMENT

This document represents an Agreement between:


Binnacle Training College Pty Ltd
RT0 31319

ABN: 96 115 517 952
PO Box 110
New Farm QLD 4005

AND

School (Third Party): <i>Please insert organisation's legal name</i>	
Address:	

IMPORTANT TIPS FOR COMPLETING THIS AGREEMENT

1	To view this document, please ensure you have 'Adobe Reader' installed on your computer.	
2	Before completing this document, please save to your computer first. This will allow the Agreement to be digitally completed and emailed back to Binnacle.	
3	<i>Once Steps 1-2 have been completed:</i> Please ensure you have read the full Third Party Agreement document before signing and returning this Agreement to Binnacle.	

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SCHOOL (THIRD PARTY) VET MANAGER

PLEASE NOTE: The School (Third Party) VET Manager listed will be typically the school's VET Coordinator and/or Senior School or VET HOD.

BINNACLE TRAINING - ADMINISTRATION MANAGER*	
Name	Binnacle Training
Contact	Justine Scott
Position	Administration Manager
Email	programs@binnacletraining.com.au
Phone	1300 303 715

SCHOOL (THIRD PARTY) – VET MANAGER	
School	
VET Program Manager	
Position	
Email	
Phone	

*In addition to Binnacle's Administration Manager, each School (Third Party) will also be allocated a Binnacle Program Manager. Our Program Managers are trained teachers who have previously taught the Binnacle program. Your School will be notified of your allocated Program Manager at the time of this Third Party Agreement being formalised.

SCHOOL (THIRD PARTY) FINANCE CONTACT

Please select one of the following:

All invoices are to be sent directly to the Program Manager as listed above.

All invoices are to be sent to the Finance Officer (per details below) with the designated Program Manager CC'd into all correspondence.

All invoices are to be sent directly to the Finance Officer (per details below).

SCHOOL (THIRD PARTY) FINANCE CONTACT	
Name	
Email (e.g. accounts@)	
Alternate Email (e.g. Finance Officer's work email account)	
Phone	

IMPORTANT

ANTICIPATED PROGRAM AREAS AND CUSTOM TRAINING & ASSESSMENT STRATEGY INFORMATION ASSOCIATED WITH THIS AGREEMENT

For each Binnacle Program Area (Business, Fitness, Sport, First Aid) your School is delivering across:

1. Select which 2021 Binnacle program(s) you are set to offer.
2. List your anticipated Program Deliverers (teachers).
3. Complete the Training & Assessment Strategy information (school-specific).
4. Submit your Subject Selection Material, as positioned in your School Handbook and/or School Website, for Binnacle pre-approval.
5. List your nominated Program Manager* and have them sign off to confirm the information specified within the (school-specific) Training & Assessment Strategy is implemented and Resource Requirements are met.

* The School (Third Party) Program Manager cannot be the nominated deliverer of a program, unless there is multiple (two or more) listed Program Deliverers. It is recommended the Program Manager of the School (Third Party) be in one (or more) of the following positions: Head of Department (HOD) program-specific, Assistant Principal – Curriculum, Senior School or VET HOD. *For example, the Program Manager for Business Program Area may be HOD Business or VET Manager.*

PROGRAM AREA: BUSINESS

Binnacle Program	<p>2021 Cert III Business (2 Year)</p> <p>2021 Fast Track Cert III Business (1 Year)*</p> <p>2021 Cert II Business (2 Year)</p> <p>2021 Fast Track Cert II Business (1 Year)</p> <p>2021 Cert III Business + Cert II Business (3 Year)</p> <p><i>* Fast Track Cert III must be delivered over the equivalent of minimum two study lines (i.e. 420 mins per week over 1 year)</i></p>	Binnacle Program	<p>2021 Cert III Business (2 Year)</p> <p>2021 Fast Track Cert III Business (1 Year)*</p> <p>2021 Cert II Business (2 Year)</p> <p>2021 Fast Track Cert II Business (1 Year)</p> <p>2021 Cert III Business + Cert II Business (3 Year)</p> <p><i>* Fast Track Cert III must be delivered over the equivalent of minimum two study lines (i.e. 420 mins per week over 1 year)</i></p>
Anticipated Teachers (Program Deliverers)		Anticipated Teachers (Program Deliverers)	
NAME	EMAIL	NAME	EMAIL

IMPORTANT: Each Program Deliverer must hold a current Certificate IV in Training and Assessment [i.e. TAE40116, or TAE40110 + the two new core units TAEASS502 (or equivalent) and TAELN411 (or equivalent)] prior to official enrolment of students into the program. A certified copy of this qualification is required to be uploaded to that teacher's Binnacle Profile (i.e. Staff Profile), located within their Binnacle Lounge.

TRAINING & ASSESSMENT STRATEGY INFORMATION (SCHOOL-SPECIFIC) – 2021 BUSINESS

The following ‘school-specific’ information is vital for Binnacle Training to use in order to fully satisfy *RTO Standards 2015 - Clauses 1.1 to 1.4 and 2.2 — Implementing, monitoring and evaluating training and assessment strategies and practices*. This information will be used to accompany Binnacle Training’s “shell” Training and Assessment Strategy, available at <https://www.binnacletraining.com.au/rto.php#training-assessment-strategy-tas>

<p>TARGET GROUP</p> <p><i>Year level students will be commencing in.</i></p>	<p>Year 10</p> <p>Year 11</p> <p>Year 12 (only available to students undertaking as ‘Fast Track’ or ‘Partial Completion’)</p>
<p>ADDITIONAL BUSINESS FACILITIES & RESOURCES</p> <p><i>(i.e. in addition to those ‘mandatory requirements’ as listed on Resource Checklist as per https://www.binnacletraining.com.au/rto.php#resource-checklist)</i></p>	<p>Additional facilities and resources located at school. For example, if a micro business located within school – please specify. If no additional facilities and resources, please record N/A.</p>
	<p>Additional facilities and resources located outside of school. For example, if regular access to venue(s) outside of school – please specify. If no additional facilities and resources, please record N/A.</p>
<p>SPECIFIC PATHWAYS</p> <p><i>(i.e. if using the Binnacle Certificate Program as a specific pathway to a higher-level qualification, traineeship opportunities etc)</i></p>	<p>Please specify – including qualification and training provider. If no specific pathways, please record N/A.</p>
<p>LOCAL INDUSTRY VISITS</p> <p><i>(i.e. ‘Discovery days’ or work experience located outside of school)</i></p>	<p>Please specify - including the name of the business or workplace, duration etc. If no external ‘Discovery days’ or work experience is currently scheduled, please record N/A.</p>

<p>ELECTIVES SET TO OFFER <i>(i.e. only applicable to partner schools undertaking 2021 Certificate III in Business. All 2021 Certificate II in Business electives are pre-set)</i></p>	<p>If only offering Certificate II in Business, please record N/A.</p> <hr/> <p>Applicable to 2021 Cert III Business – to view full Course Schedule click here:</p> <p>TERM 4 (select which option i.e. A or B your school intends to offer)</p> <p>Elective A – Design and produce spreadsheets, Be MoneySmart through a career in small business (FNSFLT401)</p> <p>Elective B – Design and produce spreadsheets, Be MoneySmart (FNSFLT301)</p> <p>TERM 5 (select which option i.e. A or B your school intends to offer)</p> <p>Elective A - Develop knowledge of the Australian financial system and markets</p> <p>Elective B – Use social media tools for collaboration and engagement</p>
<p>ADDITIONAL INFORMATION</p>	<p>Please record other school-specific information for incorporating in Binnacle’s Training & Assessment Strategy (TAS). If no additional information, please record N/A.</p>

<p>SUBJECT SELECTION MATERIAL – FOR BINNACLE PRE-APPROVAL</p>	<p>For each Binnacle Business Program you are set to offer: Please submit – to accompany this Signed Agreement - your school's <u>Subject Selection Material</u> as positioned in your School Handbook and/or School Website*.</p> <p>Please refer to Binnacle's supplied subject handbook template (per program) – CLICK HERE</p> <p><i>* If your 2021 Subject Selection Material is yet to be finalised, and you are an existing Binnacle partner school, please submit your Subject Selection Material used previously. If your 2021 Subject Selection Material has already been finalised, please submit a copy - for approval for future use.</i></p> <p>This pre-approval process will ensure your (current and future) Subject Guide marketing of Binnacle programs meets strict compliance requirements set by ASQA as regulator.</p> <p>I have included our school's Subject Selection Material that is going to be placed in the School Handbook and/or Website – for each Binnacle Business program our school is set to offer.</p>
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School Program Manager (Business) - Sign Off

SCHOOL (THIRD PARTY)			
School			
School Program Manager (Business)		Position	
Email		Phone	
Declaration	<p>I confirm the above school-specific information to be implemented within Binnacle's 'school-specific' Training and Assessment Strategy.</p> <p><u>I agree</u> the Resource Requirements (see Appendix 2-5 of full Third Party Agreement), specific to each program listed above, are met; or in cases where one or more items listed on the Resource Requirements aren't met, that a summary of action/s to be taken have been outlined above and will be actioned prior to program commencement.</p> <p><u>I have supplied</u> our school's Subject Selection Material for Binnacle pre-approval, for each Binnacle Business Program selected above.</p> <p><u>I understand</u> the Agreement will take effect from the date of Principal Sign-Off and ends on 31 December 2022.</p>		
Signature		Date	

PROGRAM AREA: FITNESS

NOTE: Certificate II in Sport and Recreation (SIS20115) is currently available to eligible students as a Vocational Education and Training in Schools (VETiS) funded qualification – funded by the Queensland Government. SIS20115 continues also to be available as ‘Fee For Service’ as invoiced to the school. All other Binnacle qualifications are delivered as ‘Fee for Service’ only as invoiced to the School. [Find out more >](#)

Binnacle Program	2021 Cert III Fitness + Cert II Sport (2 Year) 2021 Cert III Fitness (2 Year)	Binnacle Program	2021 Cert III Fitness + Cert II Sport (2 Year) 2021 Cert III Fitness (2 Year)
Anticipated Teachers (Program Deliverers)		Anticipated Teachers (Program Deliverers)	
NAME	EMAIL	NAME	EMAIL

IMPORTANT: Each Program Deliverer must hold a current Certificate IV in Training and Assessment [i.e. TAE40116, or TAE40110 + the two new core units TAEASS502 (or equivalent) and TAELN411 (or equivalent)] prior to official enrolment of students into the program. A certified copy of this qualification is required to be uploaded to that teacher’s Binnacle Profile (i.e. Staff Profile), located within their Binnacle Lounge.

TRAINING & ASSESSMENT STRATEGY INFORMATION (SCHOOL-SPECIFIC) – 2021 FITNESS

The following ‘school-specific’ information is vital for Binnacle Training to use in order to fully satisfy *RTO Standards 2015 - Clauses 1.1 to 1.4 and 2.2—Implementing, monitoring and evaluating training and assessment strategies and practices*. This information will be used to accompany Binnacle Training’s “shell” Training and Assessment Strategy, available at <https://www.binnacletraining.com.au/rto.php#training-assessment-strategy-tas>

<p>TARGET GROUP</p> <p><i>Year level students will be commencing in.</i></p>	<p>Year 10</p> <p>Year 11</p> <p>Year 12 (only available to students undertaking as ‘Partial Completion’)</p>
<p>ADDITIONAL FITNESS FACILITIES & RESOURCES</p> <p><i>(i.e. in addition to those ‘mandatory requirements’ as listed on Resource Checklist as per https://www.binnacletraining.com.au/rto.php#resource-checklist)</i></p>	<p>Additional facilities and resources located at school. For example, if a commercial fitness facility within school – please specify. If no additional facilities and resources, please record N/A.</p>
	<p>Additional facilities and resources located outside of school. For example, if regular access to venue(s) outside of school – please specify. If no additional facilities and resources, please record N/A.</p>
<p>SPECIFIC PATHWAYS</p> <p><i>(i.e. if using the Binnacle Certificate Program as a specific pathway to a higher-level qualification, traineeship opportunities etc)</i></p>	<p>Please specify – including qualification and training provider. If no specific pathways, please record N/A.</p>
<p>LOCAL INDUSTRY VISITS</p> <p><i>(i.e. ‘Discovery days’ or work experience located outside of school)</i></p>	<p>Please specify - including the name of the business or workplace, duration etc. If no ‘Discovery days’ or external work experience is currently scheduled, please record N/A.</p>

<p>COACHING ACCREDITATION (TERM 1 OF PROGRAM)</p> <p>Sport Specialty Formats vs General Principles</p> <p><i>As part of the coaching topic in Term 1, Binnacle recommends a minimum of one sport-specific coaching accreditation be facilitated by your school, where feasible. Binnacle will assist with this process.</i></p> <p>Find out more ></p>	<p>Please select whether your school is set to offer one or more sport-specific accreditations in coaching:</p> <p>NRL</p> <p>Netball</p> <p>Other sport-specific (specify below); OR</p> <p>General Principles only</p> <p>Please record any additional information supporting the above. If no additional information, please record N/A.</p>
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<p>METHOD OF FIRST AID DELIVERY</p> <p><i>A unit of competency in the Fitness Certificate Program is Provide First Aid (HLTAID003). Please specify your arrangement for delivery of this competency.</i></p>	<p>External Provider – specify (name of training provider, which term of the program set to deliver etc)</p> <p>Binnacle First Aid – please complete the ‘First Aid’ Program Area section on page 18</p>
<p>ADDITIONAL INFORMATION</p>	<p>Please record other school-specific information for incorporating in Binnacle’s Training & Assessment Strategy (TAS). If no additional information, please record N/A.</p>

<p>SUBJECT SELECTION MATERIAL – FOR BINNACLE PRE-APPROVAL</p>	<p>For each Binnacle Fitness Program you are set to offer: Please submit – to accompany this Signed Agreement - your school's <u>Subject Selection Material</u> as positioned in your School Handbook and/or School Website*.</p> <p>Please refer to Binnacle's supplied subject handbook template (per program) – CLICK HERE</p> <p><i>* If your 2021 Subject Selection Material is yet to be finalised, and you are an existing Binnacle partner school, please submit your Subject Selection Material used previously. If your 2021 Subject Selection Material has already been finalised, please submit a copy - for approval for future use.</i></p> <p>This pre-approval process will ensure your (current and future) Subject Guide marketing of Binnacle programs meets strict compliance requirements set by ASQA as regulator.</p> <p>I have included our school's Subject Selection Material that is going to be placed in the School Handbook and/or Website – for each Binnacle Fitness program our school is set to offer.</p>
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School Program Manager (Fitness) - Sign Off

SCHOOL (THIRD PARTY)			
School			
School Program Manager (Fitness)		Position	
Email		Phone	
Declaration	<p>I confirm the above school-specific information to be implemented within Binnacle's 'school-specific' Training and Assessment Strategy.</p> <p><u>I agree</u> the Resource Requirements (see Appendix 2-5 of full Third Party Agreement), specific to each program listed above, are met; or in cases where one or more items listed on the Resource Requirements aren't met, that a summary of action/s to be taken have been outlined above and will be actioned prior to program commencement.</p> <p><u>I have supplied</u> our school's Subject Selection Material for Binnacle pre-approval, for each Binnacle Fitness Program selected above.</p> <p><u>I understand</u> the Agreement will take effect from the date of Principal Sign-Off and ends on 31 December 2022.</p>		
Signature		Date	

PROGRAM AREA: SPORT

NOTE: Certificate II in Sport and Recreation (SIS20115) is currently available to eligible students as a Vocational Education and Training in Schools (VETiS) funded qualification – funded by the Queensland Government. SIS20115 continues also to be available as 'Fee For Service' as invoiced to the school. All other Binnacle qualifications are delivered as 'Fee for Service' only as invoiced to the School. [Find out more >](#)

Binnacle Program	2021 Cert III Sport + Cert II Sport (2 Year) 2021 Cert II Sport (2 Year) 2021 Fast Track Cert II Sport (1 Year) 2021 Cert III Sport (2 Year) 2021 Fast Track Cert III Sport (1 Year)* <i>* Fast Track Cert III must be delivered over the equivalent of minimum two study lines (i.e. 420 mins per week over 1 year)</i>
Anticipated Teachers (Program Deliverers)	
NAME	EMAIL

Binnacle Program	2021 Cert III Sport + Cert II Sport (2 Year) 2021 Cert II Sport (2 Year) 2021 Fast Track Cert II Sport (1 Year) 2021 Cert III Sport (2 Year) 2021 Fast Track Cert III Sport (1 Year)* <i>* Fast Track Cert III must be delivered over the equivalent of minimum two study lines (i.e. 420 mins per week over 1 year)</i>
Anticipated Teachers (Program Deliverers)	
NAME	EMAIL

IMPORTANT: Each Program Deliverer must hold a current Certificate IV in Training and Assessment [i.e. TAE40116, or TAE40110 + the two new core units TAEASS502 (or equivalent) and TAELN411 (or equivalent)] prior to official enrolment of students into the program. A certified copy of this qualification is required to be uploaded to that teacher's Binnacle Profile (i.e. Staff Profile), located within their Binnacle Lounge.

TRAINING & ASSESSMENT STRATEGY INFORMATION (SCHOOL-SPECIFIC) – 2021 SPORT

The following ‘school-specific’ information is vital for Binnacle Training to use in order to fully satisfy *RTO Standards 2015 - Clauses 1.1 to 1.4 and 2.2—Implementing, monitoring and evaluating training and assessment strategies and practices*. This information will be used to accompany Binnacle Training’s “shell” Training and Assessment Strategy, available at <https://www.binnacletraining.com.au/rto.php#training-assessment-strategy-tas>

<p>TARGET GROUP</p> <p><i>Year level students will be commencing in.</i></p>	<p>Year 10</p> <p>Year 11</p> <p>Year 12 (only available to students undertaking as ‘Fast Track’ or ‘Partial Completion’)</p>
<p>ADDITIONAL SPORT FACILITIES & RESOURCES</p> <p><i>(i.e. in addition to those ‘mandatory requirements’ as listed on Resource Checklist as per https://www.binnacletraining.com.au/rto.php#resource-checklist)</i></p>	<p>Additional facilities and resources located at school. For example, if a commercial fitness facility within school – please specify. If no additional facilities and resources, please record N/A.</p>
	<p>Additional facilities and resources located outside of school. For example, if regular access to venue(s) outside of school – please specify. If no additional facilities and resources, please record N/A.</p>
<p>SPECIFIC PATHWAYS</p> <p><i>(i.e. if using the Binnacle Certificate Program as a specific pathway to a higher-level qualification, traineeship opportunities etc)</i></p>	<p>Please specify – including qualification and training provider. If no specific pathways, please record N/A.</p>
<p>LOCAL INDUSTRY VISITS</p> <p><i>(i.e. ‘Discovery days’ or work experience located outside of school)</i></p>	<p>Please specify - including the name of the business or workplace, duration etc. If no ‘Discovery days’ or external work experience is currently scheduled, please record N/A.</p>

<p>OFFICIATING AND COACHING ACCREDITATIONS</p> <p>Sport Specialty Formats vs General Principles</p> <p><i>Binnacle strongly recommends a minimum of one sport-specific accreditation be facilitated by your school, where feasible. Binnacle will assist with this process.</i></p> <p>Find out more ></p>	<p>Please select whether your school is set to offer one or more sport-specific accreditations – in officiating and/or coaching:</p> <p>NRL</p> <p>Netball</p> <p>Rugby</p> <p>AFL</p> <p>Football</p> <p>Other sport-specific (specify below); OR</p> <p>General Principles only</p> <p>Please record any additional information supporting the above. If no additional information, please record N/A.</p>
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<p>METHOD OF FIRST AID DELIVERY</p> <p><i>A unit of competency in the Sport Certificate Program is Provide First Aid (HLTAID003). Please specify your arrangement for delivery of this competency.</i></p>	<p>External Provider – specify (name of training provider, which term of the program set to deliver etc)</p> <p>Binnacle First Aid – please complete the ‘First Aid’ Program Area section on page 18</p>
<p>ADDITIONAL INFORMATION</p>	<p>Please record other school-specific information for incorporating in Binnacle’s Training & Assessment Strategy (TAS). If no additional information, please record N/A.</p>

<p>SUBJECT SELECTION MATERIAL – FOR BINNACLE PRE-APPROVAL</p>	<p>For each Binnacle Sport Program you are set to offer: Please submit – to accompany this Signed Agreement - your school's <u>Subject Selection Material</u> as positioned in your School Handbook and/or School Website*.</p> <p><i>Please refer to Binnacle's supplied subject handbook template (per program) – CLICK HERE</i></p> <p><i>* If your 2021 Subject Selection Material is yet to be finalised, and you are an existing Binnacle partner school, please submit your Subject Selection Material used previously. If your 2021 Subject Selection Material has already been finalised, please submit a copy - for approval for future use.</i></p> <p>This pre-approval process will ensure your (current and future) Subject Guide marketing of Binnacle programs meets strict compliance requirements set by ASQA as regulator.</p> <p>I have included our school's Subject Selection Material that is going to be placed in the School Handbook and/or Website – for each Binnacle Sport program our school is set to offer.</p>
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School Program Manager (Sport) - Sign Off

SCHOOL (THIRD PARTY)			
School			
School Program Manager (Sport)		Position	
Email		Phone	
Declaration	<p>I confirm the above school-specific information to be implemented within Binnacle's 'school-specific' Training and Assessment Strategy.</p> <p><u>I agree</u> the Resource Requirements (see Appendix 2-5 of full Third Party Agreement), specific to each program listed above, are met; or in cases where one or more items listed on the Resource Requirements aren't met, that a summary of action/s to be taken have been outlined above and will be actioned prior to program commencement.</p> <p><u>I have supplied</u> our school's Subject Selection Material for Binnacle pre-approval, for each Binnacle Sport Program selected above.</p> <p><u>I understand</u> the Agreement will take effect from the date of Principal Sign-Off and ends on 31 December 2022.</p>		
Signature		Date	

SPORT & FITNESS PARTNER SCHOOLS: If you are using an external provider for delivery of First Aid (as indicated above), you may leave this 'Program Area: First Aid' section blank.

PROGRAM AREA: FIRST AID

Binnacle Program	2021 First Aid including CPR (HLTAID003) 2021 CPR Only (HLTAID001)
Anticipated Teachers (Program Deliverers)	
NAME	EMAIL

Binnacle Program	2021 First Aid including CPR (HLTAID003) 2021 CPR Only (HLTAID001)
Anticipated Teachers (Program Deliverers)	
NAME	EMAIL

IMPORTANT: Each Program Deliverer must hold a current Certificate IV in Training and Assessment [i.e. TAE40116, or TAE40110 + the two new core units TAEASS502 (or equivalent) and TAELN411 (or equivalent)] prior to official enrolment of students into the program. A certified copy of this qualification is required to be uploaded to that teacher's Binnacle Profile (i.e. Staff Profile), located within their Binnacle Lounge.

TRAINING & ASSESSMENT STRATEGY INFORMATION (SCHOOL-SPECIFIC) – 2021 FIRST AID

The following ‘school-specific’ information is vital for Binnacle Training to use in order to fully satisfy *RTO Standards 2015 - Clauses 1.1 to 1.4 and 2.2—Implementing, monitoring and evaluating training and assessment strategies and practices*. This information will be used to accompany Binnacle Training’s “shell” Training and Assessment Strategy, available at <https://www.binnacletraining.com.au/rto.php#training-assessment-strategy-tas>

SPORT & FITNESS PARTNER SCHOOLS: If you are using an external provider for delivery of First Aid (as indicated above), you may leave this ‘Program Area: First Aid’ section blank.

<p>TARGET GROUP</p> <p><i>Year level/s students will be undertaking First Aid.</i></p>	<p>Year 9</p> <p>Year 10</p> <p>Year 11</p> <p>Year 12</p>
<p>CPR REFRESHER</p>	<p>Does your school intend on offering CPR only (HLTAID001) to your Binnacle students (e.g. at end of Year 12)?</p> <p><i>NOTE: Binnacle waives the ‘CPR only’ fee of \$35pp for all students who have previously undertaken Binnacle First Aid).</i></p> <p>Yes</p> <p>No</p>
	<p>Does your school intend on offering CPR only (HLTAID001) to other (non-Binnacle) students (e.g. whole of year 12)?</p> <p>Yes – specify below</p> <p>No</p>
<p>FIRST AID AS PART OF OTHER (i.e. NON-BINNACLE) VET QUALIFICATIONS</p>	<p>Is your School using the First Aid unit of competency (HLTAID003) as part of other VET qualifications offered to students at your school (e.g. Certificate II in Active Volunteering)? If not using for other students, please record N/A.</p>

ADDITIONAL FIRST AID FACILITIES & RESOURCES <i>(i.e. in addition to those 'mandatory requirements' as listed on Resource Checklist as per https://www.binnacletraining.com.au/rto.php#resource-checklist)</i>	Additional facilities and resources – for example, if your school has access to additional external facilities to support training delivery – please specify. If no additional facilities and resources, please record N/A.
ADDITIONAL INFORMATION	Please record other school-specific information for incorporating in Binnacle's Training & Assessment Strategy (TAS). If no additional information, please record N/A.

School Program Manager (First Aid) - Sign Off

SCHOOL (THIRD PARTY)			
School			
School Program Manager (First Aid)		Position	
Email		Phone	
Declaration	<p>I confirm the above school-specific information to be implemented within Binnacle's 'school-specific' Training and Assessment Strategy.</p> <p><u>I agree</u> the Resource Requirements (see Appendix 2-5 of full Third Party Agreement), specific to each program listed above, are met; or in cases where one or more items listed on the Resource Requirements aren't met, that a summary of action/s to be taken have been outlined above and will be actioned prior to program commencement.</p> <p><u>I understand</u> the Agreement will take effect from the date of Principal Sign-Off and ends on 31 December 2022.</p>		
Signature		Date	

PROGRAM AREA: SHORT COURSES

Program Manager		Position		Email		Phone	
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Binnacle Program	Short Course – 2021 Financial Literacy (1 unit of competency: FNSFLT301 Be MoneySmart) Short Course – 2021 Introduction to Sport, Fitness & Recreation (4 units of competency)	Binnacle Program	Short Course – 2020 Financial Literacy (1 unit of competency: FNSFLT301 Be MoneySmart) Short Course – 2021 Introduction to Sport, Fitness & Recreation (4 units of competency)
Anticipated Teachers (Program Deliverers)		Anticipated Teachers (Program Deliverers)	
NAME	EMAIL	NAME	EMAIL

IMPORTANT: Each Program Deliverer must hold a current Certificate IV in Training and Assessment [i.e. TAE40116, or TAE40110 + the two new core units TAEASS502 (or equivalent) and TAELN411 (or equivalent)] prior to official enrolment of students into the program. A certified copy of this qualification is required to be uploaded to that teacher's Binnacle Profile (i.e. Staff Profile), located within their Binnacle Lounge.

RESOURCE REQUIREMENTS

ACTIONS TO TAKE (IF APPLICABLE)

If you are not currently meeting the PHYSICAL RESOURCE and HUMAN RESOURCE requirements as outlined in the 'Binnacle 2020 Third Party Agreement (Appendix 2-5)', please describe action(s) to be taken to ensure these are met prior to program delivery. **NOTE: PLEASE LEAVE SECTIONS BLANK IF YOUR SCHOOL IS CURRENTLY MEETING THESE REQUIREMENTS.**

BUSINESS - CERTIFICATE III/II	
PHYSICAL RESOURCES ACTION(S) TO BE TAKEN <i>Include here any Business resource items, access to customer groups required.</i>	
HUMAN RESOURCES ACTION(S) TO BE TAKEN <i>Include here any teacher training required (e.g. Cert III Business, Cert IV TAE).</i>	
FITNESS - CERTIFICATE III	
PHYSICAL RESOURCES ACTION(S) TO BE TAKEN <i>Include here any Fitness Facility items, fitness assessment equipment items, First Aid equipment required.</i> NOTE: All items available at Binnacle Shop .	
HUMAN RESOURCES ACTION(S) TO BE TAKEN <i>Include here any teacher training required (e.g. Cert IV Fitness, Cert IV TAE).</i>	
SPORT AND RECREATION - CERTIFICATE III/II (INCLUDING SPORT SPECIALTY)	
PHYSICAL RESOURCES ACTION(S) TO BE TAKEN <i>Include here any Sport equipment items, First Aid equipment required.</i> NOTE: All items available at Binnacle Shop .	
HUMAN RESOURCES ACTION(S) TO BE TAKEN <i>Include here any teacher training required (e.g. Cert III Sport & Recreation, Cert IV TAE).</i>	
FIRST AID/CPR	
PHYSICAL RESOURCES ACTION(S) TO BE TAKEN <i>Include here any First Aid equipment items required.</i> NOTE: All items available at Binnacle Shop .	
HUMAN RESOURCES ACTION(S) TO BE TAKEN <i>Include here any teacher training required (e.g. Cert IV TAE).</i>	

PRINCIPAL SIGN-OFF

This document represents an Agreement between:

Binnacle Training College Pty Ltd

AND

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For the provision of advice on training and assessment, the quality assurance of assessment, and the issuance of AQF qualifications and/or Statement of Attainment.

LEAD RTO	
Organisation	Binnacle Training
Name/Title	Aaron Bulow – Chief Executive Officer
Email	aaron.bulow@binnacletraining.com.au
Declaration	I declare that I have the authority to enter into a partnership arrangement for and on half of Binnacle Training. I, the undersigned, agree to the provisions outlined in this Agreement.
Signature	
Date	

SCHOOL (THIRD PARTY)	
School	
Principal	
Email	
Declaration	<p>I <u>declare</u> that I have the authority to enter into an Agreement for and on behalf of the secondary school/college above. I, the undersigned, agree to the provisions outlined in this Agreement.</p> <p>I <u>agree</u> the Resource Requirements (see Appendix 2-5 of full Third Party Agreement), specific to each nominated program, are met; or in cases where one or more items listed on the Resource Requirements aren't met, that a summary of action/s to be taken have been outlined above and will be actioned prior to program commencement.</p> <p>I <u>support</u> the implementation of this program/s at my school.</p> <p>I <u>understand</u> the Agreement will take effect from the date of Principal Sign-Off and ends on 31 December 2022.</p>
Signature	
Date	