



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)

IMPORTANT INFORMATION REGARDING THIS AGREEMENT

Please download, save and read this document in full.

A separate file titled 'Binnacle Signed Agreement' is required to be completed and returned to Binnacle to indicate your acceptance of the responsibilities and terms outlined in this Agreement.

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SUMMARY INFORMATION

Thank you for applying to become – or renewing as - a School (Third Party) with Binnacle Training in 2021.

This Agreement sets forth the terms and understanding between Binnacle Training College Pty Ltd (“Binnacle”) and the “School (Third Party)” for the provision and quality assurance of training and assessment and the issuance of AQF qualifications and/or Statement of Attainment consistent with one or more of the nominated Binnacle programs (see [Appendix 1](#)).

Upon receipt of confirmation that you agree to the enclosed terms and conditions (i.e. the ‘Binnacle Signed Agreement’), Binnacle Training will ensure the nominated School (Third Party) ‘VET Manager’, ‘Program Manager(s) (Program Area-specific)’ and ‘Program Deliverer(s)’ are equipped with access to our Learning Management System (also known as the [Binnacle Lounge](#)). The Binnacle Lounge allows full access to program resources, including a video induction to assist with Lounge navigation, course management and use of associated course content.

Nationally Recognised Training	See Appendix 1 ‘VET Certificates and Units of Competency’ for a full list of Binnacle programs to which this Agreement pertains (including aligned qualifications/skill sets/units of competency). Binnacle Training must have the VET course on its scope of registration at all times.
Purpose	<p>This Third Party Agreement is designed to provide a framework for the development of a constructive, cost-effective relationship between Binnacle Training and the School (Third Party).</p> <p>As the RTO specific to this Agreement and the nominated Binnacle programs (see Appendix 1), Binnacle Training is wholly responsible for all services provided on its behalf by the School (Third Party).</p> <p>This Third Party Agreement is based on recognition of the responsibility of both parties – Binnacle Training and School (Third Party) - to contribute to quality training and assessment outcomes.</p>
Agreement Period	1 January 2021 – 31 December 2022
School Costs	<p style="text-align: center;">Certificate Programs</p> <p>FOR A FULL 2021 PRICE LIST* – click here</p> <p>* <u>NOTE:</u> There is no price change from the previous year.</p> <p><u>Participant Fee</u></p> <p>A ‘per participant’ fee is applied to each of Binnacle’s Certificate Programs, based on the number of participants once the enrolment cut-off date has lapsed.</p> <p><u>IMPORTANT:</u> For eligible students who access their VETiS subsidy with Binnacle’s Certificate II in Sport and Recreation, fees applicable to this qualification are waived in full.</p> <p style="text-align: right;">Continued over page.</p>

<p>School Costs</p> <p><i>Continued.</i></p>	<p><u>Program Fee*</u></p> <p>A 'per program' fee is applied to each of Binnacle's 3 x Certificate III program areas (Business, Fitness, Sport). This fee is heavily discounted where a school offers across two (2) or three (3) Certificate III program areas. This fee covers each program cohort (e.g. 2021 Cert III Business) for the <u>full course duration</u> [(typically two years) e.g. 2021-2022].</p> <p>* <u>NOTE</u>: The Certificate II Program Fee will again be waived in 2021.</p> <p><u>Fitness/Sport ONLY</u></p> <p>One of the competencies – HLTAID003 Provide First Aid – is to be assessed as a separate certificate (Provide First Aid). Binnacle provides this program (Provide First Aid) with the incursion of a separate participant fee.</p> <p><u>NOTE</u>: For eligible students who access their VETiS subsidy with Binnacle's Certificate II in Sport and Recreation, fees applicable to this unit of competency (HLTAID003 Provide First Aid), when undertaken as part of the Certificate II qualification, are waived in full.</p> <p style="text-align: center;"><u>Short Courses and First Aid Courses</u></p> <p>FOR A FULL 2021 PRICE LIST – click here</p> <p>A 'per participant' fee applies to each of Binnacle's Short Courses and First Aid Courses.</p>
<p>School Refund Policy</p>	<p>The nature of Binnacle's invoicing process negates a refund situation arising.</p> <p><u>Certificate Programs</u>: Binnacle will only invoice for the minimum of 10 places prior to the enrolment cut-off (30 June, in the year of course commencement). An adjustment invoice reflecting the balance of places after this date will then be issued – voiding any potential refund situation.</p> <p>Students that withdraw from the program after the enrolment cut-off (30 June) do incur the participant fee and will be issued (on request) a Statement of Attainment for any competencies successfully completed.</p> <p><u>Short Courses / First Aid Courses</u>: Binnacle will only invoice at the time submitted assessment has been processed by Binnacle. Therefore, participants that cancel from the course - prior to assessment being submitted to Binnacle - do not incur a participant fee.</p>
<p>Program Deliverer(s) – HR Requirement</p>	<p>A Business (Certificate III/II in Business) / Sport and Fitness (Certificate III in Fitness; Certificate III/II in Sport and Recreation) / Health (First Aid) trained teacher must be assigned to each nominated program.</p> <p>Each Program Deliverer <u>must</u>:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Currently hold, or will complete prior to student enrolment, the Certificate IV in Training and Assessment (TAE40116 or TAE40110*) qualification. <p style="text-align: right;">Continued over page.</p>

<p>Program Deliverer(s) – HR Requirement</p> <p><i>Continued.</i></p>	<p><i>* Where you hold TAE40110, two new core units must also be held:</i></p> <ul style="list-style-type: none"> – TAEASS502 Design and develop assessment tools (or equivalent); and – TAELLN411 Address adult language, literacy and numeracy (LLN) skills (or equivalent) <p><input checked="" type="checkbox"/> <u>Demonstrate vocational competence.</u></p> <p>Complete a (free) non-accredited Vocational Competence Update (VCU)* specific to the Binnacle program/s you are delivering. VCU is designed for Binnacle Program Deliverers to demonstrate their <u>current</u> knowledge and skills specific to each unit of competency comprising the qualification(s) being delivered.</p> <p><i>* Teacher must first hold a prior VET qualification (Cert III or higher) and/or Degree in that industry area. All Certificate III in Fitness ‘Program Deliverers’ must hold the qualification level <u>above</u> [i.e. must hold the <u>Certificate IV in Fitness, or above</u> (e.g. Bachelor Degree in Human Movement, or similar)].</i></p> <p>The deliverer will adhere to the guidelines outlined in Table 2 and Table 3 ‘School (Third Party) Responsibilities’. In the event a deliverer needs to be replaced, another suitably qualified deliverer must take his/her place. The new deliverer must be confirmed with Binnacle Training prior to the engagement.</p>
<p>Nominated VET Manager/ Program Manager(s) and Working Arrangements</p>	<p>To ensure effective functioning of the arrangements, each party [Binnacle and School (Third Party)] is to nominate the VET Manager* and Program Area-specific Program Manager(s) who will carry general responsibility for operations, performance delivery, review and problem resolution. VET Manager and Program Manager(s) are to be recorded on the ‘Binnacle Signed Agreement – Fillable’ document).</p> <p><i>* The School (Third Party) VET Manager listed will typically be the school’s VET Coordinator and/or Senior School or VET HOD.</i></p> <p>It is recommended the Program Manager(s) of the School (Third Party) be in one (or more) of the following positions:</p> <ul style="list-style-type: none"> – Head of Department (HOD) program-specific – Assistant Principal - Curriculum – Senior School or VET HOD
<p>Binnacle Provides</p>	<p>All requisite training and assessment resources, encompassed within Binnacle’s custom-built Learning Management System (LMS) specific to each program; up-to-the-minute class assessment and competency progress reports; issuance of nationally recognised qualification/statement of attainment; quality assurance; complete teacher support under the guise of Binnacle’s program management department.</p> <p>Further provisions are outlined in Table 1 ‘Binnacle Training Responsibilities’.</p>

School (Third Party) Provides	<p>The delivery of training and assessment services on behalf of, and in the name of, Binnacle Training as the RTO. This includes provision of support services for students enrolled in the Binnacle program requiring language, literacy and numeracy (LLN) assistance.</p> <p>The provision of adequate physical (equipment and facilities) and human resources to meet the requirements of each program being delivered on behalf of Binnacle Training.</p> <p>Further provisions are outlined in Table 2 'School (Third Party) Responsibilities'.</p>
Third Party Services on behalf of Binnacle Training as RTO	<p>Specific to the nominated Binnacle programs (see Appendix 1):</p> <ul style="list-style-type: none"> Any training and assessment is provided in the name of Binnacle Training (as RTO), not the School (Third Party). Students are enrolled as students of the RTO, not the Third Party. Qualifications and/or statements of attainment are issued in the name of the RTO, not the Third Party. The School (Third Party) cannot advertise any VET courses in its own name. Further provisions are outlined in Table 2 'School (Third Party) Responsibilities'.
Marketing Consent to School (Third Party)	<p>Binnacle gives consent to each School (Third Party) to use subject selection templates provided (for marketing Binnacle's programs) in line with Binnacle's 'Marketing Requirements' policies as follows:</p> <ul style="list-style-type: none"> Marketing Requirements for School Subject Selection; and Marketing Requirements for School Website. <p>These policies can be accessed here: https://www.binnacletraining.com.au/rto (Select: RTO files)</p> <p>The School (Third Party) is required to submit their Subject Selection Material, as positioned in the School Handbook and/or School Website, for Binnacle pre-approval, at the time of submitting this signed Third Party Agreement. Please refer to Table 2 'School (Third Party) Responsibilities'.</p>
Compliance	<p><u>Certificate Programs:</u> Assessment submissions are required to be made to Binnacle for each term of the training program.</p> <p><u>Short Courses / First Aid Courses:</u> Assessment submissions are required to be made to Binnacle immediately upon individual student completion.</p> <p>Alerts for non-submissions and/or non-compliant submissions will be sent to the nominated Program Manager (and Principal, if required) to be acted upon within 30 days.</p> <p>Please refer to 'Reporting'.</p>

DEFINITIONS AND INTERPRETATIONS

Binnacle Lounge. Binnacle’s custom Learning Management System (LMS) designed specifically for your Binnacle VET in Schools program. The ‘Lounge’ is the centrepiece for all program resources, learning, assessment, and reporting across all program stakeholders including: Program Deliverers (Teachers), Students, School Program and VET Managers, and Binnacle Program Managers and Binnacle Administration.

Binnacle Profile. Located within the Binnacle Lounge, the name of Binnacle’s Staff Profile used by each Program Deliverer. This HR profile must be complete prior to commencement of delivery and is linked to each student’s official enrolment in their Binnacle Program. The Binnacle Profile is where teachers select their Binnacle Program(s) they are set to deliver and is a centralised way of demonstrating evidence of a) trainer and assessor qualification; b) vocational competencies; c) industry currency; and d) developing VET knowledge and skills.

Program. The course(s) or qualification(s) in its entirety, to which this Agreement relates. This Agreement encompasses all Binnacle programs (as per [Appendix 1](#) to this Agreement).

Program Deliverer. The approved trainer/assessor(s) of the School (Third Party) selected to deliver the nominated training program on behalf of the RTO.

Registered Training Organisation (RTO). A training organisation that has authorisation to train and assess nationally recognised qualifications consistent with its scope of training. **As the RTO specific to this Agreement, Binnacle Training (RTO Code: 31319) is wholly responsible for all services provided on its behalf by the School (Third Party). Binnacle Training is responsible for enrolment into the VET course, the outcomes of the training and assessment, and the issuing of the testamur to the student.**

Resources. In the context of this Agreement, resources mean all digital teaching assets supplied by Binnacle (via Binnacle’s website and Learning Management System) to deliver and assess each program. These include Enrolment and Induction documents, Assessments, Activities, Best Answer Responses, Class Progress Reports, Work Templates, Content Cards, Lectures and Unit Plans.

School Program Manager. Will carry responsibility for ‘Program Area-Specific’ operations, performance delivery, review and problem resolution. Binnacle’s three Program Areas include Business, Sport & Fitness, and First Aid. It is recommended the Program Manager of the School (Third Party) be in one (or more) of the following positions: HOD program-specific; Assistant Principal – Curriculum; Senior School or VET HOD.

School (Third Party). The secondary school/college providing physical and human resources to deliver the nominated training program by its staff as third party on behalf of the RTO [see ‘VET Manager’; ‘Program Manager’; and ‘Program Deliverer’ below being the three key contacts of each School (Third Party)]. In some cases, the school may also be an RTO that provides other training products consistent with its scope of registration and separate to this third party arrangement entered into by Binnacle Training.

School VET Manager. Typically, the school’s VET Coordinator and/or Senior School or VET Head of Department (HOD). The VET Manager will carry general responsibility for overall operations including confirming VETiS funding eligibility of students (where applicable).

Third Party Arrangement: Registered Training Organisations (RTOs) often work with other organisations (third parties) to deliver a range of services, including providing marketing, undertaking recruitment, using facilities and resources, and training and/or assessment of Vocational Education and Training (VET) courses. Binnacle Training as the RTO engages individual secondary schools to provide physical and human resources and deliver training and assessment – on behalf of, and in the name of, Binnacle Training as RTO.

Vocational Education and Training in Schools (VETiS) Funding Initiative. The Queensland Government's VET Investment Budget subsidises select qualifications (Certificate I and II level only) that have been identified by industry as leading to employment. Binnacle Training is approved as a Pre-qualified Supplier (PQS) to deliver Certificate II in Sport and Recreation (SIS20115) as a VETiS funded qualification. All other Binnacle qualifications are delivered as 'Fee for Service' only as invoiced to the School. For eligible students who access their VETiS subsidy with Binnacle's Certificate II in Sport and Recreation, fees applicable to this qualification are waived in full.

RESPONSIBILITIES

TABLE 1. BINNACLE TRAINING RESPONSIBILITIES.

BINNACLE RESPONSIBILITIES	
<p>As the RTO specific to this Agreement and the nominated Binnacle programs (see Appendix 1), Binnacle Training is wholly responsible for all services provided on its behalf by the School (Third Party). Binnacle Training is responsible for enrolment into the VET course, the outcomes of the training and assessment, and the issuing of the testamur to the student.</p>	
<p>Binnacle Training (the lead RTO) will provide the following services:</p> <ol style="list-style-type: none"> 1. Program support and quality assurance. The School (Third Party) will be assigned a Binnacle Program Manager for ongoing support and guidance throughout the period of this Agreement. 2. All requisite training and assessment resources encompassed within Binnacle’s custom-built Learning Management System (LMS) to deliver each training program. This includes Binnacle’s annual teacher induction program and operating procedures covering all areas of program delivery. 3. Systematic monitoring of the School (Third Party)’s services – including School (Third Party)’s upholding of both human resource requirements and provision of physical (facilities and equipment) resources, specific to each program being delivered. A student’s official enrolment into a Binnacle Training program can only occur once these requirements have been met by the School (Third Party). Human and physical resource requirements will be monitored as follows: <ol style="list-style-type: none"> a. <u>Human resources</u>: Monitored ongoing via each Teacher’s Binnacle Profile. b. <u>Physical resources</u>: Monitored and reviewed annually by Binnacle Program Manager and School (Third Party) program stakeholders at the commencement of each training program as documented in the Binnacle Profile. 4. Program-related reminders, broadcasts and alerts for key milestones/items for follow-up. 5. An annual ‘VET in Schools Conference’ – a one-day professional development event for all Binnacle Program Deliverers held at the end of Week 7, Term 4 (Brisbane) and in Week 8, Term 4 (North and Central Queensland). This ensures the Teacher is equipped with the necessary delivery information/requirements for the upcoming year, as well as important PD specific to the VET program(s) they are delivering through Binnacle. 6. Opportunities for additional professional development (including program-specific Binnacle workshops hosted in central venues throughout Terms 1-2) and a systematic process for the recording of industry-specific and VET-specific professional development activity for the School (Third Party)’s approved Program Deliverer(s). 7. Work with the School (Third Party) to evaluate the existing programs, in formal validation sessions and/or by taking account of teacher survey feedback. 	
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8. Provide all School (Third Party) stakeholders - Program Deliverer(s), Program Manager(s) and VET Manager - and individual students, with full user access to Binnacle's Learning Management System (Binnacle Lounge). The 'Lounge' is the centrepiece for all program resources, learning, assessment, and reporting.
9. Supply an up-to-date Status Report and Competency Report within the Binnacle Lounge. This up-to-the-minute progress reporting serves as a visual demonstration of class assessment and competency progress, including items for follow-up (e.g. Teacher HR and class submissions).
10. Process School (Third Party) assessment submissions including validation of completed student assessments. Binnacle Training will report on any administrative / compliance issues with the applicable Program Deliverer(s) and the nominated Program Manager.
11. Issue qualifications and/or Statement(s) of Attainment to qualifying participants and provide these to the respective Program Deliverer in digital format*.
** Paper copies may be issued by the School (Third Party).*
12. Report all training activity data (i.e. completed competencies) to the state training authority [Department of Employment, Small Business and Training (DESBT) in Queensland]. At a minimum, Binnacle will report student data at the end of each month and in line with certificate issuance (within 14 days from completion/cancellation of studies).
For Queensland schools: DESBT will then transmit data to the Queensland Curriculum & Assessment Authority (QCAA) towards Queensland Certificate of Education (QCE) credits.
13. Hold adequate insurances – both Public Liability and Professional Indemnity - as part of Binnacle Training's ongoing compliance as a Registered Training Organisation. These insurances – when combined with the School (Third Party)'s insurance responsibilities (see Table 2) - will protect learners and staff (Binnacle Program Deliverers) during all aspects of training and assessment associated with the program.
14. Provide the School (Third Party) with all requisite marketing documentation for the school to use:
 - a. for subject selection purposes; and
 - b. any intermittent marketing of Binnacle First Aid and other short courses.
15. Give consent to each School (Third Party) to use subject selection templates provided (for marketing Binnacle's programs) in line with Binnacle's 'Marketing Requirements for School Subject Selection' Policy [note, this policy can be accessed here: <http://www.binnacletraining.com.au/rto.php> (Select: RTO files)].
16. **For VETiS Funded Certificate II in Sport and Recreation:** Confirm with School (Third Party)'s nominated VET Manager the VETiS funding eligibility, including status (opt-in or opt-out), of each individual student. Binnacle will pre-populate and email to the School (Third Party)'s VET Manager a 'VETiS Eligibility Confirmation' form (fillable) to streamline this process.

TABLE 2. SCHOOL (THIRD PARTY) RESPONSIBILITIES.

SCHOOL (THIRD PARTY) RESPONSIBILITIES

Please note: The following responsibilities are generic to each program. See [Table 3](#) for 'program-specific' responsibilities.

The School (Third Party), as part of the constructive partnership, accepts responsibility for:

1. Providing the physical (equipment and facilities) and human resource requirements specific to each Binnacle training program offered (per Binnacle's program-specific Resource Requirements – see Appendix 2-5). A student's official enrolment into a Binnacle Training program can only occur once these requirements have been met by the School (Third Party).
2. Ensuring each Program Deliverer meets human resource (HR) requirements prior to commencement of delivery. This includes:
 - a. Holding Certificate IV in Training and Assessment (TAE40116 or TAE40110*).
 - * Where teacher holds TAE40110, two new core units must also be held:
 - TAEASS502 Design and develop assessment tools (or equivalent); and
 - TAEELN411 Address adult language, literacy and numeracy (LLN) skills (or equivalent)
 - b. Demonstrating vocational competence through completion of Binnacle's Vocational Competence Update - designed for Binnacle Program Deliverers to demonstrate your current knowledge and skills specific to each unit of competency comprising the qualification(s) being delivered.
 - c. Industry and VET currency - evidenced by verifiable details supplied on each deliverer's Binnacle Profile.
 - i. Industry currency: A minimum of one industry-specific workplace visit; **plus** one other industry-specific professional development activity, per semester - specific to each program area (Business, Fitness, Sport, First Aid) being delivered.
 - ii. VET currency: A minimum of one VET specific professional development activity per semester.
3. Ensuring each Program Deliverer(s) accepted by Binnacle Training will:
 - a. Deliver and assess the program in accordance with Binnacle's Training and Assessment Strategy, assessment process and Assessment Manual.
 - b. Submitting assessment to Binnacle:
 - i. On schedule (at the end of each Term for Certificate III/II programs); and
 - ii. accurately (i.e. ensuring teacher marking is accurate and up-to-date prior to submitting to Binnacle).

Please refer to '[Reporting](#)'.
 - c. Provide feedback including via our teacher survey and student surveys at completion of their studies.
 - d. Enrol each student at the commencement of the training program. This includes an induction into Binnacle Training's Policies and Procedures and Participant Handbook.
 - e. Notify Binnacle immediately if a student cancels from the program.
 - f. Complete Binnacle's annual online Teacher Induction Program (checklist) at the commencement of each school year.

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- g. Maintain an adequate 'Binnacle Profile'. This HR profile must demonstrate evidence of a) vocational competencies; b) industry currency (a minimum of one industry-specific workplace visit; plus one other industry-specific professional development activity, per semester); c) developing VET knowledge and skills.
4. Notifying Binnacle Training as soon as possible of any major concerns, issues or opportunities relating to the services provided.
5. Ensuring that all insurance requirements (including public liability insurance for all venues where training is conducted) are current and in place at all times. This requirement extends to any non-school environments used by the School (Third Party) as part of the training/assessment towards the program.
6. Ensuring certificates issued by Binnacle to the program deliverer are then issued to the student within a maximum of 7 days from being received by the program deliverer. Binnacle facilitates this (digital) certificate issuance process via the Binnacle Lounge.
7. All program deliverers: Participate in Binnacle's annual 'VET in Schools Conference' - a one-day professional development activity held at the end of Week 7 of Term 4 (Brisbane) or in Week 8 of Term 4 (North and Central Queensland). This ensures the Teacher is equipped with the necessary delivery information/requirements for the upcoming year, as well as important PD specific to the VET program/s they are delivering through Binnacle.
8. Acknowledging that all course materials and subject matter is copyright to Binnacle Training and the use of these materials outside of this Agreement is prohibited. Binnacle Training provides the School (Third Party) with a non-transferrable, non-exclusive licence to use the course materials to deliver the training specified.
9. Consulting Binnacle Training in the appointment of new teachers to ensure they are accepted and inducted as a Binnacle Program Deliverer prior to delivering the training program.
10. Facilitating the acquisition of a Unique Student Identifier (USI)* for any students - who at the time of enrolment do not hold a USI - at usi.gov.au.
** The USI is a field included on Binnacle's enrolment - with a link supplied directly to the USI webpage. Binnacle cannot report training or issue a qualification or Statement of Attainment for a participant without a USI.*
11. Managing identified Language, Literacy and Numeracy (LLN) difficulties. This includes the use of specialist assistance / training referral networks for students requiring LLN assistance while undertaking a Binnacle program.
12. Ensuring parental/guardian consent for student participation in a VET qualification and/or units of competency sought for all students enrolling in a Binnacle program. ***NOTE:** Binnacle supplies a 'Parent Acknowledgement' form for the delivering teacher to use.*
13. Adhering to Binnacle's 'Marketing Requirements' policy for both 'School Subject Selection' and 'School Website' - when advertising any Binnacle program. This includes the requirement to submit your school's Subject Selection Material, as positioned in your School Handbook and/or School Website, for Binnacle pre-approval, at the time of submitting this signed Third Party Agreement. These policies can be accessed here: <http://www.binnacletraining.com.au/rto.php> (Select: RTO files).
 - a. School Subject Selection: This includes the requirement for Binnacle's Program Disclosure Statement (PDS) to be referenced on all such marketing related to subject selection activities and Binnacle First Aid / other short courses. This ensures the Binnacle Training Third Party Arrangement with Schools, in particular the responsibilities of both Binnacle Training (as RTO) and School (as Third Party), is disclosed.

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- b. School Website: This includes the requirement for the School (Third Party) to provide a clear delineation of the way their VET courses are undertaken, including the RTO Code of each provider.
14. Notifying Binnacle Training if they wish to 'opt out' of references in marketing or advertising material (e.g. social media). *NOTE: In cases where images of individual persons are used, Binnacle will always obtain the written consent of each individual (including parent/guardian for persons under 18 years) prior to release.*
15. Cooperating with the VET Regulator if, or as, required as part of normal RTO regulatory requirements, including:
- by providing accurate and factual responses to information requested from the VET Regulator relevant to the delivery of the services it is providing; and
 - in the conduct of audits and the monitoring of its operations.
16. **Certificate III/II Programs and Short Courses**: Confirming that all students are accurately appearing on the State 'Registration and Banking System' (i.e. for Queensland Schools = Student Management). Per [Binnacle Responsibilities](#), Binnacle will update and report student AVETMISS data at the end of each month (minimum).

TABLE 3. SPORT & FITNESS PROGRAMS - ADDITIONAL SCHOOL (THIRD PARTY) RESPONSIBILITIES.

CERTIFICATE PROGRAM(S)	ADDITIONAL RESPONSIBILITY
VETiS Funded Certificate II in Sport and Recreation	<p>School (Third Party)'s nominated VET Manager to:</p> <ol style="list-style-type: none"> 1. Confirm with Binnacle Training the VETiS funding eligibility status (opt-in or opt-out), and key information requirements for each opt-in student enrolled in Binnacle's VETiS Funded Certificate II in Sport and Recreation. Binnacle administration will populate these documentation templates for sending to the nominated VET Manager to streamline this process. <p>School (Third Party) to:</p> <ol style="list-style-type: none"> 2. Retain class rolls as supporting evidence of each student's participation in training for each unit of competency; and providing these on request (e.g. for Departmental audits).
<p>Certificate III in Sport and Recreation</p> <p>❖</p> <p>Certificate III in Fitness</p> <p>❖</p> <p>Certificate II in Sport and Recreation</p>	<ol style="list-style-type: none"> 1. Ensuring the core unit of competency 'Provide First Aid – HLTAID003' is completed by all participating students by the end of the Term in which the qualification is scheduled for finalisation. Binnacle offers this competency (HLTAID003) for teacher delivery, when the required human and physical resource requirements are in place (refer to 'Appendix 5: First Aid/CPR – Resource Requirements') – as a separate course for \$40.00 per participant. <p style="text-align: right;">Continued over page.</p>

<p>Certificate III in Sport and Recreation</p> <p>❖</p> <p>Certificate III in Fitness</p> <p>❖</p> <p>Certificate II in Sport and Recreation</p>	<p><i>NOTE: For eligible students who access their VETiS subsidy with Binnacle's Certificate II in Sport and Recreation, fees applicable to this unit of competency (HLTAID003 Provide First Aid), when undertaken as part of the Certificate II qualification, are waived in full.</i></p> <ol style="list-style-type: none"> Ensuring the Binnacle program is delivered in sequential order (i.e. Terms 1-4; prior to Terms 5-7) due to the practical nature and sequential structure of learning and assessment. <u>QLD Schools:</u> Ensuring each student completes a 'Working with Children Check' Student Blue Card application - a mandatory component to the official enrolment process. To avoid impacting on program delivery, Binnacle strongly encourages this process to occur in Year 10 (once students have elected the subject). <p><i>NOTE: Binnacle assists students and teachers with this Blue Card process via the Binnacle Lounge.</i></p>
<p>Certificate III in Fitness - specific</p>	<ol style="list-style-type: none"> Adhering to Binnacle's class size recommendation - a maximum of 20 students per class. <u>HR Requirement:</u> Certificate IV in Fitness, or above. <p>All Certificate III in Fitness 'Program Deliverers' must hold the qualification level above that which they are delivering [i.e. must hold the Certificate IV in Fitness, or above (e.g. Bachelor Degree in Human Movement, or similar)].</p>

SCHOOL COSTS

All fees related to Binnacle programs are invoiced directly to the School (Third Party).

[Click here](#) for Binnacle's comprehensive '2021 Price Schedule'.*

* All prices are current as per www.binnacletraining.com.au

Although notice of changes would normally be given, fees may be varied by Binnacle Training from time to time.

Binnacle Training may withhold the issuance of certificates in cases where fees applicable to that course (participant and/or program fee) remain outstanding.

CERTIFICATE PROGRAMS – BUSINESS, SPORT & FITNESS

Participant Fee

A 'per participant' fee is applied to each Certificate Program, based on the number of participants once the enrolment cut-off date has lapsed. At the commencement of Term 1, an initial invoice (10 participant places) is sent for each 'Fee for Service' Certificate Program.

NOTE: For eligible students who access their VETiS subsidy with Binnacle's Certificate II in Sport and Recreation, fees applicable to this qualification are waived in full.

For class sizes of less than 10: If unable to reach 10 participants, the School (Third Party) is to contact Binnacle Training prior to this initial invoice being sent. Where agreed, a modified initial invoice will be drawn.

An adjustment invoice will be sent for the balance of places after the enrolment cut-off date (30 June, **in the year of course commencement**). Fees are invoiced to the school and cover the full course duration.

VETIS FUNDED CERTIFICATE II IN SPORT AND RECREATION
Fee-Free for VETiS Students – Certificate II Participant Fees Waived
<p>Binnacle Training is approved as a Pre-qualified Supplier (PQS) to deliver Certificate II in Sport and Recreation (SIS20115) as a VETiS funded qualification. All other Binnacle qualifications are delivered as 'Fee for Service' only <u>as invoiced to the School (Third Party)</u>.</p> <p>VETiS funded by the Queensland Government's VET investment budget is fee-free for students. Where students access their VETiS subsidy for this qualification, Binnacle will waive all Certificate II participant fees [as invoiced to the School (Third Party)] applicable to each student that accesses their VETiS subsidy with Binnacle as PQS. Find out more ></p>
Resource Fee Payable to School (as Third Party)
<p>Binnacle acknowledges the huge contribution made by our valued School (Third Party)'s in the delivery of all training and assessment services [including provision of training facilities and costs associated with ongoing trainer upskilling (professional development)].</p> <p>For eligible School (Third Party)'s with one or more students who access their VETiS subsidy with Binnacle's Certificate II in Sport and Recreation, a resource fee may be payable to your school in consideration for government funded training received by Binnacle, as PQS.</p> <p>This resource fee is as follows:</p> <ul style="list-style-type: none">• A \$300.00 'per completed VETiS student' amount payable to the School, as training partner (Third Party). This figure is payable to the School upon<ul style="list-style-type: none">– confirmation of students accessing their VETiS subsidy for this qualification;– completion of their Certificate II (13 units comprising SIS20115); and– receipt of funded training received by Binnacle. <p>Contact us to discuss eligibility.</p>

School Refund Policy

The nature of Binnacle's invoicing process (as outlined above) voids a refund situation arising. That is:

- Students that withdraw from the program before enrolment cut-off (30 June) - and where Binnacle is notified of this withdrawal - do not incur the participant fee. These students will still be issued a Statement of Attainment for any competencies successfully completed.
- Students that withdraw from the program after enrolment cut-off (30 June) do incur the participant fee. This includes situations where a student withdraws from the program before 30 June but the school fails to notify Binnacle until after this date. These students will be issued a Statement of Attainment for any competencies successfully completed.

HLTAID003 Provide First Aid (Fitness/Sport ONLY)

One of the competencies – HLTAID003 Provide First Aid – is to be assessed as a separate certificate (Provide First Aid). Binnacle offers this competency (HLTAID003) for teacher delivery, when the required human and physical resource requirements are in place (refer to '[Appendix 5: First Aid/CPR – Resource Requirements](#)') – as a separate course for \$40.00 per participant.

***NOTE:** For eligible students who access their VETiS subsidy with Binnacle's Certificate II in Sport and Recreation, fees applicable to this unit of competency (HLTAID003 Provide First Aid), when undertaken as part of the Certificate II qualification, are waived in full.*

See '[Short Courses / First Aid Courses](#)' below.

School Program Fee

A 'per program' fee is applied to each of Binnacle's 3 x 2021 Certificate III program areas. This fee is discounted where a school offers two (2) x 2021 Certificate III programs (e.g. 2021 Certificate III in Business + 2021 Certificate III in Sport and Recreation) and discounted further where a school offers all three (3) x 2021 Certificate III programs. This fee covers each program cohort for the full course duration and is invoiced at the commencement of Term 1 of the program.

The Certificate II Program Fee will again be waived in 2021.

[Click here for a full list of Program Fee inclusions.](#)

SHORT COURSES / FIRST AID COURSES

The school will be invoiced a 'per participant' fee at the time submitted assessment has been processed by Binnacle.

REPORTING

All student results and details of assessment will be provided by the School (Third Party) to Binnacle Training for review and recording.

CERTIFICATE III/II PROGRAMS

Assessment submissions are required to be made to Binnacle (by the Program Deliverer) for each term of the program.

FIRST AID COURSES / SHORT COURSES

Assessment submissions are required to be made to Binnacle immediately upon completion.

Alerts for non-compliant submissions will be sent to the nominated Program Manager (and Principal, if required). These are to be rectified **within 30 days of the alert being received**.

EVALUATION

During the life of the Agreement, stakeholders will discuss and review the partnership through both face-to-face meetings (Binnacle school visits) or via phone or videoconferencing. The following will be evaluated:

- a. Monitoring of the School (Third Party)'s services – including School (Third Party)'s upholding of both human resource requirements provision of physical (facilities and equipment) resources specific to each program being delivered.
 - i. *Human resources* will be monitored ongoing via each Teacher's Binnacle Profile. A student's official enrolment into a Binnacle Training program can only occur once these requirements have been met by the School (Third Party).
 - ii. *Physical resources* will be monitored and reviewed annually by Binnacle Program Manager and School (Third Party) program stakeholders at the commencement of each training program as documented in the Binnacle Profile.
- b. Feedback from students
- c. Feedback from Program Deliverers and other stakeholders
- d. Communication strategies
- e. All aspects of the continuous improvement process
- f. Administrative / compliance issues
- g. Other issues identified

Where agreed by parties in the Agreement, modifications will be made to the working arrangements and the Agreement in accordance with the findings of the evaluation.

PERIOD OF AGREEMENT

1. The Agreement will take effect from the date of signing and ends on 31 December 2022. It will be renegotiated as appropriate to reflect the ongoing nature of the service provision. The document will be reviewed regularly to take account of regulatory and operational changes.
2. Binnacle Training reserves the right to terminate this Agreement for reasons related to the delivery and administration of the nominated program. Reasons would include:
 - a. Program Deliverer(s) not following training program guidelines in the conduct of the course and the assessment process.
 - b. Program Deliverer(s) not using current authorised resources as stipulated by Binnacle Training in the manner required.
 - c. The School (Third Party) not meeting their responsibilities outlined in this Agreement.

Where a breach of clause 2(a)-(c) occurs, the School (Third Party) will – in the first instance - have 14 days to rectify any default prior to a termination decision occurring.

3. Binnacle Training allows the School (Third Party) to cease this Agreement only where
 - a. students have completed (or been withdrawn from) their required training and have been issued with the AQF qualification and/or Statement of Attainment; and
 - b. they have completed all enrolled students in the program; or
 - c. withdrawn students have been provided the opportunity to complete the program through an alternate RTO.
 - d. Binnacle Training does not meet their responsibilities as outlined in this Agreement [and items 3(a) – 3(c) have been met].
4. It is the intention that any practical difficulties encountered are resolved by both parties [Binnacle and the School (Third Party)] in a cooperative and practical manner.
5. In the (extremely unlikely) event of Binnacle Training being unable to continue to offer a training program to enrolled (continuing) students, alternate arrangements will be made by Binnacle Training to ensure all continuing students have the opportunity to complete the training program with another training provider.

PRIVACY

Binnacle Training must:

- a. comply with the Privacy Act and any reasonable request of the School (Third Party) in respect of matters relating to the Privacy Act;
- b. ensure that students/parents Personal Information (as defined in the Privacy Act) is protected against loss and unauthorised access, use, modification or disclosure, or other misuse;
- c. immediately notify the School (Third Party) upon becoming aware of any actual or suspected data breach, but not notify any third party of any such data breach without the School's prior written approval;
- d. not use Personal Information other than for the purposes of performing its obligations under this Agreement and once the Personal Information is no longer required for the purpose of this Agreement, destroy or permanently de-identify it; and
- e. not disclose Personal Information without the prior written consent of the School (Third Party), unless required by law.

To view Binnacle Training's full Privacy Policy (including Website), visit www.binnacletraining.com.au/rto (Select RTO Files).

RECORD KEEPING

Binnacle Training securely retains all enrolment information and completed assessments in line with its 'Records Management Policy' (including retention of assessment records) and 'Privacy Policy'.

Files are stored for the legislated period of time and electronic files are backed up regularly. All online enrolments and online assessments as completed on the Binnacle website are securely stored in line with Binnacle's 'Privacy Policy'.

In order to prevent unauthorised access or disclosure, Binnacle Training has put in place suitable physical, electronic and managerial procedures to safeguard and secure that information and protect it from misuse, interference, loss and unauthorised access, modification and disclosure. This includes:

- Securing the Site using an SSL certificate. Access to the website is not available on an insecure connection.
- Housing all storage infrastructure in highly secure data centres with redundancy in place in the event of natural disasters.
- Conducting regular third party pen testing on our systems in addition to close monitoring by internal developers.

Data is stored using obfuscation for relevant personal information and encrypted passwords.

The server infrastructure is located in an Amazon Web Services data centre facility in Sydney, Australia. The server is configured using best security practices. A code review and quality assurance process is undertaken prior to code being deployed into the production environment. Access to server infrastructure is through public and private key authentication with multiple access level checks.

To view Binnacle Training's full 'Records Management Policy' and 'Privacy Policy', visit www.binnacletraining.com.au/rto (Select RTO Files).

CERTIFICATE PROGRAMS	
BINNACLE PROGRAM AREA	NATIONALLY RECOGNISED TRAINING
Business	<u>BSB30115 Certificate III in Business</u>
	<u>BSB20115 Certificate II in Business</u>
Fitness	<u>SIS30315 Certificate III in Fitness</u>
	<u>Dual Qualification Program: SIS30315 Certificate III in Fitness + SIS20115 Certificate II in Sport and Recreation</u>
Sport	<u>SIS30115 Certificate III in Sport and Recreation</u>
	<u>SIS20115 Certificate II in Sport and Recreation</u>
	<u>Dual Qualification Program: SIS30115 Certificate III in Sport and Recreation + SIS20115 Certificate II in Sport and Recreation</u>

SHORT COURSES	
BINNACLE PROGRAM	NATIONALLY RECOGNISED TRAINING
Introduction to Sport, Fitness & Recreation	Encompassing: <ul style="list-style-type: none"> • SISFFIT011 – Instruct approved community fitness programs • BSBWHS201 – Contribute to health and safety of self and others • BSBSUS201 – Participate in environmentally sustainable work practices • <u>HLTAID001 - Provide cardiopulmonary resuscitation</u>
Financial Literacy	<u>FNSFLT301 – Be MoneySmart</u>



APPENDIX 1

VET Certificates and Units of Competency

FIRST AID COURSES	
BINNACLE PROGRAM	NATIONALLY RECOGNISED TRAINING
First Aid (including CPR)	Encompassing: <ul style="list-style-type: none">• HLTAID003 Provide first aid• HLTAID001 - Provide cardiopulmonary resuscitation• HLTAID002 Provide basic emergency life support
CPR Only	HLTAID001 - Provide cardiopulmonary resuscitation

IMPORTANT

In addition to the qualifications and units of competency listed in Appendix 1, this Agreement covers those qualifications, skill sets and units of competency that may supersede those listed above. This will correlate with those updated qualifications and units of competency that appear on Binnacle Training's scope of registration at:

<http://training.gov.au/Organisation/Details/31319>



APPENDIX 1

VET Certificates and Units of Competency

Certificate Program	BSB30115 Certificate III in Business
Format	2-Year (Standard)

CODE	TITLE	CORE / ELECTIVE
BSBWHS302	Apply knowledge of WHS legislation in the workplace	CORE
BSBFLM312	Contribute to team effectiveness	ELECTIVE (L1)
BSBWOR301	Organise personal work priorities and development	ELECTIVE (L2)
BSBITU314	Design and produce spreadsheets	ELECTIVE (L3)
BSBITU312	Create electronic presentations	ELECTIVE (L4)
BSBPRO301	Recommend products and services	ELECTIVE (L5)
BSBCUS301	Deliver and monitor a service to customers	ELECTIVE (L6)
BSBWRT301	Write simple documents	ELECTIVE (L7)
BSBITU306	Design and produce business documents	ELECTIVE (L8)
BSBLED301	Undertake eLearning	ELECTIVE

PLUS

FNSFLT401	Be MoneySmart through a career in small business	ELECTIVE
<i>or</i>		
FNSFLT301	Be MoneySmart	ELECTIVE

PLUS

FNSFLT205	Develop knowledge of the Australian financial system and markets	ELECTIVE
<i>or</i>		
ICTWEB201	Use social media tools for collaboration and engagement	ELECTIVE

* Elective units are subject to change prior to the commencement of school year. This is to ensure alignment to current industry practices is at its optimum.



APPENDIX 1

VET Certificates and Units of Competency

Certificate Program	BSB30115 Certificate III in Business
Format	1-Year (Fast Track i.e. 2 study lines)

CODE	TITLE	CORE / ELECTIVE
BSBWHS302	Apply knowledge of WHS legislation in the workplace	CORE
BSBFLM312	Contribute to team effectiveness	ELECTIVE (L1)
BSBWOR301	Organise personal work priorities and development	ELECTIVE (L2)
BSBITU314	Design and produce spreadsheets	ELECTIVE (L3)
BSBITU312	Create electronic presentations	ELECTIVE (L4)
BSBPRO301	Recommend products and services	ELECTIVE (L5)
BSBCUS301	Deliver and monitor a service to customers	ELECTIVE (L6)
BSBWRT301	Write simple documents	ELECTIVE (L7)
BSBITU306	Design and produce business documents	ELECTIVE (L8)
BSBLED301	Undertake eLearning	ELECTIVE
FNSFLT401	Be MoneySmart through a career in small business	ELECTIVE
FNSFLT205	Develop knowledge of the Australian financial system and markets	ELECTIVE

* Elective units are subject to change prior to the commencement of school year. This is to ensure alignment to current industry practices is at its optimum.

Certificate Program	BSB20115 Certificate II in Business
Format	1-Year (Standard) or 2-Year (Extended)

CODE	TITLE	CORE / ELECTIVE
BSBWHS201	Contribute to health and safety of self and others	CORE
BSBITU212	Create and use spreadsheets	ELECTIVE (L1)
BSBSUS201	Participate in environmentally sustainable work practices	ELECTIVE (L2)
BSBINM201	Process and maintain workplace information	ELECTIVE (L3)
BSBCMM201	Communicate in the workplace	ELECTIVE (L4)
BSBITU213	Use digital technologies to communicate remotely	ELECTIVE (L5)
BSBITU211	Produce digital text documents	ELECTIVE (L6)
BSBWOR203	Work effectively with others	ELECTIVE (L7)
BSBIND201	Work effectively in a business environment	ELECTIVE (L8)
BSBWOR202	Organise and complete daily work activities	ELECTIVE (L9)
FNSACC313	Perform financial calculations	ELECTIVE
FNSFLT301	Be MoneySmart	ELECTIVE

* Elective units are subject to change prior to the commencement of school year. This is to ensure alignment to current industry practices is at its optimum.

Certificate Program	SIS30315 Certificate III in Fitness
Format	2-Year

UNIT CODE	UNIT TITLE	CORE / ELECTIVE
HLTWHS001	Participate in workplace health and safety	ELECTIVE (GYM)
BSBRSK401	Identify risk and apply risk management processes	ELECTIVE (GYM)
SISXEMR001	Respond to emergency situations	ELECTIVE
SISXCAI006	Facilitate groups	ELECTIVE (GENERAL)
SISXCCS001	Provide quality service	CORE
SISXFAC001	Maintain equipment for activities	CORE
SISXIND001	Work effectively in sport, fitness and recreation environments	CORE
SISXIND002	Maintain sport, fitness and recreation industry knowledge	ELECTIVE
HLTAID003	Provide first aid	ELECTIVE (GYM)
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	ELECTIVE (GYM)
SISFFIT002	Recognise and apply exercise considerations for specific populations	CORE
SISFFIT005	Provide healthy eating information	CORE
SISFFIT014	Instruct exercise to older clients	CORE

* Elective units are subject to change prior to the commencement of the school year. This is to ensure alignment to current industry practices is at its optimum.

Certificate Program	<u>Dual Qualification Program:</u> SIS30315 Certificate III in Fitness + SIS20115 Certificate II in Sport and Recreation
Format	2-Year or 3-Year

UNIT CODE	UNIT TITLE	SIS20115 Cert II in Sport	SIS30315 Cert III in Fitness
HLTWHS001	Participate in workplace health and safety	CORE	E (GYM)
BSBRK401	Identify risk and apply risk management processes	ELECTIVE	E (GYM)
SISXEMR001	Respond to emergency situations	CORE	ELECTIVE
SISXCAI002	Assist with activity sessions	CORE	
BSBWOR202	Organise and complete daily work activities	CORE	
SISXCCS001	Provide quality service	CORE	CORE
SISXIND001	Work effectively in sport, fitness and recreation environments	CORE	CORE
SISXIND002	Maintain sport, fitness and recreation industry knowledge	CORE	ELECTIVE
FSKLRG11	Use routine strategies for work-related learning	E (GENERAL)	
BSBWOR204	Use business technology	ELECTIVE	
BSBITU211	Produce digital text documents	ELECTIVE	
HLTAID003	Provide first aid	CORE	E (GYM)
SISXFAC001	Maintain equipment for activities	E (GENERAL)	CORE
SISXCAI006	Facilitate groups		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

* Elective units are subject to change prior to the commencement of the school year. This is to ensure alignment to current industry practices is at its optimum.



APPENDIX 1

VET Certificates and Units of Competency

Certificate Program	SIS30115 Certificate III in Sport and Recreation
Format	2-Year or 1-Year (Fast Track i.e. 2 study lines)

UNIT CODE	UNIT TITLE	CORE / ELECTIVE
HLTWHS001	Participate in workplace health and safety	CORE
BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control	CORE
SISXFAC001	Maintain equipment for activities	ELECTIVE
BSBRSK401	Identify risk and apply risk management processes	ELECTIVE
SISXEMR001	Respond to emergency situations	CORE
SISXCCS001	Provide quality service	CORE
BSBITU312	Create electronic presentations	ELECTIVE
HLTAID003	Provide First Aid	CORE
ICTWEB201	Use social media tools for collaboration and engagement	CORE
BSBWOR204	Use business technology	E (GENERAL)
BSBWOR301	Organise personal work priorities and development	CORE
SISXCAI003	Conduct non-instructional sport, fitness or recreation sessions	CORE
SISXCAI004	Plan and conduct programs	CORE
BSBADM307	Organise schedules	E (GENERAL)
SISXCAI006	Facilitate groups	E (GENERAL)

* Elective units are subject to change prior to the commencement of the school year. This is to ensure alignment to current industry practices is at its optimum.



APPENDIX 1

VET Certificates and Units of Competency

Certificate Program	SIS20115 Certificate II in Sport and Recreation
Format	1-Year (Standard) or 2-Year (Extended)

UNIT CODE	UNIT TITLE	CORE / ELECTIVE
HLTWHS001	Participate in workplace health and safety	CORE
BSBRSK401	Identify risk and apply risk management processes	ELECTIVE
SISXEMR001	Respond to emergency situations	CORE
BSBWOR202	Organise and complete daily work activities	CORE
SISXCCS001	Provide quality service	CORE
SISXCAI002	Assist with activity sessions	CORE
SISXFAC001	Maintain equipment for activities	E (GENERAL)
SISXIND001	Work effectively in sport, fitness and recreation environments	CORE
SISXIND002	Maintain sport, fitness and recreation industry knowledge	CORE
FSKLRG11	Use routine strategies for work-related learning	E (GENERAL)
BSBITU211	Produce digital text documents	ELECTIVE
BSBWOR204	Use business technology	ELECTIVE
HLTAID003	Provide First Aid	CORE

* Elective units are subject to change prior to the commencement of the school year. This is to ensure alignment to current industry practices is at its optimum.

Certificate Program	Dual Qualification Program: SIS30115 Certificate III in Sport and Recreation + SIS20115 Certificate II in Sport and Recreation
Format	2-Year

UNIT CODE	UNIT TITLE	SIS20115 Cert II in Sport	SIS30115 Cert III in Sport
HLTWHS001	Participate in workplace health and safety	CORE	CORE
BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control		CORE
BSBRK401	Identify risk and apply risk management processes	ELECTIVE	ELECTIVE
SISXEMR001	Respond to emergency situations	CORE	CORE
BSBWOR202	Organise and complete daily work activities	CORE	
SISXCCS001	Provide quality service	CORE	CORE
SISXCAI002	Assist with activity sessions	CORE	
SISXIND001	Work effectively in sport, fitness and recreation environments	CORE	
SISXIND002	Maintain sport, fitness and recreation industry knowledge	CORE	
FSKLRG11	Use routine strategies for work-related learning	E (GENERAL)	
BSBITU211	Produce digital text documents	ELECTIVE	
BSBWOR204	Use business technology	ELECTIVE	E (GENERAL)
HLTAID003	Provide First Aid	CORE	CORE
SISXFAC001	Maintain equipment for activities	E (GENERAL)	ELECTIVE
BSBITU312	Create electronic presentations		ELECTIVE
ICTWEB201	Use social media tools for collaboration and engagement		CORE
BSBWOR301	Organise personal work priorities and development		CORE
SISXCAI003	Conduct non-instructional sport, fitness or recreation sessions		CORE
SISXCAI004	Plan and conduct programs		CORE
BSBADM307	Organise schedules		E (GENERAL)
SISXCAI006	Facilitate groups		E (GENERAL)

* Elective units are subject to change prior to the commencement of the school year. This is to ensure alignment to current industry practices is at its optimum.



APPENDIX 1

VET Certificates and Units of Competency

Binnacle First Aid Courses

First Aid & CPR

UNIT OF COMPETENCY CODE	UNIT OF COMPETENCY NAME
HLTAID003	Provide first aid
HLTAID002	Provide basic emergency life support
HLTAID001	Provide cardiopulmonary resuscitation

Binnacle Short Course

Introduction to Sport, Fitness & Recreation

UNIT OF COMPETENCY CODE	UNIT OF COMPETENCY NAME
HLTAID001	Provide cardiopulmonary resuscitation
SISFFIT011	Instruct approved community fitness programs
BSBWHS201	Contribute to health and safety of self and others
BSBSUS201	Participate in environmentally sustainable work practices

Binnacle Short Course

Financial Literacy

UNIT OF COMPETENCY CODE	UNIT OF COMPETENCY NAME
FNSFLT301	Be MoneySmart

PHYSICAL RESOURCE REQUIREMENTS

1. Business facilities and resources (located at the school).

Business facilities and resources **must include**:

- ☒ Personal computers with office software and internet.
- ☒ Access to 'customer groups' within the school (plan and deliver projects in work teams within the school environment).
- ☒ Access to school WHS and risk management procedures.
- ☒ Key health and safety equipment and/or aids.

If you are not currently meeting these PHYSICAL RESOURCE requirements, please describe (on Page 21 of the 'Binnacle Signed Agreement') - action(s) to be taken to ensure these are met prior to program delivery.

HUMAN RESOURCE REQUIREMENTS

1. Nominated Business Program Deliverer(s):

Each Business Program Deliverer **must be**:

- ☒ Business trained
- ☒ Timetabled to the class every lesson

Each Business Program Deliverer **must**:

- ☒ Currently hold, or will complete prior to student enrolment, the Certificate IV in Training and Assessment (TAE40116 or TAE40110*) qualification.

** Where you hold TAE40110, two new core units must also be held:*

- TAEASS502 Design and develop assessment tools (or equivalent); and
- TAEELN411 Address adult language, literacy and numeracy (LLN) skills (or equivalent)

- ☒ **Demonstrate vocational competence.** Complete a (free) non-accredited Vocational Competence Update (VCU)* specific to the Binnacle program/s they are delivering. VCU is a program-specific, online, non-accredited fast-track program designed for Binnacle Program Deliverers to demonstrate their current knowledge and skills specific to each unit of competency comprising the qualification(s) being delivered.

** Teacher must first hold a prior VET qualification (Cert III or higher) and/or Degree in that industry area.*

- ☒ Complete their Binnacle Profile, which includes:
 1. Work History
 - Teaching history, specific to Business
 - Industry related history, specific to Business
 2. Industry Currency
 - Minimum of one Business industry visit plus one other Business-specific professional development activity, **per semester**.
 3. VET Currency
 - Minimum of one VET-specific professional development activity, **per semester**.

If you are not currently meeting these HUMAN RESOURCE requirements, please describe (on Page 21 of the 'Binnacle Signed Agreement') - action(s) to be taken to ensure these are met prior to program delivery.



BINNACLE USE ONLY	Summary of recommendations / requirements (if applicable), including action taken.			
	Binnacle Staff Member		Date	

PHYSICAL RESOURCE REQUIREMENTS

1. A Fitness (Gym) Facility - located on the school premises.

The Fitness (Gym) Facility must have:

- ☒ A variety of equipment - cardiovascular, free weight, pin-loaded and circuit.
- ☒ A variety of exercise modes and equipment (e.g. weights, gym, pool, 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.

2. Fitness assessment equipment.

The School (Third Party) must have the following fitness equipment:

- ☒ 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

If you require any of the Fitness equipment above, click on the following link to source these items at discount prices!

[VISIT BINNACLE SHOP](#)

NOTE: PHOTOS OF THE ABOVE ITEMS #1 AND #2 REQUIREMENTS MUST BE PROVIDED UPON REQUEST.

3. Additional school requirements:

The School (Third Party) must have:

- ☒ Personal computers with office software and internet.
- ☒ Equipment repair and maintenance resources (e.g. ball pumps, cleaning equipment).
- ☒ Maintenance storage facilities.
- ☒ Access to a primary school (or junior year levels of high school) to run one (1) Community Fitness program for students across 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.

Continued over page.

- ☑ 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 scheduled in **Terms 5-6** (minimum of 5 sessions)].
 - This program – to be recorded in each student's Log Book - must be supervised by the Binnacle Assessor OR another qualified Fitness Professional (minimum Certificate III in Fitness) either at the school gymnasium or an alternative Fitness Facility venue sourced by the school. This venue must have adequate insurances in place.
 - One 'Older Adult' client (age 50+) per student [this is necessary for the conduct of a gentle exercise program scheduled in **Terms 5-6** (minimum of five sessions)].
 - One session to be directly assessed by Binnacle Assessor (forms the Major Practical Assessment), with a real older adult client.
 - Remaining four sessions – to be recorded in each student's Log Book - must be supervised by the Binnacle Assessor OR another qualified Fitness Professional (minimum Certificate III in Fitness) - either at the school gymnasium or an alternative Fitness Facility venue sourced by the school. The venue must have adequate insurances in place.

We strongly recommend that the whole program (five sessions) is delivered to a real-life older adult client (50+), however we will allow four of the five sessions to be simulated with a peer or instructor. These 'adult' and 'older adult' programs have been scheduled for outside of class hours [on the basis that adult clients (e.g. teachers) have restricted availability]. For example, this would generally be scheduled before or after school. If these adult clients can be sourced during lesson time, then we are happy for this to happen at that time. **All other practical experience is scheduled within class time.**

4. Other (recommended) requirements:

The School (Third Party) is recommended to have:

- Anatomical and physiological information and resources (posters, charts, magazines, etc).
- Human skeleton model or other anatomical models (Binnacle will provide digital copies of Content Cards which may be printed and used as a learning resource).
- Access to school WHS and risk management policies and procedures (Binnacle will provide generic fitness facility Policies and Procedures if your school does not allow access to their own).

If you are not currently meeting these PHYSICAL RESOURCE requirements, please describe (on Page 21 of the 'Binnacle Signed Agreement') - action(s) to be taken to ensure these are met prior to program delivery.

First Aid training equipment (if First Aid competency delivered via Binnacle program)

The School (Third Party) must have:

MANDATORY EQUIPMENT	MINIMUM (*Suggested) QTY	MANDATORY EQUIPMENT	MINIMUM (*Suggested) QTY
Adult CPR Manikin	1 manikin per 4 students*	Asthma Spacers	1 trainer per 4 students*
Infant CPR Manikin	1 manikin per 4 students*	Asthma Spacer Mouthpieces	1 per student
CPR Faceshield or Clean Face	1 per student for each manikin	Triangular Bandage	1 per student (new)*
Alcohol Wipes	Tub	Roller Bandage	1 per student (new)*
AED Trainer	1 trainer per 4 students*	Spare Clean Bandages/Slings	Assortment
Gloves (S, M, L)	Box of each size	Workplace Compliant First Aid Kit – stocked	1 per class*
Epipen Trainers	1 trainer per 4 students*	Pillows and Blankets	Assortment
Asthma Puffers (Placebo)	1 trainer per 4 students*	Simulated Hazards	As per workplace

If you are not currently meeting these FIRST AID PHYSICAL RESOURCE requirements, please describe (on Page 21 of the 'Binnacle Signed Agreement') - action(s) to be taken to ensure these are met prior to program delivery.

HUMAN RESOURCE REQUIREMENTS

1. Nominated Fitness Program Deliverer(s):

Each Fitness Program Deliverer must be:

- ☒ HPE/Fitness trained
- ☒ Timetabled to the class every lesson

Each Fitness Program Deliverer must:

- ☒ Currently hold, or will complete prior to commencing delivery, the Certificate IV in Training and Assessment (TAE40116 or TAE40110*) qualification.

** Where you hold TAE40110, two new core units must also be held:*

- TAEASS502 Design and develop assessment tools (or equivalent); and
- TAEELLN411 Address adult language, literacy and numeracy (LLN) skills (or equivalent)

- ☒ Demonstrate vocational competence*, by:

- Holding Certificate IV in Fitness or above (e.g. Bachelor Degree in Human Movement but not straight Physical Education), prior to student official enrolment; and completing a (free) non-accredited Vocational Competence Update (VCU)* specific to Binnacle's Certificate III in Fitness. VCU is designed for Binnacle Program Deliverers to demonstrate their current knowledge and skills specific to each unit of competency comprising the qualification(s) being delivered.

* VCU Fitness Eligibility

Teacher must first hold a prior VET qualification (Certificate III or higher) and/or Degree in that industry area plus verifiable evidence of:

- **At least two years consecutive industry experience in the application of the skills and knowledge in the area of community fitness.**
- **At least one year consecutive post qualification fitness industry experience in the application of the skills and knowledge at the level of Certificate IV in Fitness (or above).**

- Holding a current (within 3 years) Provide First Aid certificate (forms part of Binnacle's VCU).
- Holding a current coaching accreditation (sport-specific Level 1 equivalent or higher) or the Australian Sports Commission's Community Coaching General Principles accreditation (forms part of Binnacle's VCU).

- ☒ Complete their Binnacle Profile, which includes:

1. Work History:

- Teaching history, specific to Fitness
- Industry related history, specific to Fitness

2. Industry Currency:

- Minimum of one Fitness industry visit plus one other Fitness-specific professional development activity, **per semester**.

Continued over page.

3. VET Currency:

- Minimum of one VET specific professional development activity, **per semester**.

Each Fitness Program Deliverer (and/or qualified Fitness Trainer) must:

- ☒ Coordinate and/or **oversee*** the 'outside classroom timetable' commitment
 - TERMS 5-6:** A minimum of five weeks per student [approximately 45 minutes per week (adult client program)]. We recommend no more than six students conducting training sessions at one time.

Example Plan

- Six students commence 5-week program in first block – Weeks 6-10 of Term 5.
- Another six students commence 5-week program in second block – Weeks 1-5 of Term 6.
- If class numbers exceed 12 students, then other arrangements can be made to accommodate and lessen the load for the Binnacle Assessor. These include:
 - Having multiple qualified staff members supervise these outside class sessions.
 - Adding one extra 45-minute session a week available to students (e.g. two afternoons a week).
 - Using Term 5 to complete additional blocks for students (spreading the load over two terms).
 - Keeping the gym open for 90 minutes one day a week and having a group of students use the first 45-minute time slot, followed by a second group of students in the next 45-minute time slot.
- TERMS 5-6:** A minimum of five sessions (older adult client program). **One session to be directly assessed by Binnacle Assessor (forms the Major Practical Assessment), with a real older adult client.**
 - We strongly recommend that the whole program (five sessions) is delivered to a real-life older adult client (50+), however we will allow four of the five sessions to be simulated with a peer or instructor.

These 'adult' and 'older adult' programs have been scheduled for outside of class hours [on the basis that adult clients (e.g. teachers) have restricted availability]. For example, this would generally be scheduled before or after school. If these adult clients can be sourced during lesson time, then we are happy for this to happen at that time. **All other practical experience is scheduled within class time.**

2. If First Aid competency delivered via Binnacle program:

Each First Aid Program Deliverer must hold:

- ☒ Current Provide First Aid Certificate (within 3 years)
- ☒ Current CPR certificate (within 12 months)

Each First Aid Program Deliverer must maintain:

- ☒ Industry currency - ongoing participation as a First Aid Officer (e.g. sport teams and excursions)

If you are not currently meeting these HUMAN RESOURCE requirements, please describe (on Page 21 of the 'Binnacle Signed Agreement') - action(s) to be taken to ensure these are met prior to program delivery.

BINNACLE USE ONLY	Summary of recommendations / requirements (if applicable), including action taken.			
	Binnacle Staff Member		Date	

PHYSICAL RESOURCE REQUIREMENTS

1. Sport and Recreation facilities and equipment (located on the school).

The School (Third Party) must have:

- ☒ 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 and internet, office equipment and resources.
- ☒ Access to social media tools and applications (e.g. blogs, wikis, social media sites).

2. Additional school requirements:

The School (Third Party) must have:

- ☒ 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.
- ☒ **Sport Specialty (NRL, Netball, Rugby Union, Other) schools:** Must also have access to events, games or competitions where students will assist as officials (e.g. Gala Days).

If you are not currently meeting these PHYSICAL RESOURCE requirements, please describe (on Page 21 of the 'Binnacle Signed Agreement') - action(s) to be taken to ensure these are met prior to program delivery.

First Aid training equipment (*if First Aid competency delivered via Binnacle program*)

The School (Third Party) must have:

MANDATORY EQUIPMENT	MINIMUM (*Suggested) QTY	MANDATORY EQUIPMENT	MINIMUM (*Suggested) QTY
Adult CPR Manikin	1 manikin per 4 students*	Asthma Spacers	1 trainer per 4 students*
Infant CPR Manikin	1 manikin per 4 students*	Asthma Spacer Mouthpieces	1 per student
CPR Faceshield or Clean Face	1 per student for each manikin	Triangular Bandage	1 per student (new)*
Alcohol Wipes	Tub	Roller Bandage	1 per student (new)*
AED Trainer	1 trainer per 4 students*	Spare Clean Bandages/Slings	Assortment
Gloves (S, M, L)	Box of each size	Workplace Compliant First Aid Kit – stocked	1 per class*
Epipen Trainers	1 trainer per 4 students*	Pillows and Blankets	Assortment
Asthma Puffers (Placebo)	1 trainer per 4 students*	Simulated Hazards	As per workplace

If you are not currently meeting these FIRST AID PHYSICAL RESOURCE requirements, please describe (on Page 7 of the 'Binnacle Signed Agreement') - action(s) to be taken to ensure these are met prior to program delivery.

HUMAN RESOURCE REQUIREMENTS

1. Nominated Sport and Recreation Program Deliverer/s:

Each Sport and Recreation Program Deliver must be:

- ☒ HPE/Sport trained
- ☒ Timetabled to the class every lesson

Each Sport and Recreation Program Deliver must:

- ☒ Currently hold, or will complete prior to student enrolment, the Certificate IV in Training and Assessment (TAE40116 or TAE40110*) qualification.

** Where you hold TAE40110, two new core units must also be held:*

- TAEASS502 Design and develop assessment tools (or equivalent); and
- TAEELN411 Address adult language, literacy and numeracy (LLN) skills (or equivalent)

- ☒ Demonstrate vocational competence. Complete a (free) non-accredited Vocational Competence Update (VCU)* specific to the Binnacle program/s they are delivering. VCU is a program-specific, online, non-accredited fast-track program designed for Binnacle Program Deliverers to demonstrate their current knowledge and skills specific to each unit of competency comprising the qualification(s) being delivered.

** Teacher must first hold a prior VET qualification (Cert III or higher) and/or Degree in that industry area.*

- ☒ Current Level 1 (or equivalent) sport-specific coaching or officiating accreditation (forms part of Binnacle's VCU program).
- ☒ Current (within 3 years) Provide First Aid certificate (forms part of Binnacle's VCU program).
- ☒ Complete their Binnacle Profile, which includes:
 1. Work History
 - Teaching history, specific to Sport and Recreation
 - Industry related history, specific to Sport and Recreation
 2. Industry Currency
 - Minimum of one Sport industry visit plus one other Sport-specific professional development activity, **per semester**.
 3. VET Currency
 - Minimum of one VET specific professional development activity, **per semester**.

2. If First Aid competency delivered via Binnacle program:

Each First Aid Program Deliverer must hold:

- ☒ Current Provide First Aid Certificate (within 3 years)
- ☒ Current CPR certificate (within 12 months)

Each First Aid Program Deliver must maintain:

- ☒ Industry currency - ongoing participation as a First Aid Officer (e.g. sport teams and excursions).



If you are not currently meeting these HUMAN RESOURCE requirements, please describe (on Page 21 of the 'Binnacle Signed Agreement') - action(s) to be taken to ensure these are met prior to program delivery.

BINNACLE USE ONLY	Summary of recommendations / requirements (if applicable), including action taken.			
	Binnacle Staff Member		Date	

PHYSICAL RESOURCE REQUIREMENTS

1. First Aid equipment

The School (Third Party) must have:

MANDATORY EQUIPMENT	MINIMUM (*Suggested) QTY
Adult CPR Manikin	1 manikin per 4 students*
Infant CPR Manikin	1 manikin per 4 students*
CPR Faceshield or Clean Face	1 per student for each manikin
Alcohol Wipes	Tub
AED Trainer	1 trainer per 4 students*
Gloves (S, M, L)	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 Bandage	1 per student (new)*
Roller Bandage	1 per student (new)*
Spare Clean Bandages/Slings	Assortment
Workplace Compliant First Aid Kit – stocked	1 per class*
Pillows and Blankets	Assortment
Simulated Hazards	As per workplace

If you require any of the First Aid training equipment above, click on the following link to source these items at discount prices!

[VISIT BINNACLE SHOP](#)

NOTE: PHOTOS OF THE ABOVE REQUIREMENTS MUST BE PROVIDED UPON REQUEST.

If you are not currently meeting these PHYSICAL RESOURCE requirements, please describe (on Page 21 of the 'Binnacle Signed Agreement') - action(s) to be taken to ensure these are met prior to program delivery.

HUMAN RESOURCE REQUIREMENTS

1. Nominated First Aid Program Deliverer(s):

Each First Aid Program Deliver must be:

- ☒ Health and/or Physical Education trained
- ☒ Timetabled to full course delivery and assessment
- ☒ Qualified in the **Certificate IV in Training and Assessment - TAE40116 or TAE40110*** (or will complete prior to commencing delivery).

** Where you hold TAE40110, two new core units must also be obtained :*

- TAEASS502 Design and develop assessment tools (or equivalent); and
- TAEELN411 Address adult language, literacy and numeracy (LLN) skills (or equivalent)

Each First Aid Program Deliver must hold:

- ☒ Current Provide First Aid Certificate (within 3 years)
- ☒ Current CPR certificate (within 12 months)

Each First Aid Program Deliver must maintain:

- ☒ Industry currency - ongoing participation as a First Aid Officer (e.g. sport teams and excursions)
- ☒ Complete their Binnacle Profile, which includes:
 1. Work History
 - Teaching history, specific to First Aid
 - Industry related history, specific to First Aid
 2. Industry Currency
 - Minimum of one First Aid industry visit plus one other First Aid-specific professional development activity, **per year**.
 3. VET Currency
 - Minimum of one VET specific professional development activity, **per semester**.

If you are not currently meeting these HUMAN RESOURCE requirements, please describe (on Page 21 of the 'Binnacle Signed Agreement') - action(s) to be taken to ensure these are met prior to program delivery.

BINNACLE USE ONLY	Summary of recommendations / requirements (if applicable), including action taken.			
	Binnacle Staff Member		Date	