



PHYSICAL RESOURCE REQUIREMENTS

1. Business facilities and resources - located at the school.

Business facilities and resources must include:

- A simulated office environment and workplace equipment including a desk, chair, printer and paper.
- Personal computers with office software (Microsoft Office – documents, spreadsheets, presentations), internet access and browser, PDF reader and email application.
- Access to 'customer groups' within the school (to 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.

2. A simulated Tourism-related industry environment – located at the school.

The simulated industry environment must include:

- Access to customers and staff* from a diverse range of social and cultural groups, with whom the student will interact.

** Individuals who participate in simulated activities, set up for the purpose of assessment.*

NOTE: Binnacle Training provides a comprehensive suite of resources including:

- A simulated tourism company website ('Go! Travel') which has been designed specifically for assessment purposes and incorporates the Operating Policies and Procedures Manual (OPPM).
- Comprehensive scenario cards and interactive videos (specific to each assessment task).

3. Facilitating an Industry Discovery – at a Tourism-related workplace.

This must include:

- Students participating in a minimum of one (1) industry discovery day (Tourism-related), preferable in Semester 1, to experience an industry workplace where customer and staff interactions will be observed.

Additional Recommendation Only:

- Work Experience opportunity in a Tourism-related workplace for students to apply their skills in a real industry workplace.

If you are not currently meeting these PHYSICAL RESOURCE requirements, please use the relevant section in the 'Binnacle Signed Agreement' to describe the actions that will be taken to ensure these are met prior to program delivery.

HUMAN RESOURCE REQUIREMENTS

1. Nominated Tourism & Business Program Deliverer(s):

Each Program Deliverer must:

- Be Business trained.
- Have undertaken a Tourism-related Industry Placement (forms part of Binnacle's Vocational Competence Update specific to this Dual Qualification Program).
- Be timetabled to the class every lesson.



Each 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
- TAELLN411 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 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 a Business/Tourism industry area and have undertaken a Tourism-related industry placement.*

- Complete their Binnacle Profile, which includes:

1. Recent Work History
 - Teaching history, specific to Business and/or Tourism
 - Industry related history, specific to Business and/or Tourism
2. Industry Currency
 - A minimum of one Tourism-related industry workplace visit **per semester**.
 - A minimum of one Tourism-related professional development **per semester**.
3. VET Currency
 - Minimum of one VET-specific professional development **per semester**.

2. Nominated Tourism & Business Back-Up Deliverer:

This must include:

- At least one back-up deliverer who meets the conditions in Section 1 of the 'Human Resource Requirements' prior to commencing as Binnacle Program Deliverer:
 1. A current Certificate IV in Training and Assessment.
 2. Demonstrate vocational competence.
 3. Complete their Binnacle Profile.

If you are not currently meeting these PHYSICAL RESOURCE requirements, please use the relevant section in the 'Binnacle Signed Agreement' to describe the actions that will be taken to ensure these are met prior to program delivery.