



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.

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 Business Program Deliverer(s):

Each Program Deliverer must:

- Be Business trained.
- Be timetabled to the class for every lesson.
- Currently hold, or will complete prior to student enrolment, the Certificate IV in Training and Assessment (TAE40116 or TAE40110*) qualification.

**If using TAE40110, then two new core units must also be held:*

- TAEASS502 Design and develop assessment tools (or equivalent); and
- TAE LLN411 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 qualifications being delivered.

****The teacher must first hold a prior VET qualification (Cert III or higher) and/or Degree in a Business-related industry area.***

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



2. Nominated 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 a 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.