



**Binnacle gives consent to the Independent Contractor (as Third Party) to use the 'First Aid Course Outline' templates provided (for marketing Binnacle's First Aid and CPR programs), pending the following requirements:**

### COURSE OUTLINE TEMPLATES

1. Ensure you (the Independent Contractor) only use those Binnacle course outline templates as supplied at [www.binnacletraining.com.au/rto](http://www.binnacletraining.com.au/rto) (Select: Independent Contractor)
  - 1.1. Templates from the previous year must not be used. You must download the necessary document from the link provided each time a course outline marketing template is required.
  - 1.2. A 'Checklist of Mandatory Inclusions' is supplied by Binnacle Training to accompany each course outline marketing template in order to ensure the mandatory information is included.

### PROGRAM DISCLOSURE STATEMENT (PDS)

2. A declaration regarding the PDS (see clause 2.1) will be found on all course outline templates. This declaration must be maintained in order to uphold the integrity of each marketing document.
  - 2.1. PDS Declaration

<b>IMPORTANT</b> Program Disclosure Statement (PDS)	<p>This document is to be read in conjunction with Binnacle Training's <u>Program Disclosure Statement (PDS)</u>. The PDS sets out the services and training products Binnacle Training provides <u>and</u> those services carried out by the 'Partner School' (i.e. the delivery of training and assessment services).</p> <p>To access Binnacle's PDS, visit: <a href="http://www.binnacletraining.com.au/rto.php">http://www.binnacletraining.com.au/rto.php</a> and select 'RTO Files'.</p>
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### MARKETING MATERIAL – FOR BINNACLE PRE-APPROVAL

3. The Independent Contractor (Third Party) is required to submit their Marketing Material (i.e. Course Outline, or similar), plus any applicable Website Marketing including marketing pertaining to other VET Course offerings, for Binnacle pre-approval. This is to be submitted as an accompaniment to your signed Third Party Agreement.

### EDITS TO BINNACLE SUPPLIED TEMPLATES - DURING THE PERIOD OF AGREEMENT

4. In the event you (the Independent Contractor) make edits to Binnacle-supplied templates that *impact or change the integrity of the document* [e.g. reference to the training product(s), roles and responsibilities of Binnacle and the Independent Contractor in the delivery of the training product(s)], then the Independent Contractor must submit this to Binnacle for pre-approval.
5. If only customising the templates to suit the Independent Contractor *without changing the integrity of the document*, then it is not a requirement for this to be submitted to Binnacle for pre-approval.

### WEBSITE MARKETING FOR INDEPENDENT CONTRACTOR (THIRD PARTY)

6. It is vital that the Independent Contractor (Third Party), if wishing to market VET Course offerings, provides a clear delineation of the way each VET Course is undertaken. This includes listing the Registered Training Organisation (RTO) – both RTO name and RTO Code – alongside each VET Course.