



Name of RTO	BINNACLE TRAINING
RTO Number	31319

Training Program	<p>2021 Certificate III Sport and Recreation + Certificate II Sport and Recreation</p> <p>This program is available in both a 'General' or 'Sport Specialty' format. Sport Specialty formats involve students undertaking one or more sport-specific accreditations in officiating and/or coaching (e.g. NRL Level 1 Referee and NRL Modified Games Coach). In certain cases, schools must first be endorsed by the relevant National/State Sporting Organisation prior to offering a sport-specific accreditation.</p>								
Training Package	<table border="1"> <thead> <tr> <th>Code</th> <th>SIS</th> <th>Title</th> <th>Sport, Fitness and Recreation</th> </tr> </thead> <tbody> <tr> <td colspan="4"> <p>PACKAGING RULES:</p> <p>SIS30115 CERTIFICATE III IN SPORT AND RECREATION</p> <p><u>15 units must be completed</u>, as follows:</p> <ul style="list-style-type: none"> ● 9 core units ● 6 elective units, consisting of: <ul style="list-style-type: none"> - 3 units from the list - 3 units from the list, elsewhere in SIS Training Package, or any other current Training Package or accredited course. <p>SIS20115 CERTIFICATE II IN SPORT AND RECREATION</p> <p><u>13 units must be completed</u>, as follows:</p> <ul style="list-style-type: none"> ● 8 core units ● 5 elective units, consisting of: <ul style="list-style-type: none"> - 2 units from 'General Electives' list - 3 units from 'General Electives' list, elsewhere in SIS, or any other current Training Package or accredited course. </td> </tr> </tbody> </table>	Code	SIS	Title	Sport, Fitness and Recreation	<p>PACKAGING RULES:</p> <p>SIS30115 CERTIFICATE III IN SPORT AND RECREATION</p> <p><u>15 units must be completed</u>, as follows:</p> <ul style="list-style-type: none"> ● 9 core units ● 6 elective units, consisting of: <ul style="list-style-type: none"> - 3 units from the list - 3 units from the list, elsewhere in SIS Training Package, or any other current Training Package or accredited course. <p>SIS20115 CERTIFICATE II IN SPORT AND RECREATION</p> <p><u>13 units must be completed</u>, as follows:</p> <ul style="list-style-type: none"> ● 8 core units ● 5 elective units, consisting of: <ul style="list-style-type: none"> - 2 units from 'General Electives' list - 3 units from 'General Electives' list, elsewhere in SIS, or any other current Training Package or accredited course. 			
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<p>Training Package Location</p> <p>Go to details of certificate packaging rules on TGA: https://training.gov.au/training/details/SIS30115 http://training.gov.au/Training/Details/SIS20115</p> <p>Download Training Package from TGA: http://training.gov.au/Training/Details/SIS</p> <p>Download Companion Volume implementation guide: https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b</p>									

 Training Package Release # | **Release Date** || **Qualifications** | **CODE: SIS30115 TITLE: Certificate III in Sport and Recreation** **QUALIFICATION RELEASE #: 1** **RELEASE DATE: 07/12/2015** --- **CODE: SIS20115 TITLE: Certificate II in Sport and Recreation** **QUALIFICATION RELEASE #: 1** | | |



	RELEASE DATE: 07/12/2015
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Units of Competency	Unit Code	Unit Title	SIS20115 Cert II	SIS30115 Cert III
	HLTWS001	Participate in workplace health and safety	CORE	CORE
	SISXEMR001	Respond to emergency situations	CORE	CORE
	BSBSUS201	Participate in environmentally sustainable work practices	ELECTIVE - GENERAL	
	SISXCAI002	Assist with activity sessions	CORE	
	SISXFAC001	Maintain equipment for activities	ELECTIVE - GENERAL	ELECTIVE - IMPORTED
	SISXIND001	Work effectively in sport, fitness and recreation environments	CORE	ELECTIVE - IMPORTED
	SISXIND002	Maintain sport, fitness and recreation industry knowledge	CORE	ELECTIVE-IMPORTED
	SISXCCS001	Provide quality service	CORE	CORE
	FSKLRG11	Use routine strategies for work-related learning	ELECTIVE - GENERAL	
	BSBWOR202	Organise and complete daily work activities	CORE	
	BSBWOR204	Use business technology		ELECTIVE - GENERAL
	BSBTEC203	Research using the internet	ELECTIVE - IMPORTED	
	HLTAID003	Provide first aid	CORE	CORE
	HLTAID001	Provide cardiopulmonary resuscitation	ELECTIVE - IMPORTED	
	BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control		CORE
	SISXCAI003	Conduct non-instructional sport, fitness or recreation sessions		CORE
	ICTWEB201	Use social media tools for collaboration and engagement		CORE
	SISXCAI006	Facilitate groups		ELECTIVE - GENERAL
	BSBWOR301	Organise personal work priorities and development		CORE
BSBADM307	Organise schedules		ELECTIVE - GENERAL	
SISXCAI004	Plan and conduct programs		CORE	

Binnacle-School Third-Party Arrangement	<p>This Binnacle Training Program is delivered via third-party arrangements with individual partner schools.</p> <p>Binnacle Training (Lead RTO) – Responsibilities:</p> <ul style="list-style-type: none"> • Course Content and LMS (Binnacle Lounge) • Ongoing program support, including dedicated Program Manager and Administration Officer.
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	<p>School (Third-Party) Responsibilities:</p> <ul style="list-style-type: none"> • Human Resources (Program Deliverer and at least one nominated back-up deliverer) • Physical Resources (equipment and facilities) • Delivery and assessment of program <p>School-specific information, required by Binnacle Training (as per the Standards for RTOs 2015 - Clauses 1.1 to 1.4 and 2.2 — Implementing, monitoring and evaluating training and assessment strategies and practices), is collected via the Binnacle Training Third Party-Agreement (Fillable) as completed by the Third-Party (School) and approved by Binnacle Administration.</p>
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Target Group	<p>This program is offered to senior high school students (commencing in Year 10 or Year 11) wanting to:</p> <ul style="list-style-type: none"> • seek skills and an entry-level qualification for the sport, fitness and recreation industry; and • use the qualification as an articulation into: <ul style="list-style-type: none"> – a higher certification (e.g. Diploma of Sport Management) – A higher sport-specific accreditation – University (e.g. Bachelor of Education). <p><u>QLD SCHOOLS</u></p> <p>Upon successful completion, students are certified with a maximum 7 Queensland Certificate of Education (QCE) credits as follows:</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>2021 Binnacle Program</th> <th>Cert II</th> <th>Cert III</th> <th>Expected Total QCE credits (assuming 90% or greater new learning)</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>Dual Qual: Certificate III in Sport and Recreation + Certificate II in Sport and Recreation</td> <td>4</td> <td>3*</td> <td>7</td> <td>*3 Credits obtained from Cert III (50% new learning)</td> </tr> </tbody> </table>	2021 Binnacle Program	Cert II	Cert III	Expected Total QCE credits (assuming 90% or greater new learning)	Comments	Dual Qual: Certificate III in Sport and Recreation + Certificate II in Sport and Recreation	4	3*	7	*3 Credits obtained from Cert III (50% new learning)
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Dual Qual: Certificate III in Sport and Recreation + Certificate II in Sport and Recreation	4	3*	7	*3 Credits obtained from Cert III (50% new learning)							

Entry Requirements	<p>There are no formal training package entry requirements for this qualification, however a Language, Literacy & Numeracy (LLN) Screening process is undertaken at the time of initial enrolment to ensure that students have the capacity to effectively engage with the content.</p> <p>Students require AQF level 3 written and spoken English and numeracy skills to be able to meet the Foundation Skill requirements within the units of the Certificate III qualification.</p> <p>The SIS30115 Certificate III in Sport and Recreation qualification is delivered as a ‘Fee for Service’ offering only as per the Binnacle-School invoicing arrangement.</p> <p>Students must have access to the following resources (either individually or through resources supplied by the school):</p> <ul style="list-style-type: none"> • Regular access to a computer with audio. • Internet access, preferably broadband, and an Internet data plan that allows for sufficient use. • Regular access to a printer, and a scanner or camera/mobile device to upload images. • An antivirus program installed on the computer. • Basic computer software and applications including YouTube, Microsoft Word and Adobe Reader as well as the functionality to upload and download documents.
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	<p>OLD SCHOOLS: Each student must obtain a (free) 'Working with Children' Student Blue Card (a requirement of official enrolment). Students will need a customer reference number (CRN) and photo from the Department of Transport and Main Roads (TMR) before they apply for their blue card.</p>
<p>Skills Assure Supplier (SAS)</p>	<p>The Certificate II in Sport and Recreation (SIS20115) qualification is currently eligible for funding under the Queensland Government's Vocational Education and Training in Schools (VETiS) initiative. Binnacle Training is a Skills Assure supplier (SAS) for the SIS20115 Certificate II in Sport and Recreation qualification.</p> <p>The Queensland Government's VET Investment Budget will provide funding for students to complete one VETiS qualification on the Priority Skills List whilst attending secondary school (in Years 10, 11 and 12).</p> <p>Binnacle Training also offers the Certificate II in Sport and Recreation (SIS20115) as a 'Fee for Service' program for schools, as per the Binnacle-school invoicing arrangement.</p>
<p>Learning and Assessment Arrangements</p>	<p><u>DURATION</u></p> <p>The program content has been packaged into <u>7 terms</u> [based on delivery across one line on the timetable (minimum 3 lessons per week, i.e. 210 minutes per week) over 2 years]. All evidence requirements pertaining to the embedded Certificate II in Sport and Recreation are scheduled across Terms 1-4 with Terms 5-7 evidence requirements only aligned to the Certificate III in Sport and Recreation.</p> <p>A blended-delivery model will be used whereby students will have access to:</p> <ul style="list-style-type: none"> • Trainer-led classroom delivery of content. • Online modules that contain the learning content within the Binnacle Lounge. • Assessment activities to be completed online through the Binnacle Lounge (LMS). • Assessment activities and projects to be completed in the classroom and/or student-led environment. <p>This program uses single unit and clustered assessment.</p> <p>Assessment and training will be conducted at the school. Assessment methodologies will vary according to specific requirements of the Units of Competency. A range of methods will be used, including:</p> <ul style="list-style-type: none"> • Knowledge quizzes, short answer questions, research projects and case studies • Skills demonstrations, reports, documents and observations • Portfolios of evidence as completed by the student over time. <p>Under supervision, students will conduct a range of sport and recreation programs as well as completing practical experience to deliver a range of activities and sessions to members of the school community (e.g. primary and secondary students). Students will also work in the sports facility at the school with authentic participants.</p> <p><u>'VOLUME OF LEARNING' AND 'AMOUNT OF TRAINING'</u></p> <p>Volume of Learning (VoL)* as per the Australian Qualifications Framework volume of learning indicators:</p> <p>Certificate II = 0.5 – 1 year (600 – 1200 hours) Certificate III = 1 – 2 years (1200 – 2400 hours)</p>



**VoL describes how long a learner who does not hold any of the competencies identified in the relevant units of competency or modules would take to develop all of the required skills and knowledge. Furthermore, the VoL includes all teaching, learning and assessment activities that are required to be undertaken by the typical student to achieve the learning outcomes. These activities may include some or all of the following: guided learning (such as classes, lectures, tutorials, online study or self-paced study guides), individual study, research, learning activities in the workplace and assessment activities (AQF, Volume of Learning).*

Amount of Training (AoT) for this program consists of classroom learning, self-study and practical work-related experience.

Classroom learning = 245 hours (1 study line over 2 years).

There is also an element of self-study (formative activities scheduled for students to undertake outside of class time). These activities are used by students to enhance their understanding of the content and are undertaken prior to assessment for that particular module or topic of study. Across this 2-year program, Binnacle has devoted an additional 70 minutes per week (the equivalent of one additional lesson per week) for these formative activities.

Self-Study (Formative Activities) Hours = 82 hours (i.e. 1.17 hours x 70 weeks)

An additional 40 hours of practical work-related experience is undertaken by students across the program. While some of these hours may be achieved during devoted class lessons, due to the nature of sport and recreation programs, some practical experience may be undertaken outside of these class hours.

Practical Work-Related Experience = 40 hours

TOTAL AMOUNT OF TRAINING (AoT) = 367 hours (245 + 82 + 40)

Binnacle rationalises the VoL hours gap (i.e. VoL 1800 hours LESS AoT 367 hours = 1433 hours) by:

- Students entering the subject with a large base of foundational skills and knowledge from prior and concurrent learning (e.g. Years 9-10 HPE and other sporting/fitness involvement for each student).
- There is a large amount of overlap (clustering) of units across the 7 terms.
- There being an element of self-study that students may undertake to deepen their own understanding of the content.

ORGANISATION

The program will be delivered using class-based learning as well as real sport and recreation environments at the school which involves delivering a range of sport and recreation programs to participants in the school community.

A range of teaching and learning strategies will be used to deliver the competencies including:

- Practical tasks
- Client interactions
- Group work
- Programs within the school (a minimum of one different program per school term)
- Practical experience within school sporting programs (e.g. athletics and swimming carnivals, cross-country, inter-school sport).

Evidence contributing towards each competency will be collected throughout the program. This evidence will be used to make judgements of competency that are aligned with, and reflect, the requirements of each unit of competency.



	<p><u>LANGUAGE, LITERACY AND NUMERACY ASSISTANCE</u></p> <p>Support is available to all students and can be organised with the program deliverer on a case-by-case basis throughout the program.</p> <p>‘Reasonable adjustments’ are indicated in the assessment manuals and are allocated based on unit of competency requirements.</p> <p><u>OPPORTUNITY FOR RPL AND CREDIT TRANSFER</u></p> <p>Recognition of Prior Learning (RPL) is an assessment process that evaluates an individual’s informal learning to determine the extent to which that individual has achieved the required competency outcomes.</p> <p>Credit Transfer is applying credit for a unit of competency that has previously been completed (successfully) by a student. Credit Transfer is offered both at enrolment and throughout the training program. A verified copy of the student’s Qualification and/or Statement of Attainment listing the units of competency that have previously been completed is required as evidence for Credit Transfer.</p> <p>Both RPL and Credit Transfer are available to students. Due to students being of high school age, usually with limited prior qualifications or work history, students typically undergo a train-to-assess pathway.</p>
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Learning and Assessment Arrangements	COURSE STRUCTURE	
	SEMESTER 1	1
	2	<p><u>Topics:</u></p> <ul style="list-style-type: none"> • Respond to Emergencies • Provide First Aid • Risk Analysis • Organise Work • Community SFR Programs • Provide Quality Customer Service • Fundamentals of an SFR Professional • Handling Customer complaints <p><u>Programs:</u></p> <ul style="list-style-type: none"> • Program #1: Community SFR Program • Short Course: Provide First Aid (HLTAID003)



	UNITS OF COMPETENCY SCHEDULED FOR FINALISATION		<p>HLTWHS001 Participate in workplace health and safety</p> <p>BSBSUS201 Participate in environmentally sustainable work practices</p> <p>SISXCAI002 Assist with activity sessions</p> <p>SISXFAC001 Maintain equipment for activities</p> <p>BSBWOR202 Organise and complete daily work activities</p> <p>HLTAID003 Provide first aid</p> <p>HLTAID001 Provide cardiopulmonary resuscitation</p>
	SEMESTER 2	3	<p><u>Topics:</u></p> <ul style="list-style-type: none"> • Emergency Response • Working in SFR Environments • SFR Industry Knowledge • Work-Related Learning • Using Technology • Social Media Tools <p><u>Programs:</u></p> <ul style="list-style-type: none"> • Program #1: Sport-Specific Conditioning Program
		4	<p><u>Topics:</u></p> <ul style="list-style-type: none"> • SFR Industry Knowledge • Work-Related Learning • Internet Research • Conducting SFR Sessions <p><u>Programs:</u></p> <ul style="list-style-type: none"> • Program #1: Assist with Delivering Coaching Sessions • Program #2: Deliver Coaching Sessions <p><i>*The Certificate II in Sport and Recreation (SIS20115) entry qualification is scheduled to be finalised at the end of Term 4. HLTAID003 is required in order to complete this qualification. Students are provided the option to complete the Certificate II in Sport and Recreation only (exit point).</i></p>
	UNITS OF COMPETENCY SCHEDULED FOR FINALISATION		<p>SISXEMR001 Respond to emergency situations</p> <p>SISXIND001 Work effectively in sport, fitness and recreation environments</p> <p>SISXIND002 Maintain sport, fitness and recreation industry knowledge</p> <p>SISXCCS001 Provide quality service</p> <p>FSKLRG11 Use routine strategies for work-related learning</p> <p>BSBWOR204 Use business technology</p> <p>BSBTEC203 Research using the internet</p>
	SEMESTER 3	5	<p><u>Topics:</u></p> <ul style="list-style-type: none"> • Knowledge of Coaching Practices • Conducting SFR Sessions <p><u>Programs:</u></p> <ul style="list-style-type: none"> • Program #1: Group Sports Program • Online Program: Community Coaching/Officiating General Principles
		6	<p><u>Topics:</u></p> <ul style="list-style-type: none"> • Plan and Conduct Sport Programs • Group Facilitation • Prioritising Work • Organising Schedules <p><u>Programs:</u></p>



		<ul style="list-style-type: none"> Program #1: Sport Activity Sessions
	SEMESTER 4	<p style="text-align: center;">7</p> <p><u>Topics:</u></p> <ul style="list-style-type: none"> Plan and Conduct Programs Organising Schedules Personal Development <p><u>Programs:</u></p> <ul style="list-style-type: none"> Program #1: Community SFR Program
	UNITS OF COMPETENCY SCHEDULED FOR FINALISATION	SISXCAI003 Conduct non-instructional sport, fitness or recreation sessions SISXCAI006 Facilitate groups BSBWOR301 Organise personal work priorities and development BSBADM307 Organise schedules BSBWHS303 Participate in WHS hazard identification, risk assessment and risk control ICTWEB201 Use social media tools for collaboration and engagement SISXCAI004 Plan and conduct programs

Learning and Assessment Arrangements	<u>EVIDENCE GATHERING TECHNIQUES</u>						
	<p>The following matrix identifies the type of evidence that may be collected to enable judgements to be made about student's success in units of competency. Evidence gathering techniques may be adjusted to best suit the unit of competency requirements.</p> <p>Students may submit evidence to gain RPL for competencies.</p>						
	UNITS OF COMPETENCY		A	B	C	D	E
	BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control	✓		✓		✓
	SISXCAI003	Conduct non-instructional sport, fitness or recreation sessions	✓			✓	✓
	ICTWEB201	Use social media tools for collaboration and engagement	✓	✓	✓		
	SISXCAI006	Facilitate groups	✓		✓	✓	✓
	BSBWOR301	Organise personal work priorities and development			✓	✓	✓
	BSBADM307	Organise schedules	✓		✓	✓	✓
	SISXCAI004	Plan and conduct programs	✓			✓	✓
	BSBWOR204	Use business technology	✓		✓		✓
	SISXCCS001	Provide quality service	✓	✓		✓	
	SISXFAC001	Maintain equipment for activities	✓			✓	✓
	SISXIND001	Work effectively in sport, fitness and recreation environments	✓		✓	✓	
HLTAID003	Provide first aid	✓	✓		✓		
HLTWHS001	Participate in workplace health and safety	✓		✓	✓	✓	



	BSBSUS201	Participate in environmentally sustainable work practices			✓		✓	
	SISXIND002	Maintain sport, fitness and recreation industry knowledge	✓		✓		✓	
	SISXEMR001	Respond to emergency situations	✓			✓	✓	
	BSBTEC203	Research using the internet	✓		✓			
	BSBWOR202	Organise and complete daily work activities	✓		✓	✓		
	SISXCAI002	Assist with activity sessions	✓		✓	✓		
	FSKLRG11	Use routine strategies for work-related learning			✓		✓	
	HLTAID001	Provide cardiopulmonary resuscitation	✓	✓		✓		
	KEY	A	Quiz and short answer questions					
		B	Case studies and scenarios					
C		Project tasks						
D		Major programs and practicals						
E		Log book (practical experience)						

Training and Assessment Staff <i>Indicate for each unit of competency the staff involved in delivery and identify if this is being delivered by one person, or in a team approach.</i>	UNITS OF COMPETENCY	TRAINING ARRANGEMENTS	TRAINING & ASSESSMENT PERSONNEL		
			Technical Advisor	Qualified Assessor	Qualified Trainer
	HLTWHS001	Sole trainer and assessor - under the support of Binnacle's Program Management (PM) Team.	Binnacle PM	Teacher	Teacher
	SISXEMR001		Binnacle PM	Teacher	Teacher
	SISXCAI002		Binnacle PM	Teacher	Teacher
	BSBWOR202		Binnacle PM	Teacher	Teacher
	SISXCCS001		Binnacle PM	Teacher	Teacher
	SISXIND001		Binnacle PM	Teacher	Teacher
	SISXIND002		Binnacle PM	Teacher	Teacher
	FSKLRG11		Binnacle PM	Teacher	Teacher
	SISXFAC001		Binnacle PM	Teacher	Teacher
	BSBSUS201		Binnacle PM	Teacher	Teacher
	BSBTEC203		Binnacle PM	Teacher	Teacher
	BSBWHS303		Binnacle PM	Teacher	Teacher
	ICTWEB201		Binnacle PM	Teacher	Teacher
	BSBWOR301		Binnacle PM	Teacher	Teacher
	SISXCAI003		Binnacle PM	Teacher	Teacher
	SISXCAI004		Binnacle PM	Teacher	Teacher



	BSBADM307		Binnacle PM	Teacher	Teacher
	SISXCAI006		Binnacle PM	Teacher	Teacher
	BSBWOR204		Binnacle PM	Teacher	Teacher
	HLTAID003 HLTAID001	Either delivered via the Binnacle Program with the Teacher as Trainer/ Assessor (additional physical and human resource requirements of school); or delivered by an external provider as arranged by individual schools.			

Learning Resources	<p>Students are provided with a full Course Content kit that is specific to each term of study which includes:</p> <ul style="list-style-type: none"> ● Unit Plan ● Lectures ● Activities ● Videos ● Work templates and other work-related documents (e.g. policy manuals)
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Log Book of Practical Experience	<p>The Log Book of Practical Experience is used as a key evidence gathering method each term and is marked and verified by their assessor. Students will log a minimum of 40 hours of practical experience (i.e. coaching and officiating) across the program.</p>
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Consultation with Industry	<p>Key industry partners consulted in the development and ongoing refinement of this strategy are listed below. Binnacle meets with each of the listed industry partners for regular advice, ongoing program support and guidance. These industry engagement activities focus on the Training and Assessment Strategy, resources, and current industry skills of trainers and assessors.</p> <p><u>Industry Partners</u></p> <ul style="list-style-type: none"> ● Redcliffe Dolphins Rugby League Club ● Renegade Conditioning ● Ipswich Hornets Cricket Club ● Fit College ● TAFE Brisbane – Sport, Fitness & Recreation ● National Institute of First Aid Trainers (NIFAT) <p>Consultation/engagement approaches include:</p> <ul style="list-style-type: none"> ● Regular meetings (e.g. weekly consultation meetings) ● Teleconferences ● Program development/validation meetings ● Program development projects
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Assessment Validation Process	<p>The processes used to validate assessment in this course are:</p> <p>1. Validation by Industry:</p> <ul style="list-style-type: none"> ● An internal review conducted annually with an industry representative to check that the standards expected of students are consistent with current industry practice. ● The internal review will examine the learning and assessment strategy and identify areas for improvement.
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	<ul style="list-style-type: none"> The internal review will also evaluate all assessment instruments to ensure that they are appropriate for the units of competency and reflect the unit requirements (i.e. elements, performance criteria, performance evidence, knowledge evidence and assessment conditions). Validation for each unit of competency includes: <ul style="list-style-type: none"> Pre-assessment validation (to confirm assessment process and instruments meet the requirements of the Principles of Assessment); completed every 24 months (minimum); and Post-assessment validation (to confirm assessment evidence provided by the students and the judgement of that evidence meets the requirements of the Rules of Evidence). Completed every 3 years (minimum). <p>2. Assessment Instrument Review:</p> <ul style="list-style-type: none"> The Binnacle Program Development Specialist and an industry expert will review all assessment instruments to ensure that they are appropriate for the units of competency and reflect the unit requirements (i.e. elements, performance criteria, performance evidence, knowledge evidence and assessment conditions) with improvements noted and acted upon. <p>Date of next review: 31 July 2021 Date of last review: 31 July 2020</p>
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<p>Physical Resource Requirements</p>	<p><u>List of School Resources (minimum):</u></p> <p>1. Sport and Recreation facilities and equipment located at the school including:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> A sport-specific training or competition environment. <input checked="" type="checkbox"/> Facilities where a sport-specific range of officiating and coaching activities can be conducted. <input checked="" type="checkbox"/> Equipment and resources appropriate for one or more specific sports. <input checked="" type="checkbox"/> Access to athletes and novice/beginner participants. <input checked="" type="checkbox"/> Key health and safety equipment and/or aids. <input checked="" type="checkbox"/> Access to school WHS and risk management policies and procedures. <input checked="" type="checkbox"/> Equipment repair and maintenance resources (e.g. ball pumps, cleaning equipment). <input checked="" type="checkbox"/> Maintenance storage facilities. <input checked="" type="checkbox"/> Access to personal computers and internet, office equipment and resources. <input checked="" type="checkbox"/> Access to social media tools and applications (e.g. blogs, wikis, social media sites). <p>2. Additional requirements:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Personal computers with office software and internet. <input checked="" type="checkbox"/> Repair equipment and maintenance resources (e.g. ball pumps, cleaning equipment). <input checked="" type="checkbox"/> Maintenance storage facilities (e.g. storeroom). <input checked="" type="checkbox"/> Access to a primary school (or junior secondary year levels) to run two sport/recreation programs (must be organised and overseen by the Program Deliverer). <ul style="list-style-type: none"> The venue/facility for this sport/recreation program must allow for a range of activities and equipment to be included. <input checked="" type="checkbox"/> <u>Sport Specialty Schools</u> (NRL, Netball, Rugby Union, Other) must also have access to events, games or competitions where students will assist as officials (e.g. Gala Days). <p>3. First Aid training equipment – minimum (*suggested) quantity (if First Aid competency delivered via Binnacle program)</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Adult CPR manikin (1 manikin per 4 students*) <input checked="" type="checkbox"/> Infant CPR manikin (1 manikin per 4 students*)
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	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> CPR face shield or 'clean face' (1 per student for each manikin) <input checked="" type="checkbox"/> Alcohol wipes (1 x tub) <input checked="" type="checkbox"/> AED trainer (1 trainer per 4 students*) <input checked="" type="checkbox"/> Gloves (1 x box of each size) <input checked="" type="checkbox"/> Epipen trainers (1 trainer per 4 students*) <input checked="" type="checkbox"/> Asthma puffers (placebo) (1 trainer per 4 students*) <input checked="" type="checkbox"/> Asthma spacers (1 trainer per 4 students*) <input checked="" type="checkbox"/> Asthma spacer mouthpieces (1 per student) <input checked="" type="checkbox"/> Triangular bandages (1 new bandage per student*) <input checked="" type="checkbox"/> Roller bandages (1 new bandage per student*) <input checked="" type="checkbox"/> Spare, clean bandages/slings (assortment) <input checked="" type="checkbox"/> Workplace compliant first aid kit – stocked (1 per class*) <input checked="" type="checkbox"/> Pillows and blankets (assortment) <input checked="" type="checkbox"/> Simulated hazards (as per workplace)
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<p>Human Resource Requirements</p>	<p>Each Sport and Recreation Program Deliverer <u>must</u>:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Be HPE/Sport trained. <input checked="" type="checkbox"/> Be timetabled to the class for every lesson. <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><i>* If using TAE40110, then 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) <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Demonstrate vocational competence*, by: <ul style="list-style-type: none"> – Holding Certificate III in Sport and Recreation or above (e.g. Bachelor Degree in Physical Education), prior to the official enrolment of students; and completing a (free) non-accredited Vocational Competence Update (VCU). VCU is designed for Binnacle Program Deliverers to demonstrate their <u>current</u> knowledge and skills specific to each unit of competency that comprises the qualifications being delivered. – Holding a current coaching accreditation i.e. sport-specific Level 1 equivalent (or higher) or the Australian Sports Commission’s Community Coaching General Principles accreditation (forms part of Binnacle’s VCU). <input checked="" type="checkbox"/> Complete their Binnacle Profile, which includes: <ol style="list-style-type: none"> 1. Recent Work History: <ul style="list-style-type: none"> ▪ Teaching history – specific to Sport and Recreation ▪ Industry related history – specific to Sport and Recreation 2. Industry Currency: <ul style="list-style-type: none"> ▪ A minimum of one Sport and Recreation industry workplace visit per semester. ▪ A minimum of one Sport and Recreation-specific professional development per semester. 3. VET Currency: <ul style="list-style-type: none"> ▪ A minimum of one VET-specific professional development per semester.
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	<p>School (Third Party) must resource a nominated back-up deliverer who meets the following requirements prior to commencing as a Binnacle Program Deliverer:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Holds a current Certificate IV in Training and Assessment (as above); <input checked="" type="checkbox"/> Is able to demonstrate vocational competence (as above); and <input checked="" type="checkbox"/> Has a completed Binnacle Profile (as above). <p><u>If the First Aid competency is delivered via the Binnacle Program:</u></p> <p>Each First Aid Program Deliverer <u>must hold:</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Current Provide First Aid Certificate (within 3 years) <input checked="" type="checkbox"/> Current CPR certificate (within 12 months) <p>Each First Aid Program Deliverer <u>must maintain:</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> A complete Binnacle Profile, which includes: <ol style="list-style-type: none"> 1. Recent Work History <ul style="list-style-type: none"> ▪ Teaching history – specific to First Aid ▪ Industry related history – specific to First Aid (e.g. ongoing participation as a First Aid Officer for sport teams and excursions) 2. Industry Currency <ul style="list-style-type: none"> ▪ A minimum of one First Aid industry workplace visit per year. ▪ A minimum of one First Aid-specific professional development per year. 3. VET Currency <ul style="list-style-type: none"> ▪ Minimum of one VET-specific professional development per semester.
<p>Pathways</p>	<p>The Certificate III in Sport and Recreation will be used predominantly by students seeking to enter the sport, fitness and recreation industry (as a sports official [e.g. referee], coach, athlete, volunteer or activity assistant) and/or as an alternative entry into university.</p> <p><u>QLD SCHOOLS:</u> Graduates may be able to use their Certificate III in Sport and Recreation to improve their chances of gaining tertiary entrance. Students eligible for an Australian Tertiary Admission Rank (ATAR) may be able to use their completed Certificate III to contribute towards their ATAR. For further information please visit https://www.qcaa.qld.edu.au/parents-carers/senior-secondary</p> <p>Students may also choose to continue their study by completing a higher-level qualification (e.g. Diploma of Sport Development) through another training provider (e.g. Fit College or TAFE Queensland).</p>
<p>Foundation Skills</p>	<p>Foundation Skills are the combination of communication skills and generic, non-technical skills and capabilities considered essential to meet the complexities of life in a modern society. ‘Communication’ skills included in Foundation Skills are English language, literacy and numeracy (LLN).</p> <p>All units of competency within new streamlined Training Packages have Foundation Skills either embedded in the unit performance requirements or listed explicitly.</p> <p>Each unit of competency selected to comprise this program has Foundation Skills that are relevant to the context of the learning outcomes and are applicable to work and life situations.</p>



Student Feedback	<p>Student feedback is collected and analysed through formal surveys/questionnaires as well as informal processes at the end of each unit of work. Feedback from students in relation to assessment processes, methods and instruments will be collated and analysed to initiate program improvements. Throughout the course, data is collected in relation to Quality Indicators.</p> <p>Date for data analysis: December (annually)</p>
AVETMISS Reporting	<p>Students are enrolled in the relevant units of competency in February each year and the results are forwarded at the end of each term (as a minimum) to the Queensland Department of Employment, Small Business and Training (DESBT) indicating if competency has been attained or is continuing. Binnacle Program Management and Administration staff verify that accurate and up-to-date information is recorded.</p> <p>QLD SCHOOLS: Permission is provided to DESBT for student results to be forwarded to the Queensland Curriculum & Assessment Authority (QCAA).</p>
Student Records	<p>Student results show the unit code, title and date achieved. The final assessment outcome for each unit of competency will be retained for a period of 30 years. Once all units are recorded as competent, a qualification or a statement of attainment will be issued.</p> <p><u>Skills Assure supplier specific requirements</u></p> <p>Binnacle Training will keep a complete record of training and assessment, including copies of the Qualifications and Statements of Attainment issued to each student, for 6 years from the end of the term [i.e. the earlier of either: a) the date of Agreement termination; or b) the date that the last Program under the Agreement ends].</p> <p><u>Fee-for-Service (non-SAS)</u></p> <p>All completed assessment items - demonstrating sufficient evidence of how assessment decisions were made - for individual students will be retained for whichever is the longer period:</p> <ul style="list-style-type: none">• until the appeal period ends; or• for a period of six months from the date on which the judgement of competence for the student was made; or• the duration of the student's enrolment. <p>A master copy of all versions of the assessment tools will be retained for seven years.</p>