



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 and Recreation). 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>* <i><u>NOTE:</u> The Certificate II Program Fee will again be waived in 2021.</i></p> <p><u>Fitness/Sport ONLY</u></p> <p>One of the competencies – 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><i><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 (Provide First Aid), when undertaken as part of the Certificate II qualification, are waived in full.</i></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) plus Back-Up Deliverer – HR Requirement</p>	<p>A Business (Certificate III/II in Business; Certificate II in Tourism) / 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) plus Back-Up Deliverer – HR Requirement</p> <p><i>Continued.</i></p>	<p><i>* Where the teacher holds 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 ○ TAE LLN411 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><input checked="" type="checkbox"/> <u>Complete their Binnacle Profile</u>, which includes:</p> <ul style="list-style-type: none"> ○ Recent Work History <ul style="list-style-type: none"> ▪ Teaching history, specific to program area. ▪ Industry related history, specific to program area. ○ Industry Currency <ul style="list-style-type: none"> ▪ Minimum of one program-related industry visit <u>plus</u> one program-related professional development activity, per semester. ○ VET Currency <ul style="list-style-type: none"> ▪ Minimum of one VET-specific professional development activity, per semester. <p>The Program Deliverer will adhere to the guidelines outlined in Table 2 and Table 3 ‘School (Third Party) Responsibilities’.</p> <p>School (Third Party) must resource a nominated back-up deliverer (per program offered), who meets the following requirements (or will meet these prior to commencing as a Binnacle Program Deliverer):</p> <ol style="list-style-type: none"> 1. Holds a current Certificate IV in Training and Assessment (per above); 2. Is able to demonstrate vocational competence (per above); and 3. Has a completed Binnacle Profile (per above).
<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 style="text-align: right;">Continued over page.</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>and have a direct working relationship with the Program Deliverer(s) and Binnacle Training.</p>
Binnacle Provides	<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.* <p><i>* The exception being - if the School is also an RTO - those training products as listed on its own RTO scope of registration.</i></p> <p>Further provisions are outlined in Table 2 ‘School (Third Party) Responsibilities’.</p>
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: www.binnacletraining.com.au/rto (Select: RTO files)</p> <p style="text-align: right;">Continued over page.</p>

	<p>The School (Third Party) is required to submit their Subject Selection Material, as positioned in the School Handbook and/or School Website, plus any applicable School Website Marketing pertaining to VET Course offerings, for Binnacle pre-approval, at the time of submitting this signed Third Party Agreement.</p> <p>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 & Tourism, 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 Skills Assure Supplier (SAS) 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 designated Binnacle Program Manager and Administration Officer - for ongoing professional 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 (ViSC) – a one-day professional development event for all Binnacle Program Deliverers held at the end of Term 4 in central venues across Queensland. This ensures the Teacher is equipped with the necessary delivery information/requirements for the upcoming year, as well as supporting both industry and VET professional development requirements 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 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. Provide 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> (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 2-6). 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, including at least one nominated back-up 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 (ViSC) - a one-day professional development activity held at the end of Term 4 in central venues across Queensland. This ensures the Teacher is equipped with the necessary delivery information/requirements for the upcoming year, as well as meeting both industry and VET professional development requirements 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, plus any applicable School Website Marketing pertaining to VET Course offerings, for Binnacle pre-approval, at the time of submitting this signed Third Party Agreement. These policies can be accessed here:
www.binnacletraining.com.au/rto.php (Select: RTO files).

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- 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.
 - 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:
- a. by providing accurate and factual responses to information requested from the VET Regulator relevant to the delivery of the services it is providing; and
 - b. 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>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/listed elective 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 6: 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' 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: Blue Card Services introduced their New Blue Card Process commencing 31 August 2020. To apply for a blue card, students now must complete the following steps, in order:</i></p> <ol style="list-style-type: none"> Have/obtain a customer reference number (CRN) from the Queensland Department of Transport and Main Roads (TMR). A CRN is the 9-digit number on a current learner licence or driver licence issued by TMR. <p><i>If students do not hold a current learner licence or driver licence (issued by TMR), they will be required to go to a Department of Transport and Main Roads (TMR) service centre and let them know that they are applying for a blue card and require a CRN. To get a CRN students must:</i></p> <ol style="list-style-type: none"> take 3 acceptable identity documents to prove their identity (must show proof of address on at least 1 identity document); and have the TMR staff take their photo. <ol style="list-style-type: none"> Register for an online account. Apply for your blue card using the online applicant portal. <p><i>Binnacle assists with this process via instructional tips, links and videos within each student's Term 1 assessment.</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 & TOURISM, 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 Skills Assure Supplier (SAS) to deliver the 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 (Third Party).</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 SAS. 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>Continued over page.</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 SAS. This resource fee is as follows:

- 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
 - 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.

[Contact us](#) to discuss eligibility.

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.

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 6: 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 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 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 program fee is in consideration for the overall management of the Certificate Program, the provision of ongoing support (including facilitation of teacher professional development opportunities and events) to each nominated School Program Deliverer and Program Manager of the School (Third Party).

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

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: Policy Manual).

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: Policy Manual).

CERTIFICATE PROGRAMS	
BINNACLE PROGRAM AREA	NATIONALLY RECOGNISED TRAINING
Tourism & Business	Dual Qualification Program: BSB30120 Certificate III in Business + SIT20116 Certificate II in Tourism
Business	BSB30120 Certificate III in Business
	BSB20120 Certificate II in Workplace Skills
Fitness	SIS30315 Certificate III in Fitness
	Dual Qualification Program: SIS30315 Certificate III in Fitness + SIS20115 Certificate II in Sport and Recreation
Sport	SIS30115 Certificate III in Sport and Recreation
	SIS20115 Certificate II in Sport and Recreation
	Dual Qualification Program: SIS30115 Certificate III in Sport and Recreation + SIS20115 Certificate II in Sport and Recreation

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 BSBWH5201 Contribute to health and safety of self and others BSBITU211 Produce digital text documents HLTAID001 Provide cardiopulmonary resuscitation
Financial Literacy	FNSFLT301 Be MoneySmart



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>

Certificate Program	Dual Qualification Program: BSB30120 Certificate III in Business + SIT20116 Certificate II in Tourism
Format	2-Year

CODE	TITLE	SIT20116 Cert II in Tourism	BSB30120 Cert III in Business
SITTIND001	Source and use information on the tourism and travel industry	CORE	ELECTIVE - IMPORTED
SITXWHS001	Participate in safe work practices	CORE	
SITXCOM002	Show social and cultural sensitivity	CORE	
SITXCCS003	Interact with customers	CORE	
SITXCOM001	Source and present information	ELECTIVE - LISTED	
BSBSUS201	Participate in environmentally sustainable work practices	ELECTIVE - LISTED	
BSBWOR203	Work effectively with others	ELECTIVE - LISTED	
BSBPEF301	Organise personal work priorities	ELECTIVE - IMPORTED	ELECTIVE (GROUP B)
BSBXTW301	Work in a team	ELECTIVE - IMPORTED	ELECTIVE (GROUP C)
BSBTEC301	Design and produce business documents	ELECTIVE - IMPORTED	ELECTIVE (GROUP A)
BSBWRT311	Write simple documents	ELECTIVE - IMPORTED	ELECTIVE (GROUP A)
BSBCRT311	Apply critical thinking skills in a team environment		CORE
BSBPEF201	Support personal wellbeing in the workplace		CORE
BSBSUS211	Participate in sustainable work practices		CORE
BSBTWK301	Use inclusive work practices		CORE
BSBWHS311	Assist with maintaining workplace safety		CORE
BSBXCM301	Engage in workplace communication		CORE
BSBTEC303	Create electronic presentations		ELECTIVE (GROUP A)
BSBOPS304	Deliver and monitor a service to customers		ELECTIVE (GROUP D)

* 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	BSB30120 Certificate III in Business
Format	2-Year (Standard) or 1-Year (Fast Track i.e. 2 study lines)

CODE	TITLE	CORE / ELECTIVE
BSBCRT311	Apply critical thinking skills in a team environment	CORE
BSBPEF201	Support personal wellbeing in the workplace	CORE
BSBSUS211	Participate in sustainable work practices	CORE
BSBTWK301	Use inclusive work practices	CORE
BSBWHS311	Assist with maintaining workplace safety	CORE
BSBXCM301	Engage in workplace communication	CORE
BSBTEC301	Design and produce business documents	ELECTIVE (GROUP A)
BSBTEC303	Create electronic presentations	ELECTIVE (GROUP A)
BSBWRT311	Write simple documents	ELECTIVE (GROUP A)
BSBPEF301	Organise personal work priorities	ELECTIVE (GROUP B)
BSBXTW301	Work in a team	ELECTIVE (GROUP C)
BSBOPS304	Deliver and monitor a service to customers	ELECTIVE (GROUP D)
FNSFLT301	Be MoneySmart	ELECTIVE - IMPORTED

* 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	BSB20120 Certificate II in Workplace Skills
Format	1-Year (Standard) or 2-Year (Extended)

CODE	TITLE	CORE / ELECTIVE
BSBCMM211	Apply communication skills	CORE
BSBOPS201	Work effectively in business environments	CORE
BSBPEF202	Plan and apply time management	CORE
BSBSUS211	Participate in sustainable work practices	CORE
BSBWHS211	Contribute to health and safety of self and others	CORE
BSBPEF302	Develop self-awareness	ELECTIVE (GROUP A)
BSBCRT201	Develop and apply thinking and problem solving skills	ELECTIVE (GROUP A)
BSBTEC201	Use business software applications	ELECTIVE (GROUP B)
BSBTEC202	Use digital technologies to communicate in a work environment	ELECTIVE (GROUP B)
BSBTWK201	Work effectively with others	ELECTIVE (GROUP C)

* 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
SISFFIT001	Provide health screening and fitness orientation	CORE
SISFFIT002	Recognise and apply exercise considerations for specific populations	CORE
SISFFIT003	Instruct fitness programs	CORE
SISFFIT004	Incorporate anatomy and physiology principles into fitness programming	CORE
SISFFIT005	Provide healthy eating information	CORE
SISFFIT014	Instruct exercise to older clients	CORE
SISXCCS001	Provide quality service	CORE
SISXFAC001	Maintain equipment for activities	CORE
SISXIND001	Work effectively in sport, fitness and recreation environments	CORE
BSBRSK401	Identify risk and apply risk management processes	ELECTIVE (GROUP C – GYM)
HLTAID003	Provide first aid	ELECTIVE (GROUP C – GYM)
HLTWH5001	Participate in workplace health and safety	ELECTIVE (GROUP C – GYM)
SISFFIT006	Conduct fitness appraisals	ELECTIVE (GROUP C – GYM)
BSBSUS201	Participate in environmentally sustainable work practices	ELECTIVE (GROUP D - GENERAL)
SISXEMR001	Respond to emergency situations	ELECTIVE - IMPORTED
SISXIND002	Maintain sport, fitness and recreation industry knowledge	ELECTIVE - IMPORTED

* 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: SIS30315 Certificate III in Fitness + SIS20115 Certificate II in Sport and Recreation
Format	2-Year

UNIT CODE	UNIT TITLE	SIS20115 Cert II	SIS30315 Cert III
HLTWHS001	Participate in workplace health and safety	CORE	ELECTIVE (GROUP C - GYM)
SISXEMR001	Respond to emergency situations	CORE	ELECTIVE - IMPORTED
HLTAID003	Provide first aid	CORE	ELECTIVE (GROUP C - GYM)
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 - IMPORTED
FSKLRG11	Use routine strategies for work-related learning	ELECTIVE - GENERAL	
SISXFAC001	Maintain equipment for activities	ELECTIVE - GENERAL	CORE
BSBSUS201	Participate in environmentally sustainable work practices	ELECTIVE - GENERAL	ELECTIVE (GROUP D – GENERAL)
BSBTEC203	Research using the internet	ELECTIVE - IMPORTED	
HLTAID001	Provide cardiopulmonary resuscitation	ELECTIVE - IMPORTED	
BSBRK401	Identify risk and apply risk management processes		ELECTIVE (GROUP C - 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 (GROUP C - 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

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
SISXEMR001	Respond to emergency situations	CORE
SISXCCS001	Provide quality service	CORE
HLTAID003	Provide First Aid	CORE
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
BSBWOR204	Use business technology	ELECTIVE - GENERAL
BSBADM307	Organise schedules	ELECTIVE - GENERAL
SISXCAI006	Facilitate groups	ELECTIVE - GENERAL
SISXFAC001	Maintain equipment for activities	ELECTIVE - IMPORTED
SISXIND001	Work effectively in sport, fitness and recreation environments	ELECTIVE – IMPORTED
SISXIND002	Maintain sport, fitness and recreation industry knowledge	ELECTIVE – IMPORTED

* 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	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
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
SISXIND001	Work effectively in sport, fitness and recreation environments	CORE
SISXIND002	Maintain sport, fitness and recreation industry knowledge	CORE
HLTAID003	Provide First Aid	CORE
SISXFAC001	Maintain equipment for activities	ELECTIVE - GENERAL
FSKLRG11	Use routine strategies for work-related learning	ELECTIVE - GENERAL
BSBSUS201	Participate in environmentally sustainable work practices	ELECTIVE – GENERAL
BSBTEC203	Research using the internet	ELECTIVE – IMPORTED
HLTAID001	Provide cardiopulmonary resuscitation	ELECTIVE - IMPORTED

* 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	SIS30115 Cert III
HLTWHS001	Participate in workplace health and safety	CORE	CORE
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	ELECTIVE - IMPORTED
SISXIND002	Maintain sport, fitness and recreation industry knowledge	CORE	ELECTIVE - IMPORTED
HLTAID003	Provide First Aid	CORE	CORE
FSKLRG11	Use routine strategies for work-related learning	ELECTIVE - GENERAL	
SISXFAC001	Maintain equipment for activities	ELECTIVE - GENERAL	ELECTIVE - IMPORTED
BSBSUS201	Participate in environmentally sustainable work practices	ELECTIVE – GENERAL	
BSBTEC203	Research using the internet	ELECTIVE – IMPORTED	
HLTAID001	Provide cardiopulmonary resuscitation	ELECTIVE - IMPORTED	
BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control		CORE
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		ELECTIVE - GENERAL
SISXCAI006	Facilitate groups		ELECTIVE - GENERAL
BSBWOR204	Use business technology		ELECTIVE - 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
BSBITU211	Produce digital text documents

Binnacle Short Course

Financial Literacy

UNIT OF COMPETENCY CODE	UNIT OF COMPETENCY NAME
FNSFLT301	Be MoneySmart

[Click here](#) for Binnacle Training's full 2021 Price Schedule.

CERTIFICATE PROGRAMS – Tourism, Business, Sport & Fitness

Certificate Programs attract both a 'Participant Fee' and 'Program Fee'. The Certificate II Program Fee is waived in 2021. All fees are invoiced to the school and cover the full course duration.

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. The participant fee is GST FREE.

VETiS Eligible^ Certificate II in Sport and Recreation	Per Participant Fee
SIS20115 Certificate II in Sport and Recreation	<p>\$210.00 + First Aid (\$40.00)</p> <p><u>NOTE:</u> Certificate II in Sport and Recreation Participant Fees are 100% waived for eligible students who access their VETiS subsidy for this qualification with Binnacle as a Skills Assure Supplier.</p>

^ Vocational Education and Training in Schools (VETiS) initiative, funded by the Queensland Government. Binnacle Training is approved as a Skills Assure Supplier (SAS) to deliver Certificate II in Sport and Recreation (SIS20115) as a VETiS funded qualification. All other qualifications are delivered as 'Fee for Service' only.

Tourism & Business

Certificate Programs – 'Fee for Service' Offerings	Per Participant Fee
Dual Qualification: BSB30120 Certificate III in Business + SIT20116 Certificate II in Tourism	\$210.00 (Cert II qualification = \$180.00 + Cert III Gap Fee = \$30.00)

Business

Certificate Programs – 'Fee for Service' Offerings	Per Participant Fee
BSB30120 Certificate III in Business	\$210.00
BSB20120 Certificate II in Workplace Skills	\$180.00

Fitness

Certificate Programs – ‘Fee for Service’ Offerings	Per Participant Fee
SIS30315 Certificate III in Fitness	\$290.00 + First Aid (\$40.00)
Dual Qualification: SIS30315 Certificate III in Fitness + SIS20115 Certificate II in Sport and Recreation	\$290.00 (Cert II entry qualification = \$210.00 + Cert III Gap Fee = \$80.00) + First Aid (\$40.00)

Sport

Certificate Programs – ‘Fee for Service’ Offerings	Per Participant Fee
Dual Qualification: SIS30115 Certificate III in Sport and Recreation + SIS20115 Certificate II in Sport and Recreation	\$260.00 (Cert II entry qualification = \$210.00 + Cert III Gap Fee = \$50.00) + First Aid (\$40.00)
SIS30115 Certificate III in Sport and Recreation	\$260.00 + First Aid (\$40.00)

Program Fee

This fee covers each program cohort for the full course duration and is invoiced at the commencement of Term 1 of the program. Please note, the figures in relation to the Program Fee are GST INCLUSIVE.

The Certificate II Program Fee is waived in 2021.

Number of Certificate III Programs	Total
1 x 2021 Certificate III Programs	\$1,210.00
2 x 2021 Certificate III Programs	\$1,485.00
3 x 2021 Certificate III Programs	\$1,760.00

SHORT COURSES AND FIRST AID COURSES

Short Courses and First Aid Courses attract a ‘Participant Fee’ only. All fees are invoiced to the school and cover the full course duration.

Participant Fee

A ‘per participant’ fee is applied to each Short Course and First Aid Course at the time submitted assessment has been processed by Binnacle. The participant fee is GST FREE.



Short Courses	Per Participant Fee
Introduction to Sport, Fitness & Recreation	\$75.00
Financial Literacy – Be MoneySmart (FNSFLT301)	\$40.00 <u>NOTE:</u> Participant fee will be waived in full for students who complete this unit of competency (FNSFLT301) as an elective in Binnacle's full Certificate Program – 2021 Certificate III in Business.

First Aid Courses	Per Participant Fee
Provide First Aid - HLTAID003 (note, this includes CPR)	\$40.00
Provide CPR – HLTAID001	\$35.00

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 describe (on Page 8 of the 'Binnacle Signed Agreement') - action(s) to 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
- 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 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
 - Minimum of one Tourism-related industry workplace visit plus one Tourism-related professional development activity, **per semester**.
3. VET Currency
 - Minimum of one VET-specific professional development activity, **per semester**.

2. Nominated Tourism & Business Back-Up Deliverer:

This must include:

- ☒ At least one back-up deliverer who meets the following requirements (or will meet these prior to commencing as a Binnacle Program Deliverer):
 1. A current Certificate IV in Training and Assessment (per above);
 2. Demonstrate vocational competence (per above); and
 3. Complete their Binnacle Profile (per above).

If you are not currently meeting these HUMAN RESOURCE requirements, please describe (on Page 8 of the 'Binnacle Signed Agreement') - action(s) to be taken to ensure these are met prior to program delivery.

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 describe (on Page 12 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.
- ☒ 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
- 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 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 activity **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 HUMAN RESOURCE requirements, please describe (on Page 12 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 exercise modes and equipment including cardiovascular, free-weights, pin-loaded and circuit.
- ☒ A variety of exercise areas including weights, cardio, stretching, circuit and outdoor.
- ☒ Adequate space to cater for groups/multiple trainers using the facility.
- ☒ Key health and safety equipment and/or aids.
- ☒ A variety of programs and services.

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.
- ☒ Repair equipment and maintenance resources (e.g. ball pumps, cleaning equipment).
- ☒ Maintenance storage facilities (e.g. storeroom).
- ☒ Access to a primary school participant group (or junior secondary) for a Community Fitness Program to 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.
- ☒ Access to a range of clients (including older clients) with different requirements including:
 - **MANDATORY:** One older client (age 50+) per student for practical assessment purposes and assessed by the Binnacle Teacher.

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- **RECOMMENDED:** One adult client per student for a one-on-one exercise program (additional practical experience).

IMPORTANT: These programs have been scheduled outside of class hours (on the basis that adult clients such as teachers have restricted availability during school time) however, they can be completed during class time if clients are available. Programs must be organised by the Binnacle Teacher and supervised by a qualified fitness professional (minimum Certificate III in Fitness) at a fitness facility with adequate insurances in place and approved by the school (e.g. school gym).

4. Other (recommended) requirements:

It is **recommended** for the School (Third-Party) to have:

- Anatomical and physiological information and resources (posters, charts, magazines, etc).
- Human skeleton models or other anatomical models (Binnacle will provide digital copies of diagrams which may be printed and used as learning resources).
- Access to school WHS and risk management policies and procedures (Binnacle will also provide a generic SFR Policies and Procedures Manual).

If you are not currently meeting these PHYSICAL RESOURCE requirements, please describe (on Page 17 of the 'Binnacle Signed Agreement') - action(s) to be taken to ensure these are met prior to program delivery.

First Aid training equipment (if the First Aid competency is delivered via the 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 26 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

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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.

** If using TAE40110, then 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*, by:

- Holding Certificate IV in Fitness or above (e.g. Bachelor Degree in Human Movement but not straight Physical Education), prior to the official enrolment of students; 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 that comprises the qualifications being delivered.

***VCU Fitness Eligibility**

The 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 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. Recent Work History:
 - Teaching history, specific to Fitness
 - Industry related history, specific to Fitness
2. Industry Currency:
 - A minimum of one Fitness industry workplace visit **per semester**.
 - A minimum of one Fitness-specific professional development activity **per semester**.
3. VET Currency:
 - A minimum of one VET-specific professional development activity **per semester**.

- ☒ Coordinate and oversee the 'outside classroom timetable' commitment for the programs outlined in Section 3 of the 'Physical Resource Requirements'.

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)

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Each First Aid Program Deliverer must maintain:

- ☒ A complete Binnacle Profile, which includes:
 1. Recent Work History
 - 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
 - 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
 - Minimum of one VET-specific professional development **per semester**.

3. Nominated Fitness 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. Demonstrates vocational competence.
 3. A completed Binnacle Profile.

If you are not currently meeting these HUMAN RESOURCE requirements, please describe (on Page 17 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 secondary year levels) to run two sport/recreation programs (must be organised and overseen by the Program Deliverer).
 - The venue/facility for this sport/recreation program must allow for a range of activities and equipment to be included.
- ☒ **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 22 of the 'Binnacle Signed Agreement') - action(s) to be taken to ensure these are met prior to program delivery.

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

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*

MANDATORY EQUIPMENT	MINIMUM (*Suggested) QTY
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 are not currently meeting these FIRST AID PHYSICAL RESOURCE requirements, please describe (on Page 26 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 Deliverer must:

- ☒ Be HPE/Sport 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
- 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 programs 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 that industry area.***

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

2. If the First Aid competency is delivered via the 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:

- ☒ A complete Binnacle Profile, which includes:

Continued.

1. Recent Work History
 - 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
 - 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
 - Minimum of one VET specific professional development **per semester**.

3. Nominated Sport and Recreation 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. Demonstrates vocational competence.
 3. A completed Binnacle Profile.

If you are not currently meeting these HUMAN RESOURCE requirements, please describe (on Page 22 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 26 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 Deliverer must hold:

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

Each First Aid Program Deliverer must maintain:

- ☒ A complete Binnacle Profile, which includes:
 1. Recent Work History
 - 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
 - A minimum of one First Aid industry workplace visit **per year**.
 - A minimum of one 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 26 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	