



**Binnacle**  
Training

*Allowing teachers to teach*

# THIRD PARTY AGREEMENT

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**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**

<b>School (Third Party):</b> <i>Please insert organisation's legal name</i>	
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<b>Address:</b>	
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## IMPORTANT TIPS FOR COMPLETING THIS AGREEMENT

1	To view this document, please ensure you have 'Adobe Reader' installed on your computer.	
2	Before completing this document, please save to your computer first. This will allow the Agreement to be digitally completed and emailed back to Binnacle.	
3	<i>Once Steps 1-2 have been completed:</i> Please ensure you have read the full Third Party Agreement document before signing and returning this Agreement to Binnacle.	

# CONTENTS

	Checklist (✓ if applicable)	FILLABLE SECTIONS	Page(s)
1	<input checked="" type="checkbox"/>	<a href="#">School (Third Party) VET Manager and Finance Contact</a>	<a href="#">3</a>
2		<b>Program Area: TOURISM &amp; BUSINESS</b> <a href="#">Anticipated Programs / Program Deliverers</a> <a href="#">Training and Assessment Strategy Information (school-specific)</a> <a href="#">Marketing Requirements for School Subject Selection and School Website</a> <a href="#">Resource Requirements – Actions to Take</a> <a href="#">School Program Manager (Tourism &amp; Business) – Sign Off</a>	<a href="#">5-8</a>
3		<b>Program Area: BUSINESS</b> <a href="#">Anticipated Programs / Program Deliverers</a> <a href="#">Training and Assessment Strategy Information (school-specific)</a> <a href="#">Marketing Requirements for School Subject Selection and School Website</a> <a href="#">Resource Requirements – Actions to Take</a> <a href="#">School Program Manager (Business) – Sign Off</a>	<a href="#">9-12</a>
4		<b>Program Area: FITNESS</b> <a href="#">Anticipated Programs / Program Deliverers</a> <a href="#">Training and Assessment Strategy Information (school-specific)</a> <a href="#">Marketing Requirements for School Subject Selection and School Website</a> <a href="#">Resource Requirements – Actions to Take</a> <a href="#">School Program Manager (Fitness) - Sign Off</a>	<a href="#">13-17</a>
5		<b>Program Area: SPORT</b> <a href="#">Anticipated Programs / Program Deliverers</a> <a href="#">Training and Assessment Strategy Information (school-specific)</a> <a href="#">Marketing Requirements for School Subject Selection and School Website</a> <a href="#">Resource Requirements – Actions to Take</a> <a href="#">School Program Manager (Sport) - Sign Off</a>	<a href="#">18-22</a>
6		<b>Program Area: FIRST AID</b> <a href="#">Anticipated Programs / Program Deliverers</a> <a href="#">Training and Assessment Strategy Information (school-specific)</a> <a href="#">Marketing Requirements for School Subject Selection and School Website</a> <a href="#">Resource Requirements – Actions to Take</a> <a href="#">School Program Manager (First Aid) - Sign Off</a>	<a href="#">23-26</a>
7		<b>Program Area: SHORT COURSES</b> <a href="#">Nominated School Program Manager and Anticipated Programs / Program Deliverers</a>	<a href="#">27</a>
8	<input checked="" type="checkbox"/>	<a href="#">Principal Sign-Off</a>	<a href="#">28</a>

## SCHOOL (THIRD PARTY) VET MANAGER

**PLEASE NOTE:** The School (Third Party) VET Manager listed will be typically the school's VET Coordinator and/or Senior School or VET HOD.

BINNACLE TRAINING - ADMINISTRATION MANAGER*	
Name	Binnacle Training
Contact	Justine Scott
Position	Administration Manager
Email	programs@binnacletraining.com.au
Phone	1300 303 715

SCHOOL (THIRD PARTY) – VET MANAGER	
School	
VET Program Manager	
Position	
Email	
Phone	

\*In addition to Binnacle's Administration Manager, each School (Third Party) will also be allocated a Binnacle Program Manager and Administration Officer. Our Program Managers are trained teachers who have previously taught the Binnacle program. Your School will be notified of your allocated Binnacle Program Manager and Administration Officer at the time of this Third Party Agreement being formalised.

## SCHOOL (THIRD PARTY) FINANCE CONTACT

Please select one of the following:

All invoices are to be sent directly to the Program Manager as listed above.

All invoices are to be sent to the Finance Officer (per details below) with the designated Program Manager CC'd into all correspondence.

All invoices are to be sent directly to the Finance Officer (per details below).

SCHOOL (THIRD PARTY) FINANCE CONTACT	
Name	
Email (e.g. accounts@)	
Alternate Email (e.g. Finance Officer's work email account)	
Phone	

## IMPORTANT

### ANTICIPATED PROGRAM AREAS AND CUSTOM TRAINING & ASSESSMENT STRATEGY INFORMATION ASSOCIATED WITH THIS AGREEMENT

For each Binnacle Program Area (Tourism & Business, Business, Fitness, Sport, First Aid) your School is delivering across:

1. Select which 2021 Binnacle program(s) you are set to offer.
2. List your anticipated Program Deliverers (teachers).
3. Complete the Training & Assessment Strategy information (school-specific), including any 'actions to take' regarding both human and physical resource requirements.
4. Submit your Subject Selection Material, as positioned in your School Handbook and/or School Website, plus applicable School Website Marketing, for Binnacle pre-approval.
5. Complete the 'Resource Requirements – Actions to take' regarding any requisite physical resources (e.g. equipment items) or human resources (e.g. Certificate IV in Training and Assessment teacher training) that are yet to be sourced and/or completed.
6. List your nominated School Program Manager\* and have them sign off to confirm the information specified within the (school-specific) Training & Assessment Strategy is implemented and resource requirements are met.

\* The School (Third Party) Program Manager cannot be the nominated deliverer of a program, unless there is multiple (two or more) listed Program Deliverers. It is recommended the Program Manager of the School (Third Party) be in one (or more) of the following positions: Head of Department (HOD) program-specific; Assistant Principal – Curriculum; Senior School or VET HOD; and have a direct working relationship with the Program Deliverer(s) and Binnacle Training. *For example, the School Program Manager for Business Program Area may be HOD Business or VET Manager.*

## PROGRAM AREA: TOURISM & BUSINESS

Binnacle Program	2021 Certificate III Business + Certificate II Tourism (2 Year)
Anticipated Teachers (Program Deliverers)	
NAME	EMAIL

**IMPORTANT:** Each Program Deliverer must hold a current Certificate IV in Training and Assessment [i.e. TAE40116, or TAE40110 + the two new core units TAEASS502 (or equivalent) and TAELN411 (or equivalent)] prior to official enrolment of students into the program. A certified copy of this qualification is required to be uploaded to that teacher's Binnacle Profile (i.e. Staff Profile), located within their Binnacle Lounge.

## TRAINING & ASSESSMENT STRATEGY INFORMATION (SCHOOL-SPECIFIC) – 2021 CERTIFICATE III BUSINESS + CERTIFICATE II TOURISM

The following ‘school-specific’ information is vital for Binnacle Training to use in order to fully satisfy *RTO Standards 2015 - Clauses 1.1 to 1.4 and 2.2 — Implementing, monitoring and evaluating training and assessment strategies and practices*. This information will be used to accompany Binnacle Training’s “shell” Training and Assessment Strategy, available at <https://www.binnacletraining.com.au/rto>

<p><b>TARGET GROUP</b> <i>Year level students will be commencing in.</i></p>	<p>Year 10 Year 11 Year 12 (only available to students undertaking as ‘Partial Completion’)</p>
<p><b>ADDITIONAL ‘TOURISM &amp; BUSINESS’ FACILITIES &amp; RESOURCES</b> <i>(i.e. in addition to those ‘mandatory requirements’ as listed on Resource Checklist as per <a href="https://www.binnacletraining.com.au/rto">https://www.binnacletraining.com.au/rto</a>)</i></p>	<p>Additional facilities and resources <b>located at school</b>. For example, if a tourism-related micro business located within school – please specify. If no additional facilities and resources, please record N/A.</p>
	<p>Additional facilities and resources <b>located outside of school</b>. For example, if regular access to tourism-related venue(s) outside of school – please specify. If no additional facilities and resources, please record N/A.</p>
<p><b>SPECIFIC PATHWAYS</b> <i>(i.e. if using the Binnacle Certificate Program as a specific pathway to a higher-level qualification, traineeship opportunities etc)</i></p>	<p>Please specify – including qualification and training provider. If no specific pathways, please record N/A.</p>
<p><b>LOCAL INDUSTRY VISITS</b> <i>(i.e. ‘Discovery days’ or work experience located outside of school)</i></p>	<p>Please specify - including the name of the tourism-related business or workplace, anticipated duration etc.</p>
	<p>As per <a href="#">Resource Checklist</a>, students must participate in a minimum of one industry discovery day (Tourism-related), preferably in Semester 1, to experience an industry workplace where customer and staff interactions will be observed.</p>

<b>ADDITIONAL INFORMATION</b>	Please record other school-specific information for incorporating in Binnacle's Training & Assessment Strategy (TAS). If no additional information, please record N/A.
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## NEW SECTION!

### MARKETING REQUIREMENTS FOR SCHOOL SUBJECT SELECTION AND SCHOOL WEBSITE

<b>SUBJECT SELECTION MATERIAL – FOR BINNACLE PRE-APPROVAL</b>	<p><b>For your 'Tourism &amp; Business' Dual Qualification Program you are set to offer:</b></p> <p>Please submit – to accompany this Signed Agreement - your school's <u>Subject Selection Material</u> as positioned in your School Subject Selection Book and/or School Website*.</p> <p>Please refer to Binnacle's supplied subject handbook template (per program) at <a href="http://www.binnacletraining.com.au/rto">www.binnacletraining.com.au/rto</a> (Select: Subject Selection).</p> <p><i>* If your 2021 Subject Selection Material is yet to be finalised, and you are an existing Binnacle partner school, please submit your Subject Selection Material used previously. If your 2021 Subject Selection Material has been finalised, please submit a copy - for approval for future use.</i></p> <p>This pre-approval process will ensure your (current and future) Subject Guide marketing of Binnacle programs meets strict compliance requirements set by ASQA as regulator.</p> <p>I have included our school's Subject Selection Material that is going to be placed in the School Subject Selection Book and/or School Website – for the 'Tourism &amp; Business' Dual Qualification Program our school is set to offer.</p>
<b>SCHOOL WEBSITE MARKETING (if applicable) – FOR BINNACLE PRE-APPROVAL</b>	<p><b>For your 'Tourism &amp; Business' Dual Qualification Program you are set to offer:</b></p> <p>Please record your School's specific webpage(s) where reference to this VET course is made, if applicable.</p> <p>Please refer to Binnacle's Marketing Requirements for School Website at <a href="http://www.binnacletraining.com.au/rto">www.binnacletraining.com.au/rto</a> (Select: RTO Files)</p> <p>This pre-approval process will ensure your (current and future) marketing of Binnacle programs meets strict compliance requirements set by ASQA as regulator.</p> <p><b>Webpages (URL):</b></p> <p><i>If no specific webpage(s), please record N/A.</i></p>

### RESOURCE REQUIREMENTS – ACTIONS TO TAKE (IF APPLICABLE)

<p><b>PHYSICAL RESOURCES ACTION(S) TO BE TAKEN</b></p> <p><i>Include here any Business &amp; Tourism resource items, access to customer groups required.</i></p>	<p>If you are not currently meeting the PHYSICAL RESOURCE requirements as outlined in the 'Binnacle Third Party Agreement (Appendix 2-6)', please describe action(s) to be taken to ensure these are met prior to program delivery.</p> <p>If your school is currently meeting these requirements, please record N/A.</p>
<p><b>HUMAN RESOURCES ACTION(S) TO BE TAKEN</b></p> <p><i>Include here any teacher training required (e.g. Cert III Business, Cert IV TAE).</i></p>	<p>If you are not currently meeting the HUMAN RESOURCE requirements as outlined in the 'Binnacle Third Party Agreement (Appendix 2-6)', please describe action(s) to be taken to ensure these are met prior to program delivery.</p> <p>If your school is currently meeting these requirements, please record N/A.</p>

### School Program Manager (Tourism & Business) - Sign Off

SCHOOL (THIRD PARTY)			
School			
School Program Manager (Tourism & Business)		Position	
Email		Phone	
Declaration	<p><u>I confirm</u> the above school-specific information to be implemented within Binnacle's 'school-specific' Training and Assessment Strategy.</p> <p><u>I agree</u> the Resource Requirements (see Appendix 2-6 of full Third Party Agreement), specific to each program listed above, are met; or in cases where one or more items listed on the Resource Requirements aren't met, that a summary of action/s to be taken have been outlined above and will be actioned prior to program commencement.</p> <p><u>I have supplied</u> our school's Subject Selection Material, plus applicable School Website Marketing, for Binnacle pre-approval, for each Binnacle Program selected above.</p> <p><u>I understand</u> the Agreement will take effect from the date of Principal Sign-Off and ends on <b>31 December 2022</b>.</p>		
Signature		Date	



## PROGRAM AREA: BUSINESS

<b>Binnacle Program</b>	<p>2021 Certificate III Business (2 Year)</p> <p>2021 Fast Track Certificate III Business (1 Year)*</p> <p>2021 Certificate II Workplace Skills (2 Year)</p> <p>2021 Fast Track Certificate II Workplace Skills (1 Year)</p> <p>2021 Certificate III Business + Certificate II Workplace Skills (3 Year)</p> <p><i>* Fast Track Certificate III must be delivered over the equivalent of minimum two study lines (i.e. 420 mins per week over 1 year).</i></p>
<b>Anticipated Teachers (Program Deliverers)</b>	
<b>NAME</b>	<b>EMAIL</b>

<b>Binnacle Program</b>	<p>2021 Certificate III Business (2 Year)</p> <p>2021 Fast Track Certificate III Business (1 Year)*</p> <p>2021 Certificate II Workplace Skills (2 Year)</p> <p>2021 Fast Track Certificate II Workplace Skills (1 Year)</p> <p>2021 Certificate III Business + Certificate II Workplace Skills (3 Year)</p> <p><i>* Fast Track Certificate III must be delivered over the equivalent of minimum two study lines (i.e. 420 mins per week over 1 year).</i></p>
<b>Anticipated Teachers (Program Deliverers)</b>	
<b>NAME</b>	<b>EMAIL</b>

**IMPORTANT:** Each Program Deliverer must hold a current Certificate IV in Training and Assessment [i.e. TAE40116, or TAE40110 + the two new core units TAEASS502 (or equivalent) and TAEELN411 (or equivalent)] prior to official enrolment of students into the program. A certified copy of this qualification is required to be uploaded to that teacher's Binnacle Profile (i.e. Staff Profile), located within their Binnacle Lounge.

## TRAINING & ASSESSMENT STRATEGY INFORMATION (SCHOOL-SPECIFIC) – 2021 BUSINESS

The following ‘school-specific’ information is vital for Binnacle Training to use in order to fully satisfy *RTO Standards 2015 - Clauses 1.1 to 1.4 and 2.2 — Implementing, monitoring and evaluating training and assessment strategies and practices*. This information will be used to accompany Binnacle Training’s “shell” Training and Assessment Strategy, available at <https://www.binnacletraining.com.au/rto>

<p><b>TARGET GROUP</b></p> <p><i>Year level students will be commencing in.</i></p>	<p>Year 10</p> <p>Year 11</p> <p>Year 12 (only available to students undertaking as ‘Fast Track’ or ‘Partial Completion’)</p>
<p><b>ADDITIONAL BUSINESS FACILITIES &amp; RESOURCES</b></p> <p><i>(i.e. in addition to those ‘mandatory requirements’ as listed on Resource Checklist as per <a href="https://www.binnacletraining.com.au/rto">https://www.binnacletraining.com.au/rto</a>)</i></p>	<p>Additional facilities and resources <b>located at school</b>. For example, if a micro business located within school – please specify. If no additional facilities and resources, please record N/A.</p>
	<p>Additional facilities and resources <b>located outside of school</b>. For example, if regular access to venue(s) outside of school – please specify. If no additional facilities and resources, please record N/A.</p>
<p><b>SPECIFIC PATHWAYS</b></p> <p><i>(i.e. if using the Binnacle Certificate Program as a specific pathway to a higher-level qualification, traineeship opportunities etc)</i></p>	<p>Please specify – including qualification and training provider. If no specific pathways, please record N/A.</p>
<p><b>LOCAL INDUSTRY VISITS</b></p> <p><i>(i.e. ‘Discovery days’ or work experience located outside of school)</i></p>	<p>Please specify - including the name of the business or workplace, duration etc. If no external ‘Discovery days’ or work experience is currently scheduled, please record N/A.</p>

<b>ADDITIONAL INFORMATION</b>	Please record other school-specific information for incorporating in Binnacle's Training & Assessment Strategy (TAS). If no additional information, please record N/A.
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## NEW SECTION!

### MARKETING REQUIREMENTS FOR SCHOOL SUBJECT SELECTION AND SCHOOL WEBSITE

<b>SUBJECT SELECTION MATERIAL – <u>FOR BINNACLE PRE-APPROVAL</u></b>	<p><b>For each Binnacle Business Program you are set to offer:</b></p> <p>Please submit – to accompany this Signed Agreement - your school's <u>Subject Selection Material</u> as positioned in your School Subject Selection Book and/or School Website*.</p> <p>Please refer to Binnacle's supplied subject handbook template (per program) at <a href="http://www.binnacletraining.com.au/rto">www.binnacletraining.com.au/rto</a> (Select: Subject Selection).</p> <p><i>* If your 2021 Subject Selection Material is yet to be finalised, and you are an existing Binnacle partner school, please submit your Subject Selection Material used previously. If your 2021 Subject Selection Material has been finalised, please submit a copy - for approval for future use.</i></p> <p>This pre-approval process will ensure your (current and future) Subject Guide marketing of Binnacle programs meets strict compliance requirements set by ASQA as regulator.</p> <p>I have included our school's Subject Selection Material that is going to be placed in the School Subject Selection Book and/or School Website – for each Binnacle Business Program our school is set to offer.</p>
<b>SCHOOL WEBSITE MARKETING (if applicable) – <u>FOR BINNACLE PRE-APPROVAL</u></b>	<p><b>For each Binnacle Business Program you are set to offer:</b></p> <p>Please record your School's specific webpage(s) where reference to this VET course is made, if applicable.</p> <p>Please refer to Binnacle's Marketing Requirements for School Website at <a href="http://www.binnacletraining.com.au/rto">www.binnacletraining.com.au/rto</a> (Select: RTO Files)</p> <p>This pre-approval process will ensure your (current and future) marketing of Binnacle programs meets strict compliance requirements set by ASQA as regulator.</p> <p><b>Webpages (URL):</b></p> <p><i>If no specific webpage(s), please record N/A.</i></p>

### RESOURCE REQUIREMENTS – ACTIONS TO TAKE (IF APPLICABLE)

<p><b>PHYSICAL RESOURCES ACTION(S) TO BE TAKEN</b></p> <p><i>Include here any Business resource items, access to customer groups required.</i></p>	<p>If you are not currently meeting the PHYSICAL RESOURCE requirements as outlined in the ‘Binnacle Third Party Agreement (Appendix 2-6)’, please describe action(s) to be taken to ensure these are met prior to program delivery.</p> <p>If your school is currently meeting these requirements, please record N/A.</p>
<p><b>HUMAN RESOURCES ACTION(S) TO BE TAKEN</b></p> <p><i>Include here any teacher training required (e.g. Cert III Business, Cert IV TAE).</i></p>	<p>If you are not currently meeting the HUMAN RESOURCE requirements as outlined in the ‘Binnacle Third Party Agreement (Appendix 2-6)’, please describe action(s) to be taken to ensure these are met prior to program delivery.</p> <p>If your school is currently meeting these requirements, please record N/A.</p>

### School Program Manager (Business) - Sign Off

SCHOOL (THIRD PARTY)			
School			
School Program Manager (Business)		Position	
Email		Phone	
Declaration	<p>I confirm the above school-specific information to be implemented within Binnacle’s ‘school-specific’ Training and Assessment Strategy.</p> <p><u>I agree</u> the Resource Requirements (see Appendix 2-6 of full Third Party Agreement), specific to each program listed above, are met; or in cases where one or more items listed on the Resource Requirements aren’t met, that a summary of action/s to be taken have been outlined above and will be actioned prior to program commencement.</p> <p><u>I have supplied</u> our school’s Subject Selection Material, plus applicable School Website Marketing, for Binnacle pre-approval, for each Binnacle Program selected above.</p> <p><u>I understand</u> the Agreement will take effect from the date of Principal Sign-Off and ends on <b>31 December 2022</b>.</p>		
Signature		Date	

## PROGRAM AREA: FITNESS

**NOTE:** Certificate II in Sport and Recreation (SIS20115) is currently available to eligible students as a Vocational Education and Training in Schools (VETiS) funded qualification – funded by the Queensland Government. SIS20115 continues also to be available as ‘Fee For Service’ as invoiced to the school. All other Binnacle qualifications are delivered as ‘Fee for Service’ only as invoiced to the School. [Find out more >](#)

Binnacle Program	2021 Certificate III Fitness + Certificate II Sport and Recreation (2 Year) 2021 Certificate III Fitness (2 Year)	Binnacle Program	2021 Certificate III Fitness + Certificate II Sport and Recreation (2 Year) 2021 Certificate III Fitness (2 Year)
Anticipated Teachers (Program Deliverers)		Anticipated Teachers (Program Deliverers)	
NAME	EMAIL	NAME	EMAIL

**IMPORTANT:** Each Program Deliverer must hold a current Certificate IV in Training and Assessment [i.e. TAE40116, or TAE40110 + the two new core units TAEASS502 (or equivalent) and TAE40111 (or equivalent)] prior to official enrolment of students into the program. A certified copy of this qualification is required to be uploaded to that teacher’s Binnacle Profile (i.e. Staff Profile), located within their Binnacle Lounge.

## TRAINING & ASSESSMENT STRATEGY INFORMATION (SCHOOL-SPECIFIC) – 2021 FITNESS

The following ‘school-specific’ information is vital for Binnacle Training to use in order to fully satisfy *RTO Standards 2015 - Clauses 1.1 to 1.4 and 2.2—Implementing, monitoring and evaluating training and assessment strategies and practices*. This information will be used to accompany Binnacle Training’s “shell” Training and Assessment Strategy, available at <https://www.binnacletraining.com.au/rto>

<p><b>TARGET GROUP</b></p> <p><i>Year level students will be commencing in.</i></p>	<p>Year 10</p> <p>Year 11</p> <p>Year 12 (only available to students undertaking as ‘Partial Completion’)</p>
<p><b>ADDITIONAL FITNESS FACILITIES &amp; RESOURCES</b></p> <p><i>(i.e. in addition to those ‘mandatory requirements’ as listed on Resource Checklist as per <a href="https://www.binnacletraining.com.au/rto">www.binnacletraining.com.au/rto</a>)</i></p>	<p>Additional facilities and resources <b>located at school</b>. For example, if a commercial fitness facility within school – please specify. If no additional facilities and resources, please record N/A.</p>
	<p>Additional facilities and resources <b>located outside of school</b>. For example, if regular access to venue(s) outside of school – please specify. If no additional facilities and resources, please record N/A.</p>
<p><b>SPECIFIC PATHWAYS</b></p> <p><i>(i.e. if using the Binnacle Certificate Program as a specific pathway to a higher-level qualification, traineeship opportunities etc)</i></p>	<p>Please specify – including qualification and training provider. If no specific pathways, please record N/A.</p>
<p><b>LOCAL INDUSTRY VISITS</b></p> <p><i>(i.e. ‘Discovery days’ or work experience located outside of school)</i></p>	<p>Please specify - including the name of the business or workplace, duration etc. If no ‘Discovery days’ or external work experience is currently scheduled, please record N/A.</p>

<p><b>COACHING ACCREDITATION (TERM 1 OF PROGRAM)</b></p> <p><b>Sport Specialty Formats vs General Principles</b></p> <p><i>As part of the coaching topic in Term 1, Binnacle recommends a minimum of one sport-specific coaching accreditation be facilitated by your school, where feasible. Binnacle will assist with this process.</i></p>	<p>Please select whether your school is set to offer one or more sport-specific accreditations in coaching:</p> <p>NRL</p> <p>Netball</p> <p>Rugby</p> <p>AFL</p> <p>Football</p> <p>Other sport-specific (specify below); OR</p> <p>General Principles only</p> <p>Please record any additional information supporting the above. If no additional information, please record N/A.</p>
<p><b>METHOD OF FIRST AID DELIVERY</b></p> <p><i>A unit of competency in the Fitness Certificate Program is Provide First Aid (HLTAID003). Please specify your arrangement for delivery of this competency.</i></p>	<p>External Provider – specify (name of training provider, which term of the program set to deliver etc)</p> <p>Binnacle First Aid – please complete the ‘First Aid’ Program Area section (page 23-26)</p>
<p><b>ADDITIONAL INFORMATION</b></p>	<p>Please record other school-specific information for incorporating in Binnacle’s Training &amp; Assessment Strategy (TAS). If no additional information, please record N/A.</p>

**NEW SECTION!****MARKETING REQUIREMENTS FOR SCHOOL SUBJECT SELECTION AND SCHOOL WEBSITE****SUBJECT SELECTION MATERIAL –  
FOR BINNACLE PRE-APPROVAL****For each Binnacle Fitness Program you are set to offer:**

Please submit – to accompany this Signed Agreement - your school's Subject Selection Material as positioned in your School Subject Selection Book and/or School Website\*.

Please refer to Binnacle's supplied subject handbook template (per program) at [www.binnacletraining.com.au/rto](http://www.binnacletraining.com.au/rto) (Select: Subject Selection).

*\* If your 2021 Subject Selection Material is yet to be finalised, and you are an existing Binnacle partner school, please submit your Subject Selection Material used previously. If your 2021 Subject Selection Material has been finalised, please submit a copy - for approval for future use.*

This pre-approval process will ensure your (current and future) Subject Guide marketing of Binnacle programs meets strict compliance requirements set by ASQA as regulator.

I have included our school's Subject Selection Material that is going to be placed in the School Subject Selection Book and/or School Website – for each Binnacle Fitness Program our school is set to offer.

**SCHOOL WEBSITE MARKETING (if applicable) –  
FOR BINNACLE PRE-APPROVAL****For each Binnacle Fitness Program you are set to offer:**

Please record your School's specific webpage(s) where reference to this VET course is made, if applicable.

Please refer to Binnacle's Marketing Requirements for School Website at [www.binnacletraining.com.au/rto](http://www.binnacletraining.com.au/rto) (Select: RTO Files)

This pre-approval process will ensure your (current and future) marketing of Binnacle programs meets strict compliance requirements set by ASQA as regulator.

**Webpages (URL):**

*If no specific webpage(s), please record N/A.*



### RESOURCE REQUIREMENTS – ACTIONS TO TAKE (IF APPLICABLE)

<p><b>PHYSICAL RESOURCES ACTION(S) TO BE TAKEN</b></p> <p><i>Include here any Fitness Facility items, fitness assessment equipment items, First Aid equipment required.</i></p> <p><b>NOTE:</b> All items available at <a href="#">Binnacle Shop</a>.</p>	<p>If you are not currently meeting the PHYSICAL RESOURCE requirements as outlined in the 'Binnacle Third Party Agreement (Appendix 2-6)', please describe action(s) to be taken to ensure these are met prior to program delivery.</p> <p>If your school is currently meeting these requirements, please record N/A.</p>
<p><b>HUMAN RESOURCES ACTION(S) TO BE TAKEN</b></p> <p><i>Include here any teacher training required (e.g. Cert IV Fitness, Cert IV TAE).</i></p>	<p>If you are not currently meeting the HUMAN RESOURCE requirements as outlined in the 'Binnacle Third Party Agreement (Appendix 2-6)', please describe action(s) to be taken to ensure these are met prior to program delivery.</p> <p>If your school is currently meeting these requirements, please record N/A.</p>

### School Program Manager (Fitness) - Sign Off

#### SCHOOL (THIRD PARTY)

School			
School Program Manager (Fitness)		Position	
Email		Phone	
Declaration	<p>I confirm the above school-specific information to be implemented within Binnacle's 'school-specific' Training and Assessment Strategy.</p> <p>I agree the Resource Requirements (see Appendix 2-6 of full Third Party Agreement), specific to each program listed above, are met; or in cases where one or more items listed on the Resource Requirements aren't met, that a summary of action/s to be taken have been outlined above and will be actioned prior to program commencement.</p> <p>I have supplied our school's Subject Selection Material plus applicable School Website Marketing for Binnacle pre-approval, for each Binnacle Fitness Program selected above.</p> <p>I understand the Agreement will take effect from the date of Principal Sign-Off and ends on <b>31 December 2022</b>.</p>		
Signature		Date	

## PROGRAM AREA: SPORT

**NOTE:** Certificate II in Sport and Recreation (SIS20115) is currently available to eligible students as a Vocational Education and Training in Schools (VETiS) funded qualification – funded by the Queensland Government. SIS20115 continues also to be available as ‘Fee For Service’ as invoiced to the school. All other Binnacle qualifications are delivered as ‘Fee for Service’ only as invoiced to the School. [Find out more >](#)

Binnacle Program	2021 Certificate III Sport and Recreation + Certificate II Sport and Recreation (2 Year) 2021 Certificate II Sport and Recreation (2 Year) 2021 Fast Track Certificate II Sport and Recreation (1 Year) 2021 Certificate III Sport and Recreation (2 Year)	Binnacle Program	2021 Certificate III Sport and Recreation + Certificate II Sport and Recreation (2 Year) 2021 Certificate II Sport and Recreation (2 Year) 2021 Fast Track Certificate II Sport and Recreation (1 Year) 2021 Certificate III Sport and Recreation (2 Year)
Anticipated Teachers (Program Deliverers)		Anticipated Teachers (Program Deliverers)	
NAME	EMAIL	NAME	EMAIL

**IMPORTANT:** Each Program Deliverer must hold a current Certificate IV in Training and Assessment [i.e. TAE40116, or TAE40110 + the two new core units TAEASS502 (or equivalent) and TAE40111 (or equivalent)] prior to official enrolment of students into the program. A certified copy of this qualification is required to be uploaded to that teacher’s Binnacle Profile (i.e. Staff Profile), located within their Binnacle Lounge.

## TRAINING & ASSESSMENT STRATEGY INFORMATION (SCHOOL-SPECIFIC) – 2021 SPORT

The following ‘school-specific’ information is vital for Binnacle Training to use in order to fully satisfy *RTO Standards 2015 - Clauses 1.1 to 1.4 and 2.2—Implementing, monitoring and evaluating training and assessment strategies and practices*. This information will be used to accompany Binnacle Training’s “shell” Training and Assessment Strategy, available at <https://www.binnacletraining.com.au/rto>

<p><b>TARGET GROUP</b></p> <p><i>Year level students will be commencing in.</i></p>	<p>Year 10</p> <p>Year 11</p> <p>Year 12 (only available to students undertaking as ‘Fast Track’ or ‘Partial Completion’)</p>
<p><b>ADDITIONAL SPORT FACILITIES &amp; RESOURCES</b></p> <p><i>(i.e. in addition to those ‘mandatory requirements’ as listed on Resource Checklist as per <a href="https://www.binnacletraining.com.au/rto">www.binnacletraining.com.au/rto</a>)</i></p>	<p>Additional facilities and resources <b>located at school</b>. For example, if a commercial fitness facility within school – please specify. If no additional facilities and resources, please record N/A.</p>
	<p>Additional facilities and resources <b>located outside of school</b>. For example, if regular access to venue(s) outside of school – please specify. If no additional facilities and resources, please record N/A.</p>
<p><b>SPECIFIC PATHWAYS</b></p> <p><i>(i.e. if using the Binnacle Certificate Program as a specific pathway to a higher-level qualification, traineeship opportunities etc)</i></p>	<p>Please specify – including qualification and training provider. If no specific pathways, please record N/A.</p>
<p><b>LOCAL INDUSTRY VISITS</b></p> <p><i>(i.e. ‘Discovery days’ or work experience located outside of school)</i></p>	<p>Please specify - including the name of the business or workplace, duration etc. If no ‘Discovery days’ or external work experience is currently scheduled, please record N/A.</p>

<p><b>OFFICIATING AND COACHING ACCREDITATIONS</b></p> <p><b>Sport Specialty Formats vs General Principles</b></p> <p><i>Binnacle strongly recommends a minimum of one sport-specific accreditation be facilitated by your school, where feasible. Binnacle will assist with this process.</i></p>	<p>Please select whether your school is set to offer one or more sport-specific accreditations – in officiating and/or coaching:</p> <p>NRL</p> <p>Netball</p> <p>Rugby</p> <p>AFL</p> <p>Football</p> <p>Other sport-specific (specify below); OR</p> <p>General Principles only</p> <p>Please record any additional information supporting the above. If no additional information, please record N/A.</p>
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<p><b>METHOD OF FIRST AID DELIVERY</b></p> <p><i>A unit of competency in the Sport Certificate Program is Provide First Aid (HLTAID003). Please specify your arrangement for delivery of this competency.</i></p>	<p>External Provider – specify (name of training provider, which term of the program set to deliver etc)</p> <p>Binnacle First Aid – please complete the ‘First Aid’ Program Area section (page 23-26)</p>
<p><b>ADDITIONAL INFORMATION</b></p>	<p>Please record other school-specific information for incorporating in Binnacle’s Training &amp; Assessment Strategy (TAS). If no additional information, please record N/A.</p>

**NEW SECTION!****MARKETING REQUIREMENTS FOR SCHOOL SUBJECT SELECTION AND SCHOOL WEBSITE****SUBJECT SELECTION MATERIAL –  
FOR BINNACLE PRE-APPROVAL****For each Binnacle Sport Program you are set to offer:**

Please submit – to accompany this Signed Agreement - your school's Subject Selection Material as positioned in your School Subject Selection Book and/or School Website\*.

Please refer to Binnacle's supplied subject handbook template (per program) at [www.binnacletraining.com.au/rto](http://www.binnacletraining.com.au/rto) (Select: Subject Selection).

*\* If your 2021 Subject Selection Material is yet to be finalised, and you are an existing Binnacle partner school, please submit your Subject Selection Material used previously. If your 2021 Subject Selection Material has been finalised, please submit a copy - for approval for future use.*

This pre-approval process will ensure your (current and future) Subject Guide marketing of Binnacle programs meets strict compliance requirements set by ASQA as regulator.

I have included our school's Subject Selection Material that is going to be placed in the School Subject Selection Book and/or School Website – for each Binnacle Sport Program our school is set to offer.

**SCHOOL WEBSITE MARKETING (if applicable) –  
FOR BINNACLE PRE-APPROVAL****For each Binnacle Sport Program you are set to offer:**

Please record your School's specific webpage(s) where reference to this VET course is made, if applicable.

Please refer to Binnacle's Marketing Requirements for School Website at [www.binnacletraining.com.au/rto](http://www.binnacletraining.com.au/rto) (Select: RTO Files)

This pre-approval process will ensure your (current and future) marketing of Binnacle programs meets strict compliance requirements set by ASQA as regulator.

**Webpages (URL):**

*If no specific webpage(s), please record N/A.*

### RESOURCE REQUIREMENTS – ACTIONS TO TAKE (IF APPLICABLE)

<p><b>PHYSICAL RESOURCES ACTION(S) TO BE TAKEN</b></p> <p><i>Include here any Sport equipment items, First Aid equipment required.</i></p>	<p>If you are not currently meeting the PHYSICAL RESOURCE requirements as outlined in the ‘Binnacle Third Party Agreement (Appendix 2-6)’, please describe action(s) to be taken to ensure these are met prior to program delivery.</p> <p>If your school is currently meeting these requirements, please record N/A.</p>
<p><b>HUMAN RESOURCES ACTION(S) TO BE TAKEN</b></p> <p><i>Include here any teacher training required (e.g. Cert III Sport and Recreation, Cert IV TAE).</i></p>	<p>If you are not currently meeting the HUMAN RESOURCE requirements as outlined in the ‘Binnacle Third Party Agreement (Appendix 2-6)’, please describe action(s) to be taken to ensure these are met prior to program delivery.</p> <p>If your school is currently meeting these requirements, please record N/A.</p>

### School Program Manager (Sport) - Sign Off

#### SCHOOL (THIRD PARTY)

School			
School Program Manager (Sport)		Position	
Email		Phone	
Declaration	<p>I confirm the above school-specific information to be implemented within Binnacle’s ‘school-specific’ Training and Assessment Strategy.</p> <p><u>I agree</u> the Resource Requirements (see Appendix 2-6 of full Third Party Agreement), specific to each program listed above, are met; or in cases where one or more items listed on the Resource Requirements aren’t met, that a summary of action/s to be taken have been outlined above and will be actioned prior to program commencement.</p> <p><u>I have supplied</u> our school’s Subject Selection Material plus applicable School Website Marketing for Binnacle pre-approval, for each Binnacle Sport Program selected above.</p> <p><u>I understand</u> the Agreement will take effect from the date of Principal Sign-Off and ends on <b>31 December 2022</b>.</p>		
Signature		Date	

**SPORT & FITNESS PARTNER SCHOOLS:** If you are using an external provider for delivery of First Aid (as indicated above), you may leave this 'Program Area: First Aid' section blank.

### PROGRAM AREA: FIRST AID

<b>Binnacle Program</b>	2021 First Aid including CPR (HLTAID003)
	2021 CPR Only (HLTAID001)
<b>Anticipated Teachers (Program Deliverers)</b>	
<b>NAME</b>	<b>EMAIL</b>

<b>Binnacle Program</b>	2021 First Aid including CPR (HLTAID003)
	2021 CPR Only (HLTAID001)
<b>Anticipated Teachers (Program Deliverers)</b>	
<b>NAME</b>	<b>EMAIL</b>

**IMPORTANT:** Each Program Deliverer must hold a current Certificate IV in Training and Assessment [i.e. TAE40116, or TAE40110 + the two new core units TAEASS502 (or equivalent) and TAELN411 (or equivalent)] prior to official enrolment of students into the program. A certified copy of this qualification is required to be uploaded to that teacher's Binnacle Profile (i.e. Staff Profile), located within their Binnacle Lounge.

## TRAINING & ASSESSMENT STRATEGY INFORMATION (SCHOOL-SPECIFIC) – 2021 FIRST AID

The following ‘school-specific’ information is vital for Binnacle Training to use in order to fully satisfy *RTO Standards 2015 - Clauses 1.1 to 1.4 and 2.2—Implementing, monitoring and evaluating training and assessment strategies and practices*. This information will be used to accompany Binnacle Training’s “shell” Training and Assessment Strategy, available at <https://www.binnacletraining.com.au/rto>

**SPORT & FITNESS PARTNER SCHOOLS:** If you are using an external provider for delivery of First Aid (as indicated above), you may leave this ‘Program Area: First Aid’ section blank.

<p><b>TARGET GROUP</b></p> <p><i>Year level/s students will be undertaking First Aid.</i></p>	<p>Year 9</p> <p>Year 10</p> <p>Year 11</p> <p>Year 12</p>
<p><b>CPR REFRESHER</b></p>	<p>Does your school intend on offering CPR only (HLTAID001) to your Binnacle students (e.g. at end of Year 12)?</p> <p><i>NOTE: Binnacle waives the ‘CPR only’ fee of \$35pp for all students who have previously undertaken Binnacle First Aid).</i></p> <p>Yes</p> <p>No</p>
	<p>Does your school intend on offering CPR only (HLTAID001) to other (non-Binnacle) students (e.g. whole of year 12)?</p> <p>Yes – specify below</p> <p>No</p>
<p><b>FIRST AID AS PART OF OTHER (i.e. NON-BINNACLE) VET QUALIFICATIONS</b></p>	<p>Is your School using the First Aid unit of competency (HLTAID003) as part of other VET qualifications offered to students at your school (e.g. Certificate II in Active Volunteering)? If not using for other students, please record N/A.</p>



<b>ADDITIONAL FIRST AID FACILITIES &amp; RESOURCES</b> <i>(i.e. in addition to those 'mandatory requirements' as listed on Resource Checklist as per <a href="http://www.binnacletraining.com.au/rto">www.binnacletraining.com.au/rto</a>)</i>	Additional facilities and resources – for example, if your school has access to additional external facilities to support training delivery – please specify. If no additional facilities and resources, please record N/A.
<b>ADDITIONAL INFORMATION</b>	Please record other school-specific information for incorporating in Binnacle's Training & Assessment Strategy (TAS). If no additional information, please record N/A.

## NEW SECTION!

### MARKETING REQUIREMENTS FOR SCHOOL SUBJECT SELECTION AND SCHOOL WEBSITE

<b>MARKETING MATERIAL – FOR BINNACLE PRE-APPROVAL</b>	<p><b>For each Binnacle First Aid and CPR Program you are set to offer:</b></p> <p>Please submit – to accompany this Signed Agreement - your school's Marketing Material (e.g. as positioned on School Website) for each Binnacle First Aid Program selected above. <i>Please refer to Binnacle's supplied 'Course Outline – First Aid' template at <a href="http://www.binnacletraining.com.au/rto">www.binnacletraining.com.au/rto</a> (Select: Course Outline - First Aid).</i></p> <p>This pre-approval process will ensure your (current and future) Subject Guide marketing of Binnacle programs meets strict compliance requirements set by ASQA as regulator.</p> <p>I have included our school's First Aid and CPR Marketing Material (e.g. as positioned on School Website).</p> <p>Our school does not have any Marketing Material specific to First Aid and CPR.</p>
<b>SCHOOL WEBSITE MARKETING (if applicable) – FOR BINNACLE PRE-APPROVAL</b>	<p><b>For each Binnacle First Aid and CPR Program you are set to offer:</b></p> <p>Please record your School's specific webpage(s) where reference to this VET course is made, if applicable.</p> <p><i>Please refer to Binnacle's Marketing Requirements for School Website at <a href="http://www.binnacletraining.com.au/rto">www.binnacletraining.com.au/rto</a> (Select: RTO Files)</i></p> <p>This pre-approval process will ensure your (current and future) marketing of Binnacle programs meets strict compliance requirements set by ASQA as regulator.</p> <p><b>Webpages (URL):</b></p> <p><i>If no specific webpage(s), please record N/A.</i></p>

### RESOURCE REQUIREMENTS – ACTIONS TO TAKE (IF APPLICABLE)

<p style="text-align: center;"><b>PHYSICAL RESOURCES ACTION(S) TO BE TAKEN</b></p> <p><i>Include here any First Aid equipment items required.</i></p>	<p>If you are not currently meeting the PHYSICAL RESOURCE requirements as outlined in the ‘Binnacle Third Party Agreement (Appendix 2-6)’, please describe action(s) to be taken to ensure these are met prior to program delivery.</p> <p>If your school is currently meeting these requirements, please record N/A.</p>
<p style="text-align: center;"><b>HUMAN RESOURCES ACTION(S) TO BE TAKEN</b></p> <p><i>Include here any teacher training required (e.g. Cert IV TAE).</i></p>	<p>If you are not currently meeting the HUMAN RESOURCE requirements as outlined in the ‘Binnacle Third Party Agreement (Appendix 2-6)’, please describe action(s) to be taken to ensure these are met prior to program delivery.</p> <p>If your school is currently meeting these requirements, please record N/A.</p>

### School Program Manager (First Aid) - Sign Off

SCHOOL (THIRD PARTY)			
School			
School Program Manager (First Aid)		Position	
Email		Phone	
Declaration	<p>I confirm the above school-specific information to be implemented within Binnacle’s ‘school-specific’ Training and Assessment Strategy.</p> <p><u>I agree</u> the Resource Requirements (see Appendix 2-6 of full Third Party Agreement), specific to each program listed above, are met; or in cases where one or more items listed on the Resource Requirements aren’t met, that a summary of action/s to be taken have been outlined above and will be actioned prior to program commencement.</p> <p><u>I have supplied</u> our school’s Marketing Material, as applicable, plus applicable School Website Marketing for Binnacle pre-approval, for each Binnacle First Aid Program selected above.</p> <p><u>I understand</u> the Agreement will take effect from the date of Principal Sign-Off and ends on <b>31 December 2022</b>.</p>		
Signature		Date	

## PROGRAM AREA: SHORT COURSES

Program Manager		Position		Email		Phone	
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Binnacle Program	Short Course – 2021 Financial Literacy (1 unit of competency: FNSFLT301 Be MoneySmart) Short Course – 2021 Introduction to Sport, Fitness & Recreation (4 units of competency)	Binnacle Program	Short Course – 2021 Financial Literacy (1 unit of competency: FNSFLT301 Be MoneySmart) Short Course – 2021 Introduction to Sport, Fitness & Recreation (4 units of competency)
Anticipated Teachers (Program Deliverers)		Anticipated Teachers (Program Deliverers)	
NAME	EMAIL	NAME	EMAIL

**IMPORTANT:** Each Program Deliverer must hold a current Certificate IV in Training and Assessment [i.e. TAE40116, or TAE40110 + the two new core units TAEASS502 (or equivalent) and TAELN411 (or equivalent)] prior to official enrolment of students into the program. A certified copy of this qualification is required to be uploaded to that teacher's Binnacle Profile (i.e. Staff Profile), located within their Binnacle Lounge.

# PRINCIPAL SIGN-OFF

This document represents an Agreement between:

**Binnacle Training College Pty Ltd**

**AND**

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For the provision of advice on training and assessment, the quality assurance of assessment, and the issuance of AQF qualifications and/or Statement of Attainment.

LEAD RTO	
Organisation	Binnacle Training
Name/Title	Aaron Bulow – Chief Executive Officer
Email	aaron.bulow@binnacletraining.com.au
Declaration	I declare that I have the authority to enter into a partnership arrangement for and on half of Binnacle Training. I, the undersigned, agree to the provisions outlined in this Agreement.
Signature	
Date	

SCHOOL (THIRD PARTY)	
School	
Principal	
Email	
Declaration	<p>I <u>declare</u> that I have the authority to enter into an Agreement for and on behalf of the secondary school/college above. I, the undersigned, agree to the provisions outlined in this Agreement.</p> <p>I <u>agree</u> the Resource Requirements (see Appendix 2-6 of full Third Party Agreement), specific to each nominated program, are met; or in cases where one or more items listed on the Resource Requirements aren't met, that a summary of action/s to be taken have been outlined above and will be actioned prior to program commencement.</p> <p>I <u>support</u> the implementation of this program/s at my school.</p> <p>I <u>understand</u> the Agreement will take effect from the date of Principal Sign-Off and ends on <b>31 December 2022</b>.</p>
Signature	
Date	