Binnacle Business & Tourism

HUMAN RESOURCE REQUIREMENTS

Nominated Tourism & Business Program Deliverer(s):

1. Each Program Deliverer must have the following prior to the commencement of delivery:

TAE ➕ **INDUSTRY QUALIFICATION** ➕ **VCU**

☑ Hold the Certificate IV in Training and Assessment (TAE40116 or TAE40110*) qualification:

* Where you hold TAE40110, two new core units must also be held:

1. *TAEASS502 Design and develop assessment tools (or equivalent); and*
2. *TAELLN411 Address adult language, literacy and numeracy (LLN) skills (or equivalent)*

☑ Hold an industry qualification:

Teacher must first hold a prior VET qualification (Cert III or higher) and/or Degree in a Business/Tourism industry area.

☑ Demonstrate vocational competence:

Teacher must complete a (free) non-accredited Vocational Competence Update (VCU)* - used to demonstrate their current knowledge and skills specific to each unit of competency comprising the qualification(s) being delivered. Teachers will need to either hold the unit of competency, OR demonstrate equivalence (in skills and knowledge) via verifiable evidence (see Section 3 below).

* Teachers must have undertaken a Tourism-related industry placement prior to commencing their VCU specific to the 5 x Tourism specific units (see Section 4 below).

☑ Be timetabled to the class every lesson.

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2. Each Program Deliverer must maintain currency in Industry and VET by:

☑ Completing the Binnacle Profile, which includes:

1. Recent Work History
   ▪ Industry related history, specific to Business and/or Tourism.
2. Industry Currency
   ▪ A minimum of one Tourism-related industry workplace visit **per semester**.
   ▪ A minimum of one Tourism-related professional development **per semester**.
3. VET Currency
   ▪ A minimum of one VET-specific professional development **per semester**.

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3. Each Program Deliverer must demonstrate vocational competence by either:

☑ Obtaining the actual units of competency -

Completed the qualification for BSB30120 Certificate III in Business and SIT20116 Certificate II in Tourism via an external Business and Tourism RTO (Binnacle does not offer this for teachers).

<u>NOTE</u>: The units of competency obtained by the teacher must be equivalent to those being delivered in Binnacle Training's current Dual Qualification program (see page 3).

<u>OR</u>

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☑ Demonstrating 'equivalence' to units - via Binnacle's custom VCU for this Dual Qualification program:

Completing Third-Party Reports (TPR's) -

- ▪ Business units can be verified by a supervisor or HOD in the school environment.
- ▪ Tourism specific units (x5) may require a Tourism-related Industry Supervisor.
    - ▪ SITTIND001 + SITXCOM001 (Tourism & Travel Industry Information). These TPR's require a Tourism-related Industry Professional as the Third-Party.
        - ▪ **If you have completed the Teacher Short Course - Part 2 of this VCU you may use your HOD or VET Manager to verify this unit if access to an Industry Third-Party person is not obtainable.**
        - ▪ Binnacle Training has provided a non-accredited 'Short Course: Tourism & Travel Industry Awareness' as part 2 of the VCU, which teachers will undertake if the Teacher may not yet have sufficient Industry experience pertaining to these two Tourism units.
    - ▪ SITXWHS001 + SITXCOM002 + SITXCCS003 (Customer Service & WHS in Tourism, Hospitality or Events). These TPR's require a Tourism-related Industry Professional as the Third Party;
        - ▪ **However, they can be signed by a HOD at the School if these skills are observable in the school environment (i.e. must be in a Tourism, Hospitality or Events context).**
    - – Alternatively, Teachers may provide other sufficient examples of evidence (e.g. Higher Education, Short Courses, or Industry Work History) if Third-Party Reports are not obtainable.

☑ Contact your Binnacle Program Manager to be enrolled in the VCU.

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4. Industry Evidence (Tourism Specific):

☑ If the Teacher has limited evidence of recent work history or experience in a Tourism-related workplace, they will be required as a minimum to:

1. Have participated in an industry placement in a **Tourism-**related workplace (external to the school) for a minimum of one day prior to commencement of delivery (this can also be used to suffice your Semester 1 Industry Workplace Visit and Tourism Work History sections of your Profile). Binnacle will provide an Industry Workplace Visit template for logging this activity.

2. Participate in a minimum of one Industry Workplace Visits per semester (in a **Tourism-**related workplace) for a minimum 3 hour duration. This is logged in your Binnacle Profile each semester to maintain Industry Currency (note, if you attend a Tourism business the Industry Workplace Visit can also suffice your Certificate III in Business Industry Workplace Visit requirement).

Nominated Tourism & Business Back-Up Deliverer:

This must include:

☑ At least one back-up deliverer who meets the 'Human Resource Requirements' prior to commencing as Binnacle Program Deliverer:

1. A current Certificate IV in Training and Assessment.
2. Hold an industry qualification.
3. Demonstrate vocational competence.

If you are not currently meeting these HUMAN RESOURCE requirements, please use the relevant section in the 'Binnacle Signed Agreement' to describe the actions that will be taken to ensure these are met prior to program delivery.

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BSB30120 CERTIFICATE III IN BUSINESS + SIT20116 CERTIFICATE II IN TOURISM

CODE	UNIT TITLE	SIT20116 Certificate II in Tourism	BSB30120 Certificate III in Business
SITTIND001	**Source and use information on the tourism and travel industry** (An optional short course is available within Binnacle Training's VCU - which may be used by Teachers towards demonstration of equivalence for this unit)	**CORE**	E
SITXWHS001	Participate in safe work practices	CORE	
SITXCOM002	Show social and cultural sensitivity	CORE	
SITXCCS003	Interact with customers	CORE	
SITXCOM001	**Source and present information** (An optional short course is available within Binnacle Training's VCU - which may be used by Teachers towards demonstration of equivalence for this unit)	**L1**	
BSBSUS201	Participate in environmentally sustainable work practices	L2	
BSBWOR203	Work effectively with others	L3	
BSBPEF301	Organise personal work priorities	E1	L (GROUP B)
BSBXTW301	Work in a team	E2	L (GROUP C)
BSBTEC301	Design and produce business documents	E3	L (GROUP A)
BSBWRT311	Write simple documents	E4	L (GROUP A)
BSBPEF201	Support personal wellbeing in the workplace		CORE
BSBWHS311	Assist with maintaining workplace safety		CORE
BSBSUS211	Participate in sustainable work practices		CORE
BSBTWK301	Use inclusive work practices		CORE
BSBXCM301	Engage in workplace communication		CORE
BSBCRT311	Apply critical thinking skills in a team environment		CORE
BSBTEC303	Create electronic presentations		L (GROUP A)
BSBOPS304	Deliver and monitor a service to customers		L (GROUP D)

E = Imported elective; L = Listed elective; Orange = Tourism specific units, Bold Font = Optional Teacher short course.

Elective units are subject to change prior to the commencement of the program. This is to ensure alignment to current industry practices is at its optimum and adequate resources provided by School (as Third Party).

IMPORTANT **Program Disclosure Statement (PDS)**	*This document is to be read in conjunction with Binnacle Training's* Program Disclosure Statement *(PDS). The PDS sets out the services and training products Binnacle Training provides* and *those services carried out by the 'Partner School' (i.e. the delivery of training and assessment services).* *To access Binnacle's PDS, visit:* **http://www.binnacletraining.com.au/rto.php** *and select 'RTO Files'.*

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PHYSICAL RESOURCE REQUIREMENTS

Business facilities and resources - located at the school:

Business facilities and resources must include:

- ☑ A simulated ergonomic 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 advertise to and deliver team projects within the school environment).
- ☑ Access to school WHS and risk management procedures.
- ☑ Key health and safety equipment and/or aids.

A simulated Tourism-related industry environment – located at the school:

The simulated industry environment must include:

- ☑ Access to facilities suitable for hosting events.
- ☑ Access to <u>customers and staff</u>* 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.

<u>NOTE</u>: Binnacle Training provides a comprehensive suite of support resources including:

- – A simulated tourism company website ('Go! Travel') which has been designed specifically for assessment purposes and incorporates the Policies and Procedures Manual.
- – Comprehensive scenario cards and interactive videos (specific to each assessment task).

Facilitating an Industry Discovery – at a Tourism-related workplace:

This must include:

- ☑ Students participating in a minimum of one 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 use the relevant section in the 'Binnacle Signed Agreement' to describe the actions that will be taken to ensure these are met prior to program delivery.

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