HUMAN RESOURCE REQUIREMENTS

Nominated 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 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).

☑ Be timetabled to the class every lesson.

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.

2. Industry Currency
   ▪ A minimum of one Business-related industry workplace visit **per semester**.
   ▪ A minimum of one Business-related professional development **per semester**.

3. VET Currency
   ▪ A minimum of one VET-specific professional development **per semester**.

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

☑ Obtaining the actual units of competency -

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

NOTE: The units of competency obtained by the teacher must be equivalent to those being delivered in Binnacle Training's current Qualification program (see page 2).

OR

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

Completing Third-Party Reports (TPR's) -
   ▪ Business units can be verified by a supervisor or HOD in the school environment.
   ▪ 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.

Nominated 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.

BSB30120 CERTIFICATE III IN BUSINESS

CODE	UNIT TITLE	CORE / ELECTIVE
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
BSBPEF301	Organise personal work priorities	L (GROUP B)
BSBXTW301	Work in a team	L (GROUP C)
BSBTEC301	Design and produce business documents	L (GROUP A)
BSBWRT311	Write simple documents	L (GROUP A)
BSBTEC303	Create electronic presentations	L (GROUP A)
BSBOPS304	Deliver and monitor a service to customers	L (GROUP D)
FNSFLT311	Develop and apply knowledge of personal finances	E

E = Imported elective; L = Listed elective.

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'.*

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 facilities suitable for hosting events.
- ☑ 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.

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

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

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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