

This document is to verify that you **DO NOT** hold a current Certificate III in Business and have been enrolled into (or as a minimum, are in the process of enrolling into) a Certificate III in Business course with an RTO and are committed to completing it **by the end of Term 1 (1 April 2022)**.

This 'Notice of Intent' is required to be completed and returned to Binnacle at the commencement of Term 1 2022.

This 'Notice of Intent' **will expire on 1 April 2022**. In the event that you have not completed your Certificate III in Business by this date, the official enrolment of students with Binnacle Training CAN NOT proceed as scheduled (commencement of Term 2 assessment). This will result in:

- Blocks to students accessing their assessment as well as teacher marking; or
- Your class being transferred to an alternative (qualified) Teacher.

Requirements:

- The Trainer MUST hold the Certificate IV in Training and Assessment (TAE40116 or TAE40110*) qualification:
*If you hold TAE40110, two new core units must also be held:
 - TAEASS502 Design and develop assessment tools (or equivalent); and
 - TAELLN411 Address adult language, literacy and numeracy (LLN) skills (or equivalent)
- The Trainer MUST be working towards obtaining a Certificate IV in Fitness SIS40215 or SIS40221 by April 1st2022.

This 'Notice of Intention to Obtain a Certificate III in Business must be signed and verified by your Schools VET Manager.

NOTICE OF INTENTION TO OBTAIN A CERTIFICATE III IN BUSINESS BY 1 APRIL 2022			
Full Name			
RTO Name			
RTO Contact			
RTO Contact Email Address		RTO Contact Phone Number	
Date Enrolled		Expected Completion Date	
Qualification Title		Qualification Code	
Additional information about the course delivery mode			

This is to declare that *{full name}* of *{full school name}* has **not yet obtained a Certificate III in Business**. I declare that the information provided above is accurate and I understand that I may be contacted by Binnacle Training and required to provide further verification.

Signature		Date	
VET Manager Signature		Email Address	
VET Manager Name		Date	
I acknowledge that this 'Notice of Intention to Obtain a Certificate III in Business expires on 1 April 2022. If the trainer has not obtained the qualification by this date then official enrolment with Binnacle Training cannot proceed for students.			