



**Binnacle**  
Training

*Allowing teachers to teach*

# INDEPENDENT CONTRACTOR THIRD PARTY AGREEMENT

This document represents an Agreement between:

**Binnacle Training College Pty Ltd**

**RTO 31319**

**ABN: 96 115 517 952**

**PO Box 2559**


**North Ipswich QLD 4305**

**AND**

INDEPENDENT CONTRACTOR (THIRD PARTY)	
Australian Business Number (ABN)	
Personal Email Address*	

**\* Important:** Your personal email account must be different to your school email address in order to establish a separate Binnacle Lounge account.

## IMPORTANT TIPS FOR COMPLETING THIS AGREEMENT

1	To view this document, please ensure you have 'Adobe Acrobat Reader DC' installed on your device.	 Adobe Acrobat Reader DC
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="#">Independent Contractor (Third Party) Program Manager</a>	<a href="#">3</a>
2	<input checked="" type="checkbox"/>	<b>Program Area: FIRST AID</b> <a href="#">Anticipated Programs / Program Deliverers</a> <a href="#">Training and Assessment Strategy Information (Independent Contractor-specific)</a> <a href="#">Marketing and Insurance Requirements for Independent Contractors – First Aid</a> <a href="#">Resource Requirements – Actions to Take</a>	<a href="#">5</a>
3	<input checked="" type="checkbox"/>	<a href="#">Principal Sign-Off</a>	<a href="#">9</a>

## INDEPENDENT CONTRACTOR (THIRD PARTY) PROGRAM MANAGER

BINNACLE TRAINING – VET SUPPORT MANAGER*	
Name	Binnacle Training
Contact	Justine Scott
Position	VET Support Manager
Email	programs@binnacletraining.com.au
Phone	1300 303 715

INDEPENDENT CONTRACTOR (THIRD PARTY) – PROGRAM MANAGER	
Independent Contractor	
Program Manager	
Position	
Email	
Phone	

\* In addition to Binnacle's VET Support Manager, each Independent Contractor (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. You will be notified of your allocated Binnacle Program Manager and Administration Officer at the time of this Third Party Agreement being formalised.

## INDEPENDENT CONTRACTOR (THIRD PARTY) FINANCE CONTACT

Please record your nominated Finance Contact (if different from the Program Manager listed above). If this is the same person, please record N/A in each of the fillable spaces.

INDEPENDENT CONTRACTOR (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

Actions to take:

1. Select which 2022 Binnacle First Aid program(s) you are set to offer.
2. List your Program Deliverer(s).
3. Complete the Training & Assessment Strategy information (Independent Contractor-specific), including 'actions to take' regarding any requisite human resources (e.g. CPR refresher teacher training) and/or physical resources (e.g. equipment items) that are yet to be completed and/or sourced.
4. Submit your Marketing Material (i.e. Course Outline, or similar), plus any applicable Website Marketing pertaining to each Binnacle First Aid and CPR program offering, for Binnacle pre-approval.
5. Submit your proof of insurance (i.e. Certificate of Currency, or similar) as Independent Contractor – ensuring the entity listed on the Certificate of Currency matches the name of the Independent Contractor listed on this Agreement.

## PROGRAM AREA: FIRST AID

<b>Binnacle Program</b>	First Aid including CPR (HLTAID011) CPR Only (HLTAID009)
<b>Anticipated Teachers (Program Deliverers)</b>	
<b>NAME</b>	<b>EMAIL</b>

<b>Binnacle Program</b>	First Aid including CPR (HLTAID011) CPR Only (HLTAID009)
<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 (INDEPENDENT CONTRACTOR-SPECIFIC) – 2022 FIRST AID

The following ‘Independent Contractor-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>

<b>TARGET GROUP</b>	Teachers and other school staff  Non-school participants (i.e. adults in the community). If yes - please specify:
<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="https://www.binnacletraining.com.au/rto">www.binnacletraining.com.au/rto</a> (Select: Resource Checklist))</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 Independent Contractor-specific information for incorporating in Binnacle’s Training & Assessment Strategy (TAS). If no additional information, please record N/A.

## MARKETING AND INSURANCE REQUIREMENTS FOR INDEPENDENT CONTRACTORS – FIRST AID

**MARKETING MATERIAL –  
FOR BINNACLE PRE-APPROVAL****For each Binnacle First Aid and CPR Program you are set to offer:**

Please submit – to accompany this Signed Agreement - your Marketing Material (e.g. course outline) for each Binnacle First Aid Program selected above. *Please refer to Binnacle’s supplied ‘Course Outline – First Aid’ templates for Independent Contractors at [www.binnacletraining.com.au/rto](http://www.binnacletraining.com.au/rto) (Select: Independent Contractor).*

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

I, as Independent Contractor, have included my First Aid and CPR Marketing Material (e.g. course outline).

I, as Independent Contractor, do not have any Marketing Material specific to First Aid and CPR.

**WEBSITE MARKETING (if applicable) –  
FOR BINNACLE PRE-APPROVAL****For each Binnacle First Aid and CPR Program you are set to offer:**

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

*Please refer to Binnacle’s ‘Marketing Requirements for Independent Contractors – First Aid’ at [www.binnacletraining.com.au/rto](http://www.binnacletraining.com.au/rto) (Select: Independent Contractor)*

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.*

**PROOF OF INSURANCE –  
FOR BINNACLE PRE-APPROVAL**

Please submit – to accompany this Signed Agreement - your proof of insurance (i.e. Certificate of Currency, or similar) as Independent Contractor – ensuring the entity listed on the insurance matches the name of the entity (Independent Contractor) listed on this Agreement (i.e. Independent Contractor must hold insurance separate to that of the School). Your insurance must include the following (minimum) levels of cover:

- Public Liability (level of cover = \$10 million)
- Professional Indemnity (level of cover = \$1 million).

*As per Appendix 3 of the Independent Contractor Third Party Agreement, for Independent Contractors seeking an insurance provider, Binnacle recommends: HPI ONLINE - Specialist insurance solutions for Health Professionals (<https://www.hpionline.com.au>)*

I, as Independent Contractor, have submitted my proof of insurance with the minimum level of cover stipulated above.

**RESOURCE REQUIREMENTS – ACTIONS TO TAKE (IF APPLICABLE)****HUMAN RESOURCES  
ACTION(S) TO BE TAKEN**

*Include here any teacher training required (e.g. Cert IV TAE, CPR Refresher).*

If you are not currently meeting the HUMAN RESOURCE requirements as outlined in the 'Binnacle Third Party Agreement (Appendix 2)', please describe action(s) to be taken to ensure these are met prior to program delivery.

If your school is currently meeting these requirements, please record N/A.

**PHYSICAL RESOURCES  
ACTION(S) TO BE TAKEN**

*Include here any First Aid training equipment items required.*

**NOTE:** Items available at [Binnacle Shop](#).

If you are not currently meeting the PHYSICAL RESOURCE requirements as outlined in the 'Binnacle Third Party Agreement (Appendix 2)', please describe action(s) to be taken to ensure these are met prior to program delivery.

If your school is currently meeting these requirements, please record N/A.



# 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	

INDEPENDENT CONTRACTOR (THIRD PARTY)	
Name	
Email	
Declaration	<p><u>I declare</u> that I have the authority to enter into an Agreement for and on behalf of the Independent Contractor above. I, the undersigned, agree to the provisions outlined in this Agreement.</p> <p><u>I agree</u> the First Aid Resource Requirements (see Appendix 2 of the full Third Party Agreement) 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 Marketing Material, plus applicable Website Marketing for Binnacle pre-approval, for each Binnacle First Aid and CPR Program selected above.</p> <p><u>I have supplied</u> our proof of insurance (i.e. Certificate of Currency, or similar) as Independent Contractor, for both Public Liability and Professional Indemnity.</p> <p><u>I confirm</u> the above Training &amp; Assessment Strategy Information (Independent Contractor-specific) to be implemented within Binnacle's Training and Assessment Strategy.</p> <p><u>I understand</u> the Agreement will take effect from the date of Principal Sign-Off and ends on <b>31 December 2023</b>.</p>
Signature	
Date	