



Binnacle
Training

Allowing teachers to teach

THIRD PARTY AGREEMENT

This document represents an Agreement between:


Binnacle Training College Pty Ltd
RT0 31319

ABN: 96 115 517 952
PO Box 2559
North Ipswich QLD 4305

AND

School (Third Party): <i>Please insert organisation's legal name</i>	
Address:	

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.	

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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 - VET SUPPORT MANAGER*	
Name	Binnacle Training
Contact	Justine Scott
Position	VET Support 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 VET Support 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 applicable item(s) from 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).

A Purchase Order number is required prior to invoicing.

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 2022 Binnacle program(s) you are set to offer.
2. List your anticipated Program Deliverers (teachers).
3. Complete the Training & Assessment Strategy information (school and cohort-specific), including 'actions to take' regarding any requisite human resources (e.g. Certificate IV in Training and Assessment teacher training) and/or physical resources (e.g. equipment items) that are yet to be completed and/or sourced.
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. List your nominated School Program Manager* and have them sign off to confirm the information specified within the (school and cohort-specific) Training & Assessment Strategy.

* 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

2022 Binnacle Program

BSB30120 Certificate III Business + SIT20116 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 & COHORT-SPECIFIC)

BSB30120 CERTIFICATE III IN BUSINESS + SIT20116 CERTIFICATE II IN TOURISM (2022)

The following 'school and cohort-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 www.binnacletraining.com.au/rto (Select: Training & Assessment Strategy)

<p>TARGET GROUP</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>ADDITIONAL 'TOURISM & BUSINESS' FACILITIES & RESOURCES</p> <p><i>(i.e. in addition to those 'mandatory requirements' as listed in Resource Requirements as per www.binnacletraining.com.au/rto (Select: Resource Requirements))</i></p>	<p>Additional facilities and resources located at school. 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 located outside of school. 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>SPECIFIC PATHWAYS</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>LOCAL INDUSTRY VISITS</p> <p><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> <div data-bbox="790 1145 2112 1268" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>As per Resource Requirements, 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> </div>

ADDITIONAL INFORMATION	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

SUBJECT SELECTION MATERIAL – FOR BINNACLE PRE-APPROVAL	<p>For your 'Tourism & Business' Dual Qualification Program you are set to offer:</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 www.binnacletraining.com.au/rto (Select: Subject Selection).</p> <p><i>* If your 2022 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 2022 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 & Business' Dual Qualification Program our school is set to offer.</p>
SCHOOL WEBSITE MARKETING (if applicable) – FOR BINNACLE PRE-APPROVAL	<p>For your 'Tourism & Business' Dual Qualification Program you are set to offer:</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 www.binnacletraining.com.au/rto (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>Webpages (URL):</p> <p><i>If no specific webpage(s), please record N/A.</i></p>

RESOURCE REQUIREMENTS – ACTIONS TO TAKE (IF APPLICABLE)

HUMAN RESOURCES ACTION(S) TO BE TAKEN <i>Include here any teacher training required (e.g. Cert IV TAE, VCU).</i>	<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>
PHYSICAL RESOURCES ACTION(S) TO BE TAKEN <i>Include here any Business & Tourism resource items, access to customer groups required.</i>	<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>

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 and cohort-specific information to be implemented within Binnacle's 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 31 December 2023.</p>		
Signature		Date	

PROGRAM AREA: BUSINESS

2022 Binnacle Program	BSB30120 Certificate III in Business (2 Year) BSB30120 Certificate III in Business (Fast Track)* BSB20120 Certificate II in Workplace Skills (1 Year) <i>* Fast Track Certificate III must be delivered over the equivalent of minimum two study lines (i.e. 420 mins per week over 4 terms).</i>
	Anticipated Teachers (Program Deliverers)
NAME	EMAIL

2022 Binnacle Program	BSB30120 Certificate III in Business (2 Year) BSB30120 Certificate III in Business (Fast Track)* BSB20120 Certificate II in Workplace Skills (1 Year) <i>* Fast Track Certificate III must be delivered over the equivalent of minimum two study lines (i.e. 420 mins per week over 4 terms).</i>
	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 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 & COHORT-SPECIFIC) – 2022 BUSINESS

The following ‘school and cohort-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 www.binnacletraining.com.au/rto (Select: Training & Assessment Strategy)

<p>TARGET GROUP</p> <p><i>Year level students will be commencing in.</i></p>	<p>Year 10</p> <p>Year 11</p> <p>Year 12 (<i>Note: Certificate III in Business only available to students undertaking as ‘Fast Track’ or ‘Partial Completion’</i>)</p>
<p>ADDITIONAL BUSINESS FACILITIES & RESOURCES</p> <p><i>(i.e. in addition to those ‘mandatory requirements’ as listed in Resource Requirements as per www.binnacletraining.com.au/rto (Select: Resource Requirements))</i></p>	<p>Additional facilities and resources located at school. 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 located outside of school. 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>SPECIFIC PATHWAYS</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>LOCAL INDUSTRY VISITS</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>

ADDITIONAL INFORMATION	Please record other school and cohort-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

SUBJECT SELECTION MATERIAL – FOR BINNACLE PRE-APPROVAL	<p>For each Binnacle Business Program you are set to offer:</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 www.binnacletraining.com.au/rto (Select: Subject Selection).</p> <p><i>* If your 2022 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 2022 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>
SCHOOL WEBSITE MARKETING (if applicable) – FOR BINNACLE PRE-APPROVAL	<p>For each Binnacle Business Program you are set to offer:</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 www.binnacletraining.com.au/rto (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>Webpages (URL):</p> <p><i>If no specific webpage(s), please record N/A.</i></p>

RESOURCE REQUIREMENTS – ACTIONS TO TAKE (IF APPLICABLE)

<p>HUMAN RESOURCES ACTION(S) TO BE TAKEN</p> <p><i>Include here any teacher training required (e.g. Cert IV TAE, VCU).</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>
<p>PHYSICAL RESOURCES ACTION(S) TO BE TAKEN</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>

School Program Manager (Business) - Sign Off

SCHOOL (THIRD PARTY)			
School			
School Program Manager (Business)		Position	
Email		Phone	
Declaration	<p>I confirm the above school and cohort-specific information to be implemented within Binnacle's 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 31 December 2023.</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 >](#)

2022 Binnacle Program		2022 Binnacle Program	
SIS30315 Certificate III in Fitness + SIS20115 Certificate II in Sport and Recreation (2 Year)		SIS30315 Certificate III in Fitness + SIS20115 Certificate II in Sport and Recreation (2 Year)	
SIS30315 Certificate III in Fitness (2 Year)		SIS30315 Certificate III in 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 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 & COHORT-SPECIFIC) – 2022 FITNESS

The following ‘school and cohort-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 www.binnacletraining.com.au/rto (Select: Training and Assessment Strategy)

<p>TARGET GROUP <i>Year level students will be commencing in.</i></p>	<p>Year 10</p> <p>Year 11</p> <p>Year 12 (<i>Note: Certificate III in Fitness only available to students undertaking as ‘Partial Completion’</i>)</p>
<p>ADDITIONAL FITNESS FACILITIES & RESOURCES <i>(i.e. in addition to those ‘mandatory requirements’ as listed in Resource Requirements as per www.binnacletraining.com.au/rto (Select: Resource Requirements))</i></p>	<p>Additional facilities and resources located at school. 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 located outside of school. 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>SPECIFIC PATHWAYS <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>LOCAL INDUSTRY VISITS <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>COACHING ACCREDITATION (TERM 1 OF PROGRAM)</p> <p>Sport Specialty Formats vs General Principles</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>
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<p>METHOD OF FIRST AID DELIVERY</p> <p><i>A unit of competency in the Fitness Certificate Program is Provide First Aid. 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.</p>
<p>ADDITIONAL INFORMATION</p>	<p>Please record other school and cohort-specific information for incorporating in Binnacle’s Training & 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 (Select: Subject Selection).

** If your 2022 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 2022 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 (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>HUMAN RESOURCES ACTION(S) TO BE TAKEN</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>
<p>PHYSICAL RESOURCES ACTION(S) TO BE TAKEN</p> <p><i>Include here any Fitness Facility items, fitness assessment equipment or First Aid training equipment items required.</i></p> <p>NOTE: Items available at Binnacle Shop.</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>

School Program Manager (Fitness) - Sign Off

SCHOOL (THIRD PARTY)			
School			
School Program Manager (Fitness)		Position	
Email		Phone	
Declaration	<p>I confirm the above school and cohort-specific information to be implemented within Binnacle's 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 Fitness Program selected above.</p> <p><u>I understand</u> the Agreement will take effect from the date of Principal Sign-Off and ends on 31 December 2023.</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 >](#)

2022 Binnacle Program	SIS30115 Certificate III in Sport and Recreation + SIS20115 Certificate II in Sport and Recreation (2 Year) SIS20115 Certificate II in Sport and Recreation (1 Year) SIS30115 Certificate III in Sport and Recreation (2 Year)	2022 Binnacle Program	SIS30115 Certificate III in Sport and Recreation + SIS20115 Certificate II in Sport and Recreation (2 Year) SIS20115 Certificate II in Sport and Recreation (1 Year) SIS30115 Certificate III in 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 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 & COHORT-SPECIFIC) – 2022 SPORT

The following ‘school and cohort-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 www.binnacletraining.com.au/rto (Select: Training & Assessment Strategy)

<p>TARGET GROUP</p> <p><i>Year level students will be commencing in.</i></p>	<p>Year 10</p> <p>Year 11</p> <p>Year 12 (<i>Note: Certificate III in Sport and Recreation only available to students undertaking as ‘Partial Completion’</i>)</p>
<p>ADDITIONAL SPORT FACILITIES & RESOURCES</p> <p><i>(i.e. in addition to those ‘mandatory requirements’ as listed in Resource Requirements as per www.binnacletraining.com.au/rto (Select: Resource Requirements))</i></p>	<p>Additional facilities and resources located at school. For example, if a commercial fitness facility within school – please specify. If no additional facilities and resources, please record N/A.</p> <hr/> <p>Additional facilities and resources located outside of school. 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>SPECIFIC PATHWAYS</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>LOCAL INDUSTRY VISITS</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>OFFICIATING AND COACHING ACCREDITATIONS</p> <p>Sport Specialty Formats vs General Principles</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>METHOD OF FIRST AID DELIVERY</p> <p><i>A unit of competency in the Sport Certificate Program is Provide First Aid. 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.</p>
<p>ADDITIONAL INFORMATION</p>	<p>Please record other school-specific information for incorporating in Binnacle’s Training & 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 (Select: Subject Selection).

** If your 2022 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 2022 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 (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>HUMAN RESOURCES ACTION(S) TO BE TAKEN</p> <p><i>Include here any teacher training required (Cert IV TAE, VCU).</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>
<p>PHYSICAL RESOURCES ACTION(S) TO BE TAKEN</p> <p><i>Include here any Sport equipment or First Aid training equipment items required.</i></p> <p>NOTE: Items available at Binnacle Shop.</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>

School Program Manager (Sport) - Sign Off

SCHOOL (THIRD PARTY)

School			
School Program Manager (Sport)		Position	
Email		Phone	
Declaration	<p>I confirm the above school and cohort-specific information to be implemented within Binnacle's 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 31 December 2023.</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

2022 Binnacle Program	First Aid including CPR (HLTAID011)
	CPR Only (HLTAID009)
Anticipated Teachers (Program Deliverers)	
NAME	EMAIL

2022 Binnacle Program	First Aid including CPR (HLTAID011)
	CPR Only (HLTAID009)
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 & COHORT-SPECIFIC) – 2022 FIRST AID

The following ‘school and cohort-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>TARGET GROUP</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>CPR REFRESHER</p>	<p>Does your school intend on offering CPR only (HLTAID009) to your Binnacle students (e.g. at end of Year 12)?</p> <p><i>NOTE: Binnacle waives the ‘CPR only’ fee of \$40pp 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 (HLTAID009) to other (non-Binnacle) students (e.g. whole of year 12)?</p> <p>Yes – specify below</p> <p>No</p>
<p>FIRST AID AS PART OF OTHER (i.e. NON-BINNACLE) VET QUALIFICATIONS</p>	<p>Is your School using the First Aid unit of competency (HLTAID011) 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>

ADDITIONAL FIRST AID FACILITIES & RESOURCES <i>(i.e. in addition to those 'mandatory requirements' as listed in Resource Checklist as per www.binnacletraining.com.au/rto (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.
ADDITIONAL INFORMATION	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

MARKETING MATERIAL – FOR BINNACLE PRE-APPROVAL	<p>For each Binnacle First Aid and CPR Program you are set to offer:</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 www.binnacletraining.com.au/rto (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>
SCHOOL WEBSITE MARKETING (if applicable) – FOR BINNACLE PRE-APPROVAL	<p>For each Binnacle First Aid and CPR Program you are set to offer:</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 www.binnacletraining.com.au/rto (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>Webpages (URL): <i>If no specific webpage(s), please record N/A.</i></p>

RESOURCE REQUIREMENTS – ACTIONS TO TAKE (IF APPLICABLE)

<p style="text-align: center;">HUMAN RESOURCES ACTION(S) TO BE TAKEN</p> <p><i>Include here any teacher training required (e.g. Cert IV TAE, CPR Refresher).</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>
<p style="text-align: center;">PHYSICAL RESOURCES ACTION(S) TO BE TAKEN</p> <p><i>Include here any First Aid training equipment items required.</i></p> <p><u>NOTE:</u> Items available at Binnacle Shop.</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>

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 and cohort-specific information to be implemented within Binnacle's 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 31 December 2023.</p>		
Signature		Date	

PROGRAM AREA: SHORT COURSES

Program Manager		Position		Email		Phone	
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2022 Binnacle Program	<p>Short Course – Inclusivity & Communication in the Workplace (3 units of competency)</p> <p>Short Course – Introduction to Sport, Fitness & Recreation (4 units of competency)</p> <p>Short Course – Financial Literacy (1 unit of competency: FNSFLT311 Develop and apply knowledge of personal finances)</p>	2022 Binnacle Program	<p>Short Course – Inclusivity & Communication in the Workplace (3 units of competency)</p> <p>Short Course – Introduction to Sport, Fitness & Recreation (4 units of competency)</p> <p>Short Course – Financial Literacy (1 unit of competency: FNSFLT311 Develop and apply knowledge of personal finances)</p>
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.

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 31 December 2023.</p>
Signature	
Date	