



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)

IMPORTANT INFORMATION REGARDING THIS AGREEMENT

Please download, save and read this document in full.

A separate file titled 'Binnacle Signed Agreement' is required to be completed and returned to Binnacle to indicate your acceptance of the responsibilities and terms outlined in this Agreement.

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SUMMARY INFORMATION

Thank you for applying to become – or renewing as - a School (Third Party) with Binnacle Training in 2022.

This Agreement sets forth the terms and understanding between Binnacle Training College Pty Ltd (“Binnacle”) and the “School (Third Party)” for the provision and quality assurance of training and assessment and the issuance of AQF qualifications and/or Statement of Attainment consistent with one or more of the nominated Binnacle programs (see [Appendix 1](#)).

Upon receipt of confirmation that you agree to the enclosed terms and conditions (i.e. the ‘Binnacle Signed Agreement’), Binnacle Training will ensure the nominated School (Third Party) ‘VET Manager’, ‘Program Manager(s) (Program Area-specific)’ and ‘Program Deliverer(s)’ are equipped with access to our Learning Management System - the [Binnacle Lounge](#). The Binnacle Lounge allows full access to program resources, including video inductions to assist with Lounge navigation, course management and use of associated course content.

Nationally Recognised Training	See Appendix 1 ‘VET Certificates and Units of Competency’ for a full list of Binnacle programs to which this Agreement pertains (including aligned qualifications/skill sets/units of competency). Binnacle Training must have the VET course on its scope of registration at all times.
Purpose	<p>This Third Party Agreement is designed to provide a framework for the development of a constructive, cost-effective relationship between Binnacle Training and the School (Third Party).</p> <p>As the RTO specific to this Agreement and the nominated Binnacle programs (see Appendix 1), Binnacle Training is wholly responsible for all services provided on its behalf by the School (Third Party).</p> <p>This Third Party Agreement is based on recognition of the responsibility of both parties – Binnacle Training and School (Third Party) - to contribute to quality training and assessment outcomes.</p>
Agreement Period	1 January 2022 – 31 December 2023
School Costs	<p style="text-align: center;">Certificate Programs</p> <p>FOR A FULL 2022 PRICE LIST* – click here</p> <p>* <u>NOTE:</u> There is a general price increase from the 2021 year.</p> <p><u>Participant Fee</u></p> <p>A ‘per participant’ fee is applied to each Certificate Program, based on the number of participants once the enrolment cut-off date has lapsed.</p> <p><u>IMPORTANT:</u> For eligible students who access their VETiS subsidy with Binnacle’s Certificate II in Sport and Recreation, fees applicable to this qualification are waived in full.</p> <p style="text-align: right;">Continued over page.</p>

<p>School Costs</p> <p><i>Continued.</i></p>	<p><u>Program Fee*</u></p> <p>A 'per program' fee is applied to each Certificate Program. Certificate Programs comprise both Dual Qualification offerings and Stand-Alone Qualification offerings. This fee is heavily discounted where a school offers two or more Certificate Programs. This fee covers each program cohort (e.g. 2022 Certificate III Business) for the <u>full course duration</u> [(typically two years) e.g. 2022-2023].</p> <p><u>Fitness/Sport ONLY</u></p> <p>One of the competencies – Provide First Aid – is to be assessed as a separate certificate (Provide First Aid). Binnacle provides this program (Provide First Aid) with the incursion of a separate participant fee.</p> <p><i><u>NOTE:</u> For eligible students who access their VETiS subsidy with Binnacle's Certificate II in Sport and Recreation, fees applicable to this unit of competency (Provide First Aid), when undertaken as part of the Certificate II qualification, are waived in full.</i></p> <p style="text-align: center;"><u>Short Courses and First Aid Courses</u></p> <p>FOR A FULL 2022 PRICE LIST – click here</p> <p>A 'per participant' fee applies to each of Binnacle's Short Courses and First Aid Courses.</p>
<p>School Refund Policy</p>	<p>The nature of Binnacle's invoicing process negates a refund situation arising.</p> <p><u>Certificate Programs:</u> Binnacle will only invoice for the minimum of 10 places prior to the enrolment cut-off (30 June, in the year of course commencement). An adjustment invoice reflecting the balance of places after this date will then be issued – voiding any potential refund situation.</p> <p>Students that withdraw from the program after the enrolment cut-off (30 June) do incur the participant fee and will be issued (on request) a Statement of Attainment for any competencies successfully completed.</p> <p><u>Short Courses / First Aid Courses:</u> Binnacle will only invoice at the time submitted assessment has been processed by Binnacle. Therefore, participants that cancel from the course - prior to assessment being submitted to Binnacle - do not incur a participant fee.</p>
<p>Program Deliverer(s) plus Back-Up Deliverer – HR Requirement</p>	<p>A Business (Certificate III/II in Business; Certificate II in Tourism) / Sport and Fitness (Certificate III in Fitness; Certificate III/II in Sport and Recreation) / Health (First Aid) trained teacher must be assigned to each nominated program.</p> <p>Each Program Deliverer must have the following prior to the commencement of delivery:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Hold the Certificate IV in Training and Assessment (TAE40116 or TAE40110*) qualification. <p style="text-align: right;">Continued over page.</p>

<p>Program Deliverer(s) plus Back-Up Deliverer – HR Requirement</p> <p><i>Continued.</i></p>	<p><i>* Where the teacher holds TAE40110, two new core units must also be held:</i></p> <ol style="list-style-type: none"> 1. TAEASS502 Design and develop assessment tools (or equivalent); and 2. TAEELN411 Address adult language, literacy and numeracy (LLN) skills (or equivalent) <p><input checked="" type="checkbox"/> Hold an industry qualification:</p> <p>Teacher must first hold a prior VET qualification (Cert III or higher) and/or Degree in that industry area.</p> <p><i>All Certificate III in Fitness ‘Program Deliverers’ must hold the qualification level <u>above</u> [i.e. must hold a <u>Certificate IV in Fitness (or be a registered/accredited practising exercise professional)]</u>.</i></p> <p><input checked="" type="checkbox"/> Demonstrate vocational competence:</p> <p>Teacher must complete a (free) non-accredited Vocational Competence Update (VCU) which is used to demonstrate current knowledge and skills specific to each unit of competency within the qualifications being delivered. Deliverers will need to either hold the unit of competency OR demonstrate equivalence (in skills and knowledge) using verifiable evidence (e.g. third party report from industry).</p> <p>Each Program Deliverer must maintain currency in Industry and VET by:</p> <p><input checked="" type="checkbox"/> Completing their Binnacle Profile, which includes:</p> <ol style="list-style-type: none"> 1. Recent Work History <ul style="list-style-type: none"> ▪ Industry related history, specific to program area. 2. Industry Currency <ul style="list-style-type: none"> ▪ A minimum of one program-related industry workplace visit per semester. ▪ A minimum of one program-related professional development per semester. <p><i>Participation in Binnacle Training’s scheduled live events (Workshops in Term 1 or 2, and ViSC in Term 4) will assist to satisfy this requirement.</i></p> 3. VET Currency <ul style="list-style-type: none"> ▪ A minimum of one VET-specific professional development activity, per semester. <p><i>Participation in Binnacle Training’s scheduled live events (Workshops in Term 1 or 2, and ViSC in Term 4) will satisfy this requirement.</i></p> <p>The Program Deliverer will adhere to the guidelines outlined in Table 2 and Table 3 ‘School (Third Party) Responsibilities’.</p> <p>School (Third Party) must resource a nominated back-up deliverer (per program offered), who meets the following requirements prior to commencing as a Binnacle Program Deliverer:</p> <ol style="list-style-type: none"> 1. Holds a current Certificate IV in Training and Assessment (per above); 2. Is able to demonstrate vocational competence (per above); and 3. Has a completed Binnacle Profile (per above).
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Nominated VET Manager/ Program Manager(s) and Working Arrangements	<p>To ensure effective functioning of the arrangements, each party [Binnacle and School (Third Party)] is to nominate the VET Manager* and Program Area-specific Program Manager(s) who will carry general responsibility for operations, performance delivery, review and problem resolution. VET Manager and Program Manager(s) are to be recorded on the 'Binnacle Signed Agreement – Fillable' document).</p> <p><i>* The School (Third Party) VET Manager listed will typically be the school's VET Coordinator and/or Senior School or VET HOD.</i></p> <p>It is recommended the Program Manager(s) of the School (Third Party) be in one (or more) of the following positions:</p> <ul style="list-style-type: none"> • Head of Department (HOD) program-specific • Assistant Principal – Curriculum • Senior School or VET HOD <p><u>and</u> have a direct working relationship with the Program Deliverer(s) and Binnacle Training.</p>
Binnacle Provides	<p>All requisite training and assessment resources, including:</p> <ul style="list-style-type: none"> • online learning, encompassed within Binnacle's custom-built Learning Management System (Binnacle Lounge), specific to each program being delivered; • up-to-the-minute class assessment and competency progress reports; • issuance of nationally recognised qualification/statement of attainment; • quality assurance; and • complete teacher support under the guise of Binnacle's program management department. <p>Further provisions are outlined in Table 1 'Binnacle Training Responsibilities'.</p>
School (Third Party) Provides	<p>The facilitation of training and assessment services on behalf of, and in the name of, Binnacle Training as the RTO. This includes provision of support services for students enrolled in the Binnacle program requiring language, literacy and numeracy (LLN) assistance.</p> <p>The provision of adequate physical (equipment and facilities) and human resources to meet the requirements of each program being delivered on behalf of Binnacle Training.</p> <p>Further provisions are outlined in Table 2 'School (Third Party) Responsibilities'.</p>
Third Party Services on behalf of Binnacle Training as RTO	<p>Specific to the nominated Binnacle programs (see Appendix 1):</p> <ul style="list-style-type: none"> • Any training and assessment is provided in the name of Binnacle Training (as RTO), not the School (Third Party). • Students are enrolled as students of the RTO, not the Third Party. • Qualifications and/or statements of attainment are issued in the name of the RTO, not the Third Party. <p style="text-align: right;">Continued over page.</p>

	<ul style="list-style-type: none"> The School (Third Party) cannot advertise any VET courses in its own name.* <i>* The exception being - if the School is also an RTO - those training products as listed on its own RTO scope of registration.</i> <p>Further provisions are outlined in Table 2 'School (Third Party) Responsibilities'.</p>
Marketing Consent to School (Third Party)	<p>Binnacle gives consent to each School (Third Party) to use subject selection templates provided (for marketing Binnacle's programs) in line with Binnacle's 'Marketing Requirements' policies as follows:</p> <ul style="list-style-type: none"> Marketing Requirements for School Subject Selection; and Marketing Requirements for School Website. <p>These policies can be accessed here: www.binnacletraining.com.au/rto (Select: RTO files)</p> <p>The School (Third Party) is required to submit their Subject Selection Material, as positioned in the School Handbook and/or School Website, plus any applicable School Website Marketing pertaining to VET Course offerings, for Binnacle pre-approval, at the time of submitting this signed Third Party Agreement.</p> <p>Please refer to Table 2 'School (Third Party) Responsibilities'.</p>
Compliance	<p><u>Certificate Programs:</u> Assessment submissions are required to be made to Binnacle for each term of the training program.</p> <p><u>Short Courses / First Aid Courses:</u> Assessment submissions are required to be made to Binnacle immediately upon individual student completion.</p> <p>Alerts for non-submissions and/or non-compliant submissions will be sent to the nominated Program Manager (and Principal, if required) to be acted upon within 30 days.</p> <p>Please refer to 'Reporting'.</p>

DEFINITIONS AND INTERPRETATIONS

Binnacle Lounge. Binnacle’s custom Learning Management System (LMS) designed specifically for your Binnacle VET in Schools program. The ‘Lounge’ is the centrepiece for all program resources, learning, assessment, and reporting across all program stakeholders including: Program Deliverers (Teachers), Students, School Program and VET Managers, and Binnacle Program Managers and Binnacle Administration.

Binnacle Profile. Located within the Binnacle Lounge, the name of Binnacle’s Staff Profile used by each Program Deliverer. This HR profile must be “current” prior to commencement of delivery and is linked to each student’s official enrolment in their Binnacle Program. The Binnacle Profile is where teachers select their Binnacle Program(s) they are set to deliver and is a centralised way of demonstrating evidence of a) trainer and assessor qualification; b) vocational competencies; c) industry currency; and d) developing VET knowledge and skills.

Program. The course(s) or qualification(s) in its entirety, to which this Agreement relates. This Agreement encompasses all Binnacle programs (as per [Appendix 1](#) to this Agreement).

Program Deliverer. The approved trainer/assessor(s) of the School (Third Party) selected to facilitate training and assessment services within the nominated training program on behalf of the RTO.

Registered Training Organisation (RTO). A training organisation that has authorisation to train and assess nationally recognised qualifications consistent with its scope of training. **As the RTO specific to this Agreement, Binnacle Training (RTO Code: 31319) is wholly responsible for all services provided on its behalf by the School (Third Party). Binnacle Training is responsible for enrolment into the VET course, the outcomes of the training and assessment, and the issuing of the testamur to the student.**

Resources. In the context of this Agreement, resources mean all digital teaching assets and online learning supplied by Binnacle (via Binnacle’s website and Learning Management System) specific to each program being delivered. These include enrolment and induction documents, assessments, activities, teacher marking guides, class progress reports, work templates, content cards, lectures, unit plans and online learning modules.

School Program Manager. Will carry responsibility for ‘Program Area-Specific’ operations, performance delivery, review and problem resolution. Binnacle’s three Program Areas include Business & Tourism, Sport & Fitness, and First Aid. It is recommended the Program Manager of the School (Third Party) be in one (or more) of the following positions: HOD program-specific; Assistant Principal – Curriculum; Senior School or VET HOD.

School (Third Party). The secondary school/college providing physical (facilities and equipment) resources and human resources (qualified trainer/assessor(s)) to facilitate training and assessment services for the nominated training program/s (see [Appendix 1](#)) on behalf of, and in the name of, Binnacle Training as the RTO [see ‘School VET Manager’; ‘School Program Manager’; and ‘Program Deliverer’ being the three key contacts of each School (Third Party)]. In some cases, the school may also be an RTO that provides other training products consistent with its scope of registration and separate to this third party arrangement entered into by Binnacle Training.

School VET Manager. Typically, the school’s VET Coordinator and/or Senior School or VET Head of Department (HOD). The VET Manager will carry general responsibility for overall operations including confirming VETiS funding eligibility of students (where applicable).

Third Party Arrangement: Registered Training Organisations (RTOs) often work with other organisations (third parties) to deliver a range of services, including providing marketing, undertaking recruitment, using facilities and resources, and training and/or assessment of Vocational Education and Training (VET) courses. Binnacle Training as the RTO engages individual secondary schools to provide physical and human resources and facilitate training and assessment services – on behalf of, and in the name of, Binnacle Training as RTO.

Vocational Education and Training in Schools (VETiS) Funding Initiative. The Queensland Government's VET Investment Budget subsidises select qualifications (Certificate I and II level only) that have been identified by industry as leading to employment. Binnacle Training is approved as a Skills Assure Supplier (SAS) to deliver Certificate II in Sport and Recreation (SIS20115) as a VETiS funded qualification. All other Binnacle qualifications are delivered as 'Fee for Service' only as invoiced to the School. For eligible students who access their VETiS subsidy with Binnacle's Certificate II in Sport and Recreation, fees applicable to this qualification are waived in full.

RESPONSIBILITIES

TABLE 1. BINNACLE TRAINING RESPONSIBILITIES.

BINNACLE RESPONSIBILITIES	
<p>As the RTO specific to this Agreement and the nominated Binnacle programs (see Appendix 1), Binnacle Training is wholly responsible for all services provided on its behalf by the School (Third Party). Binnacle Training is responsible for enrolment into the VET course, the outcomes of the training and assessment, and the issuing of the testamur to the student.</p>	
<p>Binnacle Training (the lead RTO) will provide the following services:</p>	
<ol style="list-style-type: none"> 1. Program support and quality assurance. The School (Third Party) will be assigned a designated Binnacle Program Manager, VET Support Manager and Administration Officer - for ongoing professional support and guidance throughout the period of this Agreement. 2. All requisite training and assessment resources encompassed within Binnacle’s custom-built Learning Management System (Binnacle Lounge) to deliver each training program. This includes Binnacle’s annual teacher induction program and operating procedures covering all areas of program delivery. 3. Systematic monitoring of the School (Third Party)’s services – including School (Third Party)’s upholding of both human [qualified trainer/assessor(s)] resource requirements and provision of physical (facilities and equipment) resources, specific to each program being delivered. A student’s official enrolment into a Binnacle Training program can only occur once these requirements have been met by the School (Third Party). Human and physical resource requirements will be monitored as follows: <ol style="list-style-type: none"> a. <u>Human resources</u>: Monitored ongoing via each Teacher’s Binnacle Profile. This includes evidence of trainer and assessor qualification (Certificate IV in Training and Assessment), industry qualification, demonstration of vocational competence, as well as maintaining currency in Industry and VET. b. <u>Physical resources</u>: Monitored and reviewed annually by the Binnacle Program Manager and School (Third Party) program stakeholders at the commencement of each training program as documented in the Binnacle Profile. 4. Program-related reminders, broadcasts and alerts for key milestones/items for follow-up. 5. An annual VET in Schools Conference (ViSC) – a one-day professional development event for all Binnacle Program Deliverers held at the end of Term 4. This ensures each Teacher is equipped with the necessary delivery information/requirements for the upcoming year, as well as supporting both industry and VET professional development requirements specific to the VET program(s) they are delivering through Binnacle. 6. Opportunities for additional professional development (including program-specific Binnacle workshops hosted in central venues throughout Terms 1-2) and a systematic process for the recording of industry-specific and VET-specific professional development activity for the School (Third Party)’s approved Program Deliverer(s). 7. Work with the School (Third Party) to evaluate existing programs, in formal validation sessions and/or by taking account of teacher feedback. 	

8. Provide all School (Third Party) stakeholders - Program Deliverer(s), Program Manager(s), VET Manager - and individual students, with full user access to Binnacle's Learning Management System (Binnacle Lounge). The Binnacle Lounge is the centrepiece for all program resources, learning, assessment, and reporting.
9. Provide up-to-date Class Progress Reports (including Competency Report) within the Binnacle Lounge. This up-to-the-minute progress reporting serves as a visual demonstration of class assessment and competency progress, including items for follow-up (e.g. Teacher HR and assessment submissions).
10. Process School (Third Party) assessment submissions including validation of completed student assessments. Binnacle Training will report on any administrative / compliance issues with the applicable Program Deliverer(s) and the School's nominated VET Manager and Program Manager.
11. Issue qualifications and/or Statement(s) of Attainment to qualifying participants and provide these to the respective Program Deliverer in digital format.*
** Paper copies may be issued by the School (Third Party).*
12. Report all training activity data (i.e. completed competencies) to the state training authority [Department of Employment, Small Business and Training (DESBT) in Queensland]. At a minimum, Binnacle will report student data at the end of each month and in line with certificate issuance (within 14 days from completion/cancellation of studies).

For Queensland schools: DESBT will then transmit data to the Queensland Curriculum & Assessment Authority (QCAA) towards Queensland Certificate of Education (QCE) credits.
13. Hold adequate insurances – both Public Liability and Professional Indemnity - as part of Binnacle Training's ongoing compliance as a Registered Training Organisation. These insurances – when combined with the School (Third Party)'s insurance responsibilities (see [Table 2](#)) - will protect learners and staff (Binnacle Program Deliverers) during all aspects of training and assessment associated with the program.
14. Provide the School (Third Party) with all requisite marketing documentation for the school to use:
 - a. for subject selection purposes; and
 - b. any intermittent marketing of Binnacle First Aid and other short courses.
15. Give consent to each School (Third Party) to use subject selection templates provided (for marketing Binnacle's programs) in line with Binnacle's 'Marketing Requirements for School Subject Selection' Policy [note, this policy can be accessed here: <http://www.binnacletraining.com.au/rto> (Select: RTO files)].
16. **For VETiS Funded Certificate II in Sport and Recreation:** Confirm the VETiS funding eligibility - including status (i.e. whether or not the student wishes to access the VETiS subsidy) – of each individual student with the School (Third Party)'s nominated VET Manager. Binnacle will pre-populate and email to the School (Third Party)'s VET Manager a 'VETiS Eligibility Confirmation' form (fillable) to streamline this process.

TABLE 2. SCHOOL (THIRD PARTY) RESPONSIBILITIES.

SCHOOL (THIRD PARTY) RESPONSIBILITIES

Please note: The following responsibilities are generic to each program. See Table 3 for 'program-specific' responsibilities.

The School (Third Party), as part of the constructive partnership, accepts responsibility for:

1. Providing the physical (equipment and facilities) and human [qualified trainer/assessor(s)] resource requirements specific to each Binnacle training program offered (per Binnacle's program-specific Resource Requirements – see Appendix 2-6). A student's official enrolment into a Binnacle Training program can only occur once these requirements have been met by the School (Third Party).
2. Ensuring each Program Deliverer, including at least one nominated back-up deliverer, meets human resource (HR) requirements prior to the commencement of delivery. This includes:
 - a. Holding a Certificate IV in Training and Assessment (TAE40116 or TAE40110*)

Where the teacher holds TAE40110, two new core units must also be held:

 - i) TAEASS502 Design and develop assessment tools (or equivalent); and
 - ii) TAEELN411 Address adult language, literacy and numeracy (LLN) skills (or equivalent)
 - b. Holding an industry qualification:

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

All Certificate III in Fitness 'Program Deliverers' must hold the qualification level above [i.e. must hold the Certificate IV in Fitness (or be a registered/accredited practising exercise professional)].
 - c. Demonstrating vocational competence:

Must complete a (free) non-accredited Vocational Competence Update (VCU)* which is used to demonstrate current knowledge and skills specific to each unit of competency within the qualifications being delivered. Deliverers will need to either hold the unit of competency OR demonstrate equivalence (in skills and knowledge) using verifiable evidence (e.g. third party report from industry).
 - d. Maintaining an adequate Binnacle Profile, which includes:
 - i. Recent Work History
 - Industry related history, specific to program area.
 - ii. Industry Currency
 - A minimum of one program-related industry workplace visit **per semester**.
 - A minimum of one program-related professional development **per semester**.

Participation in Binnacle Training's scheduled live events (Workshops in Term 1 or 2, and ViSC in Term 4) will assist to satisfy this requirement.
 - iii. VET Currency
 - A minimum of one VET-specific professional development activity, **per semester**.

Participation in Binnacle Training's scheduled live events (Workshops in Term 1 or 2, and ViSC in Term 4) will satisfy this requirement.

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3. Ensuring each Program Deliverer(s) accepted by Binnacle Training will:
- Deliver and assess the program in accordance with Binnacle's Training and Assessment Strategy, assessment process and teacher marking guides.
 - Submit assessment to Binnacle:
 - on schedule (at the end of each Term for Certificate III/II programs); and
 - accurately (i.e. ensuring teacher marking is accurate and up-to-date prior to submitting to Binnacle).Please refer to '[Reporting](#)'.
 - Provide feedback including via our teacher survey and student surveys at the completion of their studies.
 - Enrol each student at the commencement of the training program. This includes an induction into Binnacle Training's Policies and Procedures and Participant Handbook.
 - Notify Binnacle immediately if a student cancels from the program.
 - Complete Binnacle's annual online Teacher Induction Program (checklist) at the commencement of each school year.
4. Notifying Binnacle Training as soon as possible of any major concerns, issues or opportunities relating to the services provided.
5. Ensuring that all insurance requirements (including public liability insurance for all venues where training is conducted) are current and in place at all times. This requirement extends to any non-school environments used by the School (Third Party) as part of the training/assessment towards the program.
6. Ensuring certificates issued by Binnacle to the Program Deliverer are then issued to the student within a maximum of 7 days from being received by the Program Deliverer. Binnacle facilitates this (digital) certificate issuance process via the Binnacle Lounge.
7. All program deliverers: Participate in Binnacle's annual VET in Schools Conference (ViSC) - a one-day professional development activity held at the end of Term 4. This ensures the Teacher is equipped with the necessary delivery information/requirements for the upcoming year, as well as meeting both industry and VET professional development requirements specific to the VET program/s they are delivering through Binnacle.
8. Acknowledging that all course materials and subject matter is copyright to Binnacle Training and the use of these materials outside of this Agreement is prohibited. Binnacle Training provides the School (Third Party) with a non-transferrable, non-exclusive licence to use the course materials to deliver the training specified.
9. Consulting Binnacle Training upon the appointment of new teachers to ensure they are accepted and inducted as a Binnacle Program Deliverer prior to delivering the training program.
10. Facilitating the acquisition of a Unique Student Identifier (USI)* for any students - who at the time of enrolment do not hold a USI - at usi.gov.au.
- * The USI is a field included on Binnacle's enrolment - with a link supplied directly to the USI webpage. Binnacle cannot report training or issue a qualification or Statement of Attainment for a participant without a USI.*
11. Managing identified Language, Literacy and Numeracy (LLN) difficulties. This includes the use of specialist assistance / training referral networks for students requiring LLN assistance while undertaking a Binnacle program.

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12. Ensuring parental/guardian consent for student participation in a VET qualification and/or units of competency sought for all students enrolling in a Binnacle program. *NOTE: Binnacle supplies a 'Parent Acknowledgement' form specific to each program being delivered.*
13. Adhering to Binnacle's 'Marketing Requirements' policy for both 'School Subject Selection' and 'School Website' - when advertising any Binnacle program. This includes the requirement to submit your school's Subject Selection Material, as positioned in your School Handbook and/or School Website, plus any applicable School Website Marketing pertaining to VET Course offerings, for Binnacle pre-approval, at the time of submitting this signed Third Party Agreement. These policies can be accessed here:
www.binnacletraining.com.au/rto.php (Select: RTO files).
 - a. *School Subject Selection:* This includes the requirement for Binnacle's Program Disclosure Statement (PDS) to be referenced on all such marketing related to subject selection activities and Binnacle First Aid / other short courses. This ensures the Binnacle Training Third Party Arrangement with Schools, in particular the responsibilities of both Binnacle Training (as RTO) and School (as Third Party), is disclosed.
 - b. *School Website:* This includes the requirement for the School (Third Party) to provide a clear delineation of the way their VET courses are undertaken, including the RTO Code of each provider.
14. Notifying Binnacle Training if they wish to 'opt out' of references in marketing or advertising material (e.g. social media). *NOTE: In cases where images of individual persons are used, Binnacle will always obtain the written consent of each individual (including parent/guardian for persons under 18 years) prior to release.*
15. Cooperating with the VET Regulator if, or as, required as part of normal RTO regulatory requirements, including:
 - a. by providing accurate and factual responses to information requested from the VET Regulator relevant to the delivery of the services it is providing; and
 - b. in the conduct of audits and the monitoring of its operations.
16. **Certificate III/II Programs and Short Courses:** Confirming that all students are accurately appearing on the State 'Registration and Banking System' (i.e. for Queensland Schools = Student Management). Per [Binnacle Responsibilities](#), Binnacle will update and report student AVETMISS data at the end of each month (minimum).

TABLE 3. SPORT & FITNESS PROGRAMS - ADDITIONAL SCHOOL (THIRD PARTY) RESPONSIBILITIES.

CERTIFICATE PROGRAM(S)	ADDITIONAL RESPONSIBILITY
<p>VETiS Funded Certificate II in Sport and Recreation (QLD Schools Only)</p>	<p>School (Third Party)'s nominated VET Manager to:</p> <ol style="list-style-type: none"> 1. Confirm with Binnacle Training the VETiS funding eligibility status (i.e. whether or not each student wishes to access the VETiS subsidy), and key information requirements for each opt-in student enrolled in Binnacle's VETiS Funded Certificate II in Sport and Recreation. Binnacle administration will populate these documentation templates for sending to the nominated VET Manager to streamline this process. <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;"><u>IMPORTANT</u></p> <p>For each School (Third Party) with one or more students accessing the VETiS subsidy with Binnacle Training:</p> <p>Upon receipt of VETiS funding confirmations, a separate 'Addendum to Third Party Agreement' will be issued by Binnacle Training, as Skills Assure Supplier (SAS), for School (as Third Party) completion/ return.</p> <p>This Addendum sets out the minimum standard terms of the Third Party Arrangement specific to the Queensland Government's SAS Agreement. This includes the '50% limit' requirement, specific to VETiS-funded students only, whereby the School (as Third Party) must not deliver more than 50% of the services associated with the VETiS funded Certificate II in Sport and Recreation. Binnacle Training has measures in place to ensure this 50% limit is upheld for all VETiS-funded students.</p> </div>
<p>Certificate III in Sport and Recreation</p> <p style="text-align: center;">❖</p> <p style="text-align: center;">Certificate III in Fitness</p> <p style="text-align: center;">❖</p> <p>Certificate II in Sport and Recreation</p>	<ol style="list-style-type: none"> 1. Ensuring the core/listed elective unit of competency 'Provide First Aid – HLTAID011' is completed by all participating students by the end of the Term in which the qualification is scheduled for finalisation. Binnacle offers this competency (HLTAID011) for teacher delivery, when the required human and physical resource requirements are in place (refer to 'Appendix 7: First Aid/CPR – Resource Requirements') – as a separate course for \$55.00 per participant. <p style="text-align: right;">Continued over page.</p>

<p>Certificate III in Sport and Recreation</p> <p>❖</p> <p>Certificate III in Fitness</p> <p>❖</p> <p>Certificate II in Sport and Recreation</p>	<p><u>NOTE:</u></p> <ul style="list-style-type: none"> • <i>HLTAID011 Provide First Aid supersedes HLTAID003 Provide First Aid. Where the Sport/Fitness qualification still requires the superseded HLTAID003, Binnacle Training will support students presenting with only HLTAID011 in order to obtain the superseded HLTAID003, where required.</i> • <i>For eligible students who access their VETiS subsidy with Binnacle's Certificate II in Sport and Recreation, fees applicable to this unit of competency (Provide First Aid), when undertaken as part of the Certificate II qualification, are waived in full.</i> <p>2. Ensuring the Binnacle program is delivered in sequential order (i.e. Terms 1-4; prior to Terms 5-7) due to the practical nature and sequential structure of learning and assessment.</p> <p>3. <u>QLD Schools:</u> If a student is engaged by a service to complete workplace hours, a 'Working with Children' Blue Card is required. Examples include:</p> <ol style="list-style-type: none"> a. A student undertaking a school-based traineeship (paid employee) at a service (workplace) with child-related activities (e.g. a gymnastics centre or local sporting club). Note, this will require a Paid Blue Card. b. A student undertaking a specific 'work placement/work experience' at a service (workplace) with child-related activities (e.g. a fitness centre with a child-minding service). This will require a (free) 'Student Blue Card'. <p><u>IMPORTANT:</u> A 'Working with Children' Blue Card is no longer a mandatory requirement for the Binnacle Program. Blue Card Services provided a clarification statement differentiating the term 'practical activities' (where a blue card is not required) from that of a child-regulated 'practical placement' where a student is engaged by a service to complete workplace hours (where a blue card is required). There is <u>no</u> mandatory 'practical placement' associated with the Binnacle program.</p>
<p>Certificate III in Fitness - specific</p>	<ol style="list-style-type: none"> 1. Adhering to Binnacle's class size recommendation - a maximum of 20 students per class. 2. <u>HR Requirement:</u> Certificate IV in Fitness (or be a registered/accredited practising exercise professional). <p>All Certificate III in Fitness 'Program Deliverers' must hold the qualification level above that which they are delivering [i.e. must hold the Certificate IV in Fitness (or be a registered/accredited practising exercise professional)].</p>

SCHOOL COSTS

All fees related to Binnacle programs are invoiced directly to the School (Third Party).

[Click here](#) for Binnacle's comprehensive '2022 Price Schedule'.*

* All prices are current as per www.binnacletraining.com.au

Although notice of changes would normally be given, fees may be varied by Binnacle Training from time to time.

Binnacle Training may withhold the issuance of certificates in cases where fees applicable to that course (participant and/or program fee) remain outstanding.

CERTIFICATE PROGRAMS – BUSINESS & TOURISM, SPORT & FITNESS

Participant Fee

A 'per participant' fee is applied to each Certificate Program, based on the number of participants once the enrolment cut-off date has lapsed. At the commencement of Term 1, an initial invoice (10 participant places) is sent for each '**Fee for Service' Certificate Program**.

***NOTE:** For eligible students who access their VETiS subsidy with Binnacle's Certificate II in Sport and Recreation, fees applicable to this qualification are waived in full.*

For class sizes of less than 10: If unable to reach 10 participants, the School (Third Party) is to contact Binnacle Training prior to this initial invoice being sent. Where agreed, a modified initial invoice will be drawn.

An adjustment invoice will be sent for the balance of places after the enrolment cut-off date (30 June, **in the year of course commencement**). Fees are invoiced to the school and cover the full course duration.

VETIS FUNDED CERTIFICATE II IN SPORT AND RECREATION

Fee-Free for VETiS Students – Certificate II Participant Fees Waived

Binnacle Training is approved as a Skills Assure Supplier (SAS) to deliver the [Certificate II in Sport and Recreation \(SIS20115\)](#) as a VETiS funded qualification. All other Binnacle qualifications are delivered as 'Fee for Service' only as invoiced to the School (Third Party).

VETiS funded by the Queensland Government's VET investment budget is fee-free for students. Where students access their VETiS subsidy for this qualification, Binnacle will waive all Certificate II participant fees [as invoiced to the School (Third Party)] applicable to each student that accesses their VETiS subsidy with Binnacle as SAS. [Find out more >](#)

School Refund Policy

The nature of Binnacle's invoicing process (as outlined above) voids a refund situation arising. That is:

- Students that withdraw from the program before enrolment cut-off (30 June) - and where Binnacle is notified of this withdrawal - do not incur the participant fee. These students will still be issued a Statement of Attainment for any competencies successfully completed.

- Students that withdraw from the program after enrolment cut-off (30 June) do incur the participant fee. These students will be issued a Statement of Attainment for any competencies successfully completed.

Provide First Aid (Fitness/Sport ONLY)

One of the competencies – HLTAID011 Provide First Aid – is to be assessed as a separate certificate (Provide First Aid). Binnacle offers this competency (HLTAID011) for teacher delivery, when the required human and physical resource requirements are in place (refer to '[Appendix 7: First Aid/CPR – Resource Requirements](#)') – as a separate course for \$55.00 per participant.

NOTE:

- *HLTAID011 Provide First Aid supersedes HLTAID003 Provide First Aid. Where the Sport/Fitness qualification still requires the superseded HLTAID003, Binnacle Training will support students presenting with only HLTAID011 in order to obtain superseded HLTAID003, where required.*
- *For eligible students who access their VETiS subsidy with Binnacle's Certificate II in Sport and Recreation, fees applicable to this unit of competency (Provide First Aid), when undertaken as part of the Certificate II qualification, are waived in full.*

See '[Short Courses / First Aid Courses](#)' below.

School Program Fee

A 'per program' fee is applied to each of Binnacle's Certificate Programs. Certificate Programs comprises both Dual Qualification offerings and Stand-Alone Qualification offerings. A Dual Qualification offering (e.g. Certificate III in Business + Certificate II in Tourism) = one Certificate Program. A Stand-Alone Qualification (e.g. Certificate II in Sport and Recreation) = one Certificate Program.

This fee is discounted where a school offers two x 2022 Certificate Programs (e.g. 2022 Certificate III in Business + 2022 Certificate III in Sport and Recreation) and discounted further where a school offers three x 2022 Certificate III Programs. This fee covers each program cohort for the full course duration and is invoiced at the commencement of Term 1 of the program.

The program fee is in consideration for the overall management of the Certificate Program, the provision of ongoing support (including facilitation of teacher professional development opportunities and events) to each nominated School Program Deliverer and Program Manager of the School (Third Party).

SHORT COURSES / FIRST AID COURSES

The school will be invoiced a 'per participant' fee at the time submitted assessment has been processed by Binnacle.

REPORTING

All student results and details of assessment will be provided by the School (Third Party) to Binnacle Training for review and recording.

CERTIFICATE PROGRAMS

Assessment submissions are required to be made to Binnacle (by the Program Deliverer) for each term of the program.

FIRST AID COURSES / SHORT COURSES

Assessment submissions are required to be made to Binnacle immediately upon completion.

Binnacle Training will report on any administrative/ compliance issues with the applicable Program Deliverer(s) and the School's nominated VET Manager and Program Manager. These are to be rectified **within 30 days of the alert being received**.

EVALUATION

During the life of the Agreement, stakeholders will discuss and review the partnership through both face-to-face meetings (Binnacle school visits) or via phone or videoconferencing. The following will be evaluated:

- a. Monitoring of the School (Third Party)'s services – including School (Third Party)'s upholding of both human [qualified trainer/assessor(s)] resource requirements and provision of physical (facilities and equipment) resources specific to each program being delivered.
 - i. *Human resources* will be monitored ongoing via each Teacher's Binnacle Profile. A student's official enrolment into a Binnacle Training program can only occur once these requirements have been met by the School (Third Party).
 - ii. *Physical resources* will be monitored and reviewed annually by Binnacle Program Manager and School (Third Party) program stakeholders at the commencement of each training program as documented in the Binnacle Profile.
- b. Feedback from students
- c. Feedback from Program Deliverers and other stakeholders
- d. Communication strategies
- e. All aspects of the continuous improvement process
- f. Administrative / compliance issues
- g. Other issues identified

Where agreed by parties in the Agreement, modifications will be made to the working arrangements and the Agreement in accordance with the findings of the evaluation.

PERIOD OF AGREEMENT

1. The Agreement will take effect from the date of signing and ends on 31 December 2023. It will be renegotiated as appropriate to reflect the ongoing nature of the service provision. The document will be reviewed regularly to take account of regulatory and operational changes.
2. Binnacle Training reserves the right to terminate this Agreement for reasons related to the delivery and administration of the nominated program. Reasons would include:
 - a. Program Deliverer(s) not following training program guidelines in the conduct of the course and the assessment process.
 - b. Program Deliverer(s) not using current authorised resources as stipulated by Binnacle Training in the manner required.
 - c. The School (Third Party) not meeting their responsibilities outlined in this Agreement.

Where a breach of clause 2(a)-(c) occurs, the School (Third Party) will - in the first instance - have 14 days to rectify any default prior to a termination decision occurring.

3. Binnacle Training allows the School (Third Party) to cease this Agreement only where
 - a. students have completed (or been withdrawn from) their required training and have been issued with the AQF qualification and/or Statement of Attainment; and
 - b. they have completed all enrolled students in the program; or
 - c. withdrawn students have been provided the opportunity to complete the program through an alternate RTO.
 - d. Binnacle Training does not meet their responsibilities as outlined in this Agreement [and items 3(a) – 3(c) have been met].
4. It is the intention that any practical difficulties encountered are resolved by both parties [Binnacle and the School (Third Party)] in a cooperative and practical manner.
5. In the (extremely unlikely) event of Binnacle Training being unable to continue to offer a training program to enrolled (continuing) students, alternate arrangements will be made by Binnacle Training to ensure all continuing students have the opportunity to complete the training program with another training provider.

PRIVACY

Binnacle Training must:

- a. comply with the Privacy Act and any reasonable request of the School (Third Party) in respect of matters relating to the Privacy Act;
- b. ensure that students/parents Personal Information (as defined in the Privacy Act) is protected against loss and unauthorised access, use, modification or disclosure, or other misuse;
- c. immediately notify the School (Third Party) upon becoming aware of any actual or suspected data breach, but not notify any third party of any such data breach without the School's prior written approval;
- d. not use Personal Information other than for the purposes of performing its obligations under this Agreement and once the Personal Information is no longer required for the purpose of this Agreement, destroy or permanently de-identify it; and
- e. not disclose Personal Information without the prior written consent of the School (Third Party), unless required by law.

To view Binnacle Training's full Privacy Policy (including Website), visit www.binnacletraining.com.au/rto (Select: Policy Manual).

RECORD KEEPING

Binnacle Training securely retains all enrolment information and completed assessments in line with its 'Records Management Policy' (including retention of assessment records) and 'Privacy Policy'.

Files are stored for the legislated period of time and electronic files are backed up regularly. All online enrolments and online assessments as completed on the Binnacle website are securely stored in line with Binnacle's 'Privacy Policy'.

In order to prevent unauthorised access or disclosure, Binnacle Training has put in place suitable physical, electronic and managerial procedures to safeguard and secure that information and protect it from misuse, interference, loss and unauthorised access, modification and disclosure. This includes:

- Securing the Site using an SSL certificate. Access to the website is not available on an insecure connection.
- Housing all storage infrastructure in highly secure data centres with redundancy in place in the event of natural disasters.
- Conducting regular third party pen testing on our systems in addition to close monitoring by internal developers.

Data is stored using obfuscation for relevant personal information and encrypted passwords.

The server infrastructure is located in an Amazon Web Services data centre facility in Sydney, Australia. The server is configured using best security practices. A code review and quality assurance process is undertaken prior to code being deployed into the production environment. Access to server infrastructure is through public and private key authentication with multiple access level checks.

To view Binnacle Training's full 'Records Management Policy' and 'Privacy Policy', visit www.binnacletraining.com.au/rto (Select: Policy Manual).

APPENDIX 1.

VET Certificates and Units of Competency

CERTIFICATE PROGRAMS	
BINNACLE PROGRAM AREA	NATIONALLY RECOGNISED TRAINING
Tourism & Business	Dual Qualification Program: BSB30120 Certificate III in Business + SIT20116 Certificate II in Tourism
Business	BSB30120 Certificate III in Business
	BSB20120 Certificate II in Workplace Skills
Fitness	SIS30315 Certificate III in Fitness
	Dual Qualification Program: SIS30315 Certificate III in Fitness + SIS20115 Certificate II in Sport and Recreation
Sport	SIS30115 Certificate III in Sport and Recreation
	SIS20115 Certificate II in Sport and Recreation
	Dual Qualification Program: SIS30115 Certificate III in Sport and Recreation + SIS20115 Certificate II in Sport and Recreation

SHORT COURSES	
BINNACLE PROGRAM	NATIONALLY RECOGNISED TRAINING
Introduction to Sport, Fitness & Recreation	<p>Encompassing four units of competency:</p> <ul style="list-style-type: none"> • Introduction to Sport & Recreation (1 Term) <ul style="list-style-type: none"> – SISSCO001 Conduct sport coaching sessions with foundation level participants – BSBPEF302 Develop self-awareness • Introduction to Fitness (1 Term) <ul style="list-style-type: none"> – BSBTWK201 Work effectively with others – BSBPEF201 Support personal wellbeing in the workplace

APPENDIX 1.

VET Certificates and Units of Competency

SHORT COURSES <i>(continued.)</i>	
BINNACLE PROGRAM	NATIONALLY RECOGNISED TRAINING
Inclusivity and Communication in the Workplace	Encompassing three units of competency (1 Term) <ul style="list-style-type: none">• BSBTWK301 Use inclusive work practices• BSBXCM301 Engage in workplace communication• SITXCOM002 Show social and cultural sensitivity
Financial Literacy	FNSFLT311 Develop and apply knowledge of personal finances

FIRST AID COURSES	
BINNACLE PROGRAM	NATIONALLY RECOGNISED TRAINING
First Aid (including CPR)	Encompassing: <ul style="list-style-type: none">• HLTAID011 Provide first aid• HLTAID009 Provide cardiopulmonary resuscitation• HLTAID010 Provide basic emergency life support
CPR Only	HLTAID009 Provide cardiopulmonary resuscitation

IMPORTANT

In addition to the qualifications and units of competency listed in Appendix 1, this Agreement covers those qualifications, skill sets and units of competency that may supersede those listed above. This will correlate with those updated qualifications and units of competency that appear on Binnacle Training's scope of registration at:

<http://training.gov.au/Organisation/Details/31319>

APPENDIX 1.

VET Certificates and Units of Competency

Certificate Program	<u>Dual Qualification Program:</u> BSB30120 Certificate III in Business + SIT20116 Certificate II in Tourism
Format	2 Year (1 Timetable Line)

CODE	TITLE	SIT20116 Certificate II in Tourism	BSB30120 Certificate III in Business
SITTIND001	Source and use information on the tourism and travel industry	CORE	ELECTIVE - IMPORTED
SITXWHS001	Participate in safe work practices	CORE	
SITXCOM002	Show social and cultural sensitivity	CORE	
SITXCCS003	Interact with customers	CORE	
SITXCOM001	Source and present information	ELECTIVE - LISTED	
BSBSUS201	Participate in environmentally sustainable work practices	ELECTIVE - LISTED	
BSBWOR203	Work effectively with others	ELECTIVE - LISTED	
BSBPEF301	Organise personal work priorities	ELECTIVE - IMPORTED	ELECTIVE (GROUP B)
BSBXTW301	Work in a team	ELECTIVE - IMPORTED	ELECTIVE (GROUP C)
BSBTEC301	Design and produce business documents	ELECTIVE - IMPORTED	ELECTIVE (GROUP A)
BSBWRT311	Write simple documents	ELECTIVE - IMPORTED	ELECTIVE (GROUP A)
BSBCRT311	Apply critical thinking skills in a team environment		CORE
BSBPEF201	Support personal wellbeing in the workplace		CORE
BSBSUS211	Participate in sustainable work practices		CORE
BSBTWK301	Use inclusive work practices		CORE
BSBWHS311	Assist with maintaining workplace safety		CORE
BSBXCM301	Engage in workplace communication		CORE
BSBTEC303	Create electronic presentations		ELECTIVE (GROUP A)
BSBOPS304	Deliver and monitor a service to customers		ELECTIVE (GROUP D)

* Elective units are subject to change prior to the commencement of school year. This is to ensure alignment to current industry practices is at its optimum.

APPENDIX 1.

VET Certificates and Units of Competency

Certificate Program	BSB30120 Certificate III in Business
Format	2 Year (1 Timetable Line)

CODE	TITLE	CORE / ELECTIVE
BSBCRT311	Apply critical thinking skills in a team environment	CORE
BSBPEF201	Support personal wellbeing in the workplace	CORE
BSBSUS211	Participate in sustainable work practices	CORE
BSBTWK301	Use inclusive work practices	CORE
BSBWHS311	Assist with maintaining workplace safety	CORE
BSBXCM301	Engage in workplace communication	CORE
BSBTEC301	Design and produce business documents	ELECTIVE (GROUP A)
BSBTEC303	Create electronic presentations	ELECTIVE (GROUP A)
BSBWRT311	Write simple documents	ELECTIVE (GROUP A)
BSBPEF301	Organise personal work priorities	ELECTIVE (GROUP B)
BSBXTW301	Work in a team	ELECTIVE (GROUP C)
BSBOPS304	Deliver and monitor a service to customers	ELECTIVE (GROUP D)
FNSFLT311	Develop and apply knowledge of personal finances	ELECTIVE - IMPORTED

* Elective units are subject to change prior to the commencement of school year. This is to ensure alignment to current industry practices is at its optimum.

APPENDIX 1.

VET Certificates and Units of Competency

Certificate Program	BSB20120 Certificate II in Workplace Skills
Format	1 Year (1 Timetable Line)

CODE	TITLE	CORE / ELECTIVE
BSBCMM211	Apply communication skills	CORE
BSBOPS201	Work effectively in business environments	CORE
BSBPEF202	Plan and apply time management	CORE
BSBSUS211	Participate in sustainable work practices	CORE
BSBWHS211	Contribute to health and safety of self and others	CORE
BSBPEF302	Develop self-awareness	ELECTIVE (GROUP A)
BSBCRT201	Develop and apply thinking and problem solving skills	ELECTIVE (GROUP A)
BSBTEC201	Use business software applications	ELECTIVE (GROUP B)
BSBTEC202	Use digital technologies to communicate in a work environment	ELECTIVE (GROUP B)
BSBTWK201	Work effectively with others	ELECTIVE (GROUP C)

* Elective units are subject to change prior to the commencement of school year. This is to ensure alignment to current industry practices is at its optimum.

APPENDIX 1.

VET Certificates and Units of Competency

Certificate Program	SIS30315 Certificate III in Fitness
Format	2 Year (1 Timetable Line)

UNIT CODE	UNIT TITLE	CORE / ELECTIVE
SISFFIT001	Provide health screening and fitness orientation	CORE
SISFFIT002	Recognise and apply exercise considerations for specific populations	CORE
SISFFIT003	Instruct fitness programs	CORE
SISFFIT004	Incorporate anatomy and physiology principles into fitness programming	CORE
SISFFIT005	Provide healthy eating information	CORE
SISFFIT014	Instruct exercise to older clients	CORE
SISXCCS001	Provide quality service	CORE
SISXFAC001	Maintain equipment for activities	CORE
SISXIND001	Work effectively in sport, fitness and recreation environments	CORE
BSBRSK401	Identify risk and apply risk management processes	ELECTIVE (GROUP C – GYM)
HLTAID003	Provide first aid	ELECTIVE (GROUP C – GYM)
HLTWHS001	Participate in workplace health and safety	ELECTIVE (GROUP C – GYM)
SISFFIT006	Conduct fitness appraisals	ELECTIVE (GROUP C – GYM)
BSBSUS201	Participate in environmentally sustainable work practices	ELECTIVE (GROUP D - GENERAL)
SISXEMR001	Respond to emergency situations	ELECTIVE - IMPORTED
SISXIND002	Maintain sport, fitness and recreation industry knowledge	ELECTIVE - IMPORTED

* Elective units are subject to change prior to the commencement of the school year. This is to ensure alignment to current industry practices is at its optimum.

APPENDIX 1.

VET Certificates and Units of Competency

Certificate Program	Dual Qualification Program: SIS30315 Certificate III in Fitness + SIS20115 Certificate II in Sport and Recreation
Format	2 Year (1 Timetable Line)

UNIT CODE	UNIT TITLE	SIS20115 Certificate II in Sport and Recreation	SIS30315 Certificate III in Fitness
HLTWS001	Participate in workplace health and safety	CORE	ELECTIVE (GROUP C - GYM)
SISXEMR001	Respond to emergency situations	CORE	ELECTIVE - IMPORTED
HLTAID003	Provide first aid	CORE	ELECTIVE (GROUP C - GYM)
SISXCAI002	Assist with activity sessions	CORE	
BSBWOR202	Organise and complete daily work activities	CORE	
SISXCCS001	Provide quality service	CORE	CORE
SISXIND001	Work effectively in sport, fitness and recreation environments	CORE	CORE
SISXIND002	Maintain sport, fitness and recreation industry knowledge	CORE	ELECTIVE - IMPORTED
ICTICT203	Operate application software packages	ELECTIVE - GENERAL	
BSBSUS201	Participate in environmentally sustainable work practices	ELECTIVE - GENERAL	ELECTIVE (GROUP D - GENERAL)
BSBTEC201	Use business software applications	ELECTIVE - IMPORTED	
BSBTEC202	Use digital technologies to communicate in a work environment	ELECTIVE - IMPORTED	
BSBTEC203	Research using the internet	ELECTIVE - IMPORTED	
BSBRK401	Identify risk and apply risk management processes		ELECTIVE (GROUP C - GYM)
SISFFIT001	Provide health screening and fitness orientation		CORE
SISFFIT003	Instruct fitness programs		CORE
SISFFIT004	Incorporate anatomy and physiology principles into fitness programming		CORE
SISFFIT006	Conduct fitness appraisals		ELECTIVE (GROUP C - GYM)
SISFFIT002	Recognise and apply exercise considerations for specific populations		CORE
SISFFIT005	Provide healthy eating information		CORE
SISFFIT014	Instruct exercise to older clients		CORE

* Elective units are subject to change prior to the commencement of the school year. This is to ensure alignment to current industry practices is at its optimum.

APPENDIX 1.

VET Certificates and Units of Competency

Certificate Program	SIS30115 Certificate III in Sport and Recreation
Format	2 Year (1 Timetable Line)

UNIT CODE	UNIT TITLE	CORE / ELECTIVE
HLTWHS001	Participate in workplace health and safety	CORE
BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control	CORE
SISXEMR001	Respond to emergency situations	CORE
SISXCCS001	Provide quality service	CORE
HLTAID003	Provide First Aid	CORE
ICTWEB201	Use social media tools for collaboration and engagement	CORE
BSBWOR301	Organise personal work priorities and development	CORE
SISXCAI003	Conduct non-instructional sport, fitness or recreation sessions	CORE
SISXCAI004	Plan and conduct programs	CORE
BSBWOR204	Use business technology	ELECTIVE - GENERAL
BSBADM307	Organise schedules	ELECTIVE - GENERAL
SISXCAI006	Facilitate groups	ELECTIVE - GENERAL
SISXCAI002	Assist with activity sessions	ELECTIVE - IMPORTED
SISXIND001	Work effectively in sport, fitness and recreation environments	ELECTIVE – IMPORTED
SISXIND002	Maintain sport, fitness and recreation industry knowledge	ELECTIVE – IMPORTED

* Elective units are subject to change prior to the commencement of the school year. This is to ensure alignment to current industry practices is at its optimum.

APPENDIX 1.

VET Certificates and Units of Competency

Certificate Program	SIS20115 Certificate II in Sport and Recreation
Format	1 Year (1 Timetable Line)

UNIT CODE	UNIT TITLE	CORE / ELECTIVE
HLTWHS001	Participate in workplace health and safety	CORE
SISXEMR001	Respond to emergency situations	CORE
BSBWOR202	Organise and complete daily work activities	CORE
SISXCCS001	Provide quality service	CORE
SISXCAI002	Assist with activity sessions	CORE
SISXIND001	Work effectively in sport, fitness and recreation environments	CORE
SISXIND002	Maintain sport, fitness and recreation industry knowledge	CORE
HLTAID003	Provide First Aid	CORE
ICTICT203	Operate application software packages	ELECTIVE - GENERAL
BSBSUS201	Participate in environmentally sustainable work practices	ELECTIVE – GENERAL
BSBTEC201	Use business software applications	ELECTIVE - IMPORTED
BSBTEC202	Use digital technologies to communicate in a work environment	ELECTIVE - IMPORTED
BSBTEC203	Research using the internet	ELECTIVE – IMPORTED

* Elective units are subject to change prior to the commencement of the school year. This is to ensure alignment to current industry practices is at its optimum.

APPENDIX 1.

VET Certificates and Units of Competency

Certificate Program	<u>Dual Qualification Program:</u> SIS30115 Certificate III in Sport and Recreation + SIS20115 Certificate II in Sport and Recreation
Format	2 Year (1 Timetable Line)

UNIT CODE	UNIT TITLE	SIS20115 Certificate II in Sport and Recreation	SIS30115 Certificate III in Sport and Recreation
HLTWHS001	Participate in workplace health and safety	CORE	CORE
SISXEMR001	Respond to emergency situations	CORE	CORE
BSBWOR202	Organise and complete daily work activities	CORE	
SISXCCS001	Provide quality service	CORE	CORE
SISXCAI002	Assist with activity sessions	CORE	ELECTIVE - IMPORTED
SISXIND001	Work effectively in sport, fitness and recreation environments	CORE	ELECTIVE - IMPORTED
SISXIND002	Maintain sport, fitness and recreation industry knowledge	CORE	ELECTIVE - IMPORTED
HLTAID003	Provide First Aid	CORE	CORE
ICTICT203	Operate application software packages	ELECTIVE - GENERAL	
BSBSUS201	Participate in environmentally sustainable work practices	ELECTIVE – GENERAL	
BSBTEC201	Use business software applications	ELECTIVE - IMPORTED	
BSBTEC202	Use digital technologies to communicate in a work environment	ELECTIVE - IMPORTED	
BSBTEC203	Research using the internet	ELECTIVE – IMPORTED	
BSBWOR204	Use business technology		ELECTIVE - GENERAL
BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control		CORE
ICTWEB201	Use social media tools for collaboration and engagement		CORE
BSBWOR301	Organise personal work priorities and development		CORE
SISXCAI003	Conduct non-instructional sport, fitness or recreation sessions		CORE
SISXCAI004	Plan and conduct programs		CORE
BSBADM307	Organise schedules		ELECTIVE - GENERAL
SISXCAI006	Facilitate groups		ELECTIVE - GENERAL

* Elective units are subject to change prior to the commencement of the school year. This is to ensure alignment to current industry practices is at its optimum.

APPENDIX 1.

VET Certificates and Units of Competency

Binnacle First Aid Courses	First Aid & CPR
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UNIT OF COMPETENCY CODE	UNIT OF COMPETENCY NAME
HLTAID011	Provide First Aid
HLTAID010	Provide basic emergency life support
HLTAID009	Provide cardiopulmonary resuscitation

Binnacle Short Course	Introduction to Sport, Fitness & Recreation
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UNIT OF COMPETENCY CODE	UNIT OF COMPETENCY NAME
INTRODUCTION TO SPORT & RECREATION (1 TERM) – <i>Encompassing:</i>	
SISSSCO001	Conduct sport coaching sessions with foundation level participants
BSBPEF302	Develop self-awareness
INTRODUCTION TO FITNESS (1 TERM) – <i>Encompassing:</i>	
BSBTWK201	Work effectively with others
BSBPEF201	Support personal wellbeing in the workplace

Binnacle Short Course	Inclusivity and Communication in the Workplace
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UNIT OF COMPETENCY CODE	UNIT OF COMPETENCY NAME
BSBTWK301	Use inclusive work practices
BSBXCM301	Engage in workplace communication
SITXCOM002	Show social and cultural sensitivity

Binnacle Short Course	Financial Literacy
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UNIT OF COMPETENCY CODE	UNIT OF COMPETENCY NAME
FNSFLT311	Develop and apply knowledge of personal finances

APPENDIX 2.

2022 Price Schedule

[Click here](#) for Binnacle Training's full 2022 Price Schedule.

CERTIFICATE PROGRAMS – Tourism, Business, Sport & Fitness

Certificate Programs (Dual Qualification offerings and Stand-Alone Qualification offerings) attract both a 'Participant Fee' and 'Program Fee'. All fees are invoiced to the school and cover the full course duration.

Participant Fee

A 'per participant' fee is applied to each Certificate Program, based on the number of participants once the enrolment cut-off date has lapsed. The participant fee is GST FREE.

VETiS Eligible^ Certificate II in Sport and Recreation	Per Participant Fee
SIS20115 Certificate II in Sport and Recreation	\$265.00 + First Aid (\$55.00) <u>NOTE:</u> Certificate II in Sport and Recreation Participant Fees are 100% waived for eligible students who access their VETiS subsidy for this qualification with Binnacle as a Skills Assure Supplier.

^ Vocational Education and Training in Schools (VETiS) initiative, funded by the Queensland Government. Binnacle Training is approved as a Skills Assure Supplier (SAS) to deliver the Certificate II in Sport and Recreation (SIS20115) as a VETiS funded qualification. All other qualifications are delivered as 'Fee for Service' only.

Tourism & Business

Certificate Programs – 'Fee for Service' Offerings	Per Participant Fee
Dual Qualification: BSB30120 Certificate III in Business + SIT20116 Certificate II in Tourism	\$265.00 (Cert II qualification = \$225.00 + Cert III Gap Fee = \$40.00)

Business

Certificate Programs – 'Fee for Service' Offerings	Per Participant Fee
BSB30120 Certificate III in Business	\$265.00
BSB20120 Certificate II in Workplace Skills	\$225.00

APPENDIX 2.

2022 Price Schedule

Fitness

Certificate Programs – ‘Fee for Service’ Offerings	Per Participant Fee
SIS30315 Certificate III in Fitness	\$365.00 + First Aid (\$55.00)
Dual Qualification: SIS30315 Certificate III in Fitness + SIS20115 Certificate II in Sport and Recreation	\$365.00 (Cert II entry qualification = \$265.00 + Cert III Gap Fee = \$100.00) + First Aid (\$55.00)

Sport

Certificate Programs – ‘Fee for Service’ Offerings	Per Participant Fee
Dual Qualification: SIS30115 Certificate III in Sport and Recreation + SIS20115 Certificate II in Sport and Recreation	\$335.00 (Cert II entry qualification = \$265.00 + Cert III Gap Fee = \$70.00) + First Aid (\$55.00)
SIS30115 Certificate III in Sport and Recreation	\$335.00 + First Aid (\$55.00)

Program Fee

A ‘per program’ fee is applied to each of Binnacle’s Certificate Programs. This fee covers each program cohort for the full course duration and is invoiced at the commencement of Term 1 of the program. Please note, the figures in relation to the Program Fee are GST INCLUSIVE.

Certificate Programs comprise both Dual Qualification offerings and Stand-Alone Qualification offerings. A Dual Qualification offering (e.g. Certificate III in Business + Certificate II in Tourism) = one x Certificate Program. A Stand-Alone Qualification (e.g. Certificate II in Sport and Recreation) = one x Certificate Program.

Number of Certificate Programs	Total
1 x 2022 Certificate Program	\$1,450.00
2 x 2022 Certificate Programs	\$1,780.00
3 x 2022 Certificate Programs	\$2,110.00
4 (or more) x 2022 Certificate Programs	\$2,440.00

APPENDIX 2.

2022 Price Schedule

SHORT COURSES AND FIRST AID COURSES

Short Courses and First Aid Courses attract a 'Participant Fee' only. All fees are invoiced to the school and cover the full course duration.

Participant Fee

A 'per participant' fee is applied to each Short Course and First Aid Course at the time submitted assessment has been processed by Binnacle. The participant fee is GST FREE.

Short Courses	Per Participant Fee
Introduction to Sport, Fitness & Recreation (4 units of competency)	\$80.00
Inclusivity & Communication in the Workplace (3 units of competency)	\$65.00
Financial Literacy – Develop and apply knowledge of personal finances (FNSFLT311)	\$55.00 <u>NOTE:</u> Participant fee will be waived in full for students who complete this unit of competency (FNSFLT311) as an elective in Binnacle's full Certificate Program – 2022 Certificate III in Business.

First Aid Courses	Per Participant Fee
Provide First Aid - HLTAID011 (note, this includes CPR)	\$55.00
Provide CPR – HLTAID009	\$40.00

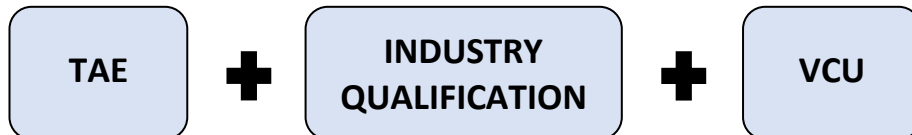
APPENDIX 3.

2022 Certificate III in Business + Certificate II in Tourism: Resource Requirements

HUMAN RESOURCE REQUIREMENTS

Nominated Tourism & Business Program Deliverer(s):

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



- ☒ 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. TAE LLN411 Address adult language, literacy and numeracy (LLN) skills (or equivalent)

- ☒ Hold an industry qualification:

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.***

- ☒ 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 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**.

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).

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

OR

Continued over page.

APPENDIX 3.

2022 Certificate III in Business + Certificate II in Tourism: Resource Requirements

- ☑ 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.

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.

APPENDIX 3.

2022 Certificate III in Business + Certificate II in Tourism: Resource Requirements

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 customers and staff* 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.*

NOTE: 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.

APPENDIX 4.

2022 Certificate III in Business /Certificate II in Workplace Skills: Resource Requirements

HUMAN RESOURCE REQUIREMENTS

Nominated Business Program Deliverer(s):

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



- ☒ 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.

OR

Continued over page.

APPENDIX 4.

2022 Certificate III in Business /Certificate II in Workplace Skills: Resource Requirements

- ☒ 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.

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.

NOTE: 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.

APPENDIX 5.

2022 Certificate III in Fitness: Resource Requirements

HUMAN RESOURCE REQUIREMENTS

Nominated Fitness Program Deliverers:

1a. Each Program Deliverer must have the following evidence requirements in place prior to the commencement of delivery:



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

** If using the TAE40110 qualification, 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:

Must first hold a Certificate IV in Fitness (or be a registered/accredited practising exercise professional).

- ☒ Demonstrate vocational competence:

Must complete a (free) non-accredited Vocational Competence Update (VCU)* which is used to demonstrate current knowledge and skills specific to each unit of competency within the qualifications being delivered. Deliverers will need to either hold the unit of competency OR demonstrate equivalence (in skills and knowledge) using verifiable evidence (see #3).

1b. Each Program Deliverer must be the primary facilitator of learning by:

- ☒ Being timetabled to the class every lesson.
- ☒ Coordinating and overseeing the 'outside classroom timetable' commitment for the programs outlined in the 'Physical Resource Requirements' – [Access to Adult and Older Adult Clients](#).

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

- ☒ Completing their Binnacle Profile, which includes:

1. Recent Work History:

- Fitness industry related history.

2. Industry Currency:

- A minimum of one Fitness industry workplace visit **per semester**.
- A minimum of one Fitness professional development **per semester**.

Participation in Binnacle Training's scheduled live events (Workshops in Term 1 or 2, and ViSC in Term 4) will assist to satisfy this requirement.

3. VET Currency

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

Participation in Binnacle Training's scheduled live events (Workshops in Term 1 or 2, and ViSC in Term 4) will satisfy this requirement.

Continued over page.

APPENDIX 5.

2022 Certificate III in Fitness: Resource Requirements

3. Each Program Deliverer must demonstrate vocational competence by:

- ☒ Holding a Certificate IV in Fitness with a collective period of two years working in fitness instruction (or be a registered/accredited practising exercise professional with a degree and experience relevant to each of the 7 x 'Fitness Instruction' units of competency – see Section 2)

PLUS, specific to the units in the Qualification Program being delivered:

- ☒ Demonstrating 'equivalence' to units - via Binnacle's custom VCU, specific those being delivered in Binnacle Training's current Qualification program:

Completing Third-Party Reports (TPR's) -

- Units can be verified by a supervisor or HOD in the school environment (must be fitness context).
- Supporting evidence (e.g. completed session plans for older adult client groups) will also be required.

OR

Holding or completing the actual units of competency as per Binnacle Training's current Qualification program.

The units of competency obtained by the teacher must be equivalent to those being delivered in Binnacle Training's current Qualification program. These would need to be completed via an external RTO (Binnacle does not offer this for teachers).

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

Nominated Fitness Back-Up Deliverer:

This must include:

- ☒ At least one back-up deliverer who meets the 'Human Resource Requirements' prior to commencing as a Binnacle Program Deliverer:
 1. A current Certificate IV in Training and Assessment.
 2. A Certificate IV in Fitness with a collective period of two years working in fitness instruction (or be a registered/accredited practising exercise professional with a degree and experience relevant to each of the 7 x 'Fitness Instruction' units of competency).
 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 that these are met prior to program delivery.

If the First Aid competency is delivered via the Binnacle program:

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

- ☒ Hold a current Certificate IV in Training and Assessment (per above)
- ☒ Hold a current Provide First Aid Certificate (within 3 years)
- ☒ Hold a current CPR Certificate (within 12 months)
- ☒ Complete a 'Statement of Service – First Aid Officer' verified by their Head of Department or line manager.

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 First Aid (e.g. ongoing participation as a First Aid Officer for sport teams and excursions).

APPENDIX 5.

2022 Certificate III in Fitness: Resource Requirements

2. Industry Currency

- A minimum of one First Aid-specific professional development **per year**.
Binnacle Training will source professional development opportunities to satisfy this requirement.

3. VET Currency

- A minimum of one VET-specific professional development **per semester**.
Participation in Binnacle Training's scheduled live events (Workshops in Term 1/2, plus ViSC in Term 4) will satisfy this requirement.

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 that these are met prior to program delivery.

PHYSICAL RESOURCE REQUIREMENTS

1. A Fitness (Gym) Facility - located on the school premises.

The Fitness (Gym) Facility must have:

- ☒ A variety of exercise modes (including with and without equipment)
- ☒ A range of exercise equipment including cardiovascular, resistance and flexibility
- ☒ A variety of exercise areas including resistance, cardio, flexibility, circuit and outdoor
- ☒ Adequate space to cater for groups/multiple trainers
- ☒ Key health and safety equipment and/or aids
- ☒ A range of programs and services
- ☒ A first aid kit.

2. Fitness assessment equipment – located on the school premises.

The School (Third-Party) must have the following fitness equipment:

- ☒ Tape measures (such as a stadiometer to measure height)
- ☒ Sit and reach tools
- ☒ Stationary bicycle, treadmill or rowing ergometer
- ☒ Heart rate monitors
- ☒ Blood pressure monitor
- ☒ Body weight scales
- ☒ Stop watches

If you require any of the Fitness assessment equipment listed, click on the following link to source these items at discount prices!

[VISIT BINNACLE SHOP](#)

NOTE: PHOTOS OF THE ITEMS LISTED MUST BE PROVIDED UPON REQUEST.

APPENDIX 5.

2022 Certificate III in Fitness: Resource Requirements

3. Access to Adult and Older Adult Clients (Terms 5-7):

Each student will be instructing (6 x 1-on-1 Gym-Based sessions) + (3 x Group Exercise sessions)

The School (Third-Party) must have access to the following adult and older adult clients – with all 9 sessions, instructed by each student, undertaken on school premises (or an external fitness facility as arranged by the School) - for practical assessment purposes and assessed by the Binnacle Teacher.

- ☒ **6 x 1-ON-1 GYM-BASED SESSIONS:** Each student is required to instruct six gym-based sessions (minimum session duration of 30 minutes) for the following clients:
- 1 x female adult (age 18+ years) – minimum of 2 sessions
 - 1 x male adult (age 18+ years) – minimum of 2 sessions
 - 1 x older adult (age 55+ years) – minimum of 2 sessions

PLUS

- ☒ **3 x GROUP EXERCISE SESSIONS:** Each student is required to instruct three group exercise sessions (minimum session duration of 45 minutes) for the following client groups (with a minimum of 6 participants in each group):
- **A group that is predominantly comprised of female adults – minimum of 1 session**
(i.e. a minimum of 6 participants with at least 4 x female adults)
 - **A group that is predominantly comprised of male adults – minimum of 1 session**
(i.e. a minimum of 6 participants with at least 4 x male adults)
 - **A group that is predominantly comprised of older adults – minimum of 1 session**
(i.e. a minimum of 6 participants with at least 4 x older adults aged 55 years or over)

IMPORTANT: *These sessions have been scheduled outside of class hours (on the basis that adult clients such as teachers have restricted availability during school time) however, they can be completed during class time if clients are available. Sessions must be coordinated by the Binnacle Teacher (qualified fitness professional) at a fitness facility with adequate insurances in place and approved by the school (e.g. school gym).*

4. Additional school requirements:

The School (Third-Party) must have:

- ☒ Personal computers with office software and internet access.
- ☒ Repair equipment and maintenance resources (e.g. ball pumps, cleaning equipment).
- ☒ Maintenance storage facilities (e.g. storeroom).
- ☒ Access to a primary school participant group (or junior secondary) for a Community Fitness Program to be organised by the Program Deliverer.
 - The venue/facility for this Community Fitness Program must include a range of sport and recreation activities and equipment.

5. Other (recommended) requirements:

It is recommended for the School (Third-Party) to have:

- Anatomical and physiological information and resources (posters, charts, etc).
- Human skeleton models or other anatomical models (Binnacle will provide digital copies of diagrams which may be printed and used as learning resources).
- Access to school WHS and risk management policies and procedures (Binnacle will also provide a generic SFR Policies and Procedures Manual).
- Access to skinfold callipers as an additional Fitness Assessment equipment item.

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 that these are met prior to program delivery.

APPENDIX 5.

2022 Certificate III in Fitness: Resource Requirements

First Aid training equipment (if the First Aid competency will be delivered via the Binnacle Program)

The School (Third-Party) must have:

MANDATORY EQUIPMENT	MINIMUM (*Suggested) QTY	MANDATORY EQUIPMENT	MINIMUM (*Suggested) QTY
Adult CPR Manikin	1 manikin per 4 students*	Asthma Spacers	1 trainer per 4 students*
Infant CPR Manikin	1 manikin per 4 students*	Asthma Spacer Mouthpieces	1 per student
CPR Faceshield or Clean Face	1 per student for each manikin	Triangular Bandage	1 per student (new)*
Alcohol Wipes	Tub	Roller Bandage	1 per student (new)*
AED Trainer	1 trainer per 4 students*	Spare Clean Bandages/Slings	Assortment
Gloves (S, M, L)	Box of each size	Workplace Compliant First Aid Kit – stocked	1 per class*
Epipen Trainers	1 trainer per 4 students*	Pillows and Blankets	Assortment
Asthma Puffers (Placebo)	1 trainer per 4 students*	Simulated Hazards	As per workplace

If you require any of the First Aid training equipment above, click on the following link to source these items at discount prices!

[**VISIT BINNACLE SHOP**](#)

NOTE: PHOTOS OF THESE REQUIREMENTS MUST BE PROVIDED UPON REQUEST.

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

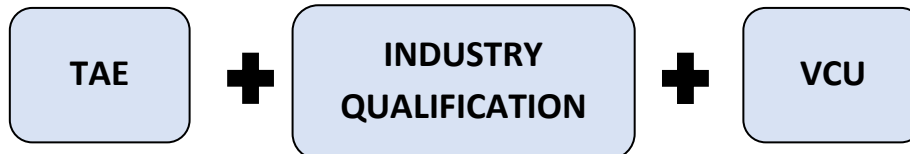
APPENDIX 6.

2022 Certificate III/II in Sport and Recreation: Resource Requirements

HUMAN RESOURCE REQUIREMENTS

Nominated Sport and Recreation Program Deliverers:

1. Each Program Deliverer must have the following evidence requirements in place prior to commencing delivery:



- ☒ Hold the Certificate IV in Training and Assessment (TAE40116 or TAE40110*) qualification:
**If using the TAE40110 qualification, 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 hold an Industry-related VET qualification (Cert III or higher) and/or Degree.
- ☒ Demonstrate vocational competence:
Teacher must complete a (free) non-accredited Vocational Competence Update (VCU)* which is used to demonstrate current knowledge and skills specific to each unit of competency within the qualifications being delivered. Deliverers will need to either hold the unit of competency OR demonstrate equivalence (in skills and knowledge) using verifiable evidence (see #4).

2. Each Program Deliverer must be the primary facilitator of learning by:

- ☒ Being timetabled to the class for every lesson.

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

- ☒ Completing their Binnacle Profile, which includes:
 1. Recent Work History:
 - Sport and recreation industry related history.
 2. Industry Currency:
 - A minimum of one sport and recreation industry workplace visit **per semester**.
 - A minimum of one sport and recreation professional development **per semester**.
Participation in Binnacle Training's scheduled live events (Workshops in Term 1 or 2, and ViSC in Term 4) will assist to satisfy this requirement.
 3. VET Currency
 - A minimum of one VET-specific professional development **per semester**.
Participation in Binnacle Training's scheduled live events (Workshops in Term 1 or 2, and ViSC in Term 4) will satisfy this requirement.

Continued over page.

APPENDIX 6.

2022 Certificate III/II in Sport and Recreation: Resource Requirements

4. Each Program Deliverer must demonstrate vocational competence by:

- ☒ Demonstrating 'equivalence' to units - via Binnacle's custom VCU, specific to those being delivered in Binnacle Training's current Qualification program.

Completing Third-Party Reports (TPR's) -

- Evidence to demonstrate equivalence can be verified by a supervisor or HOD in the school environment (must be in a sport and recreation context).
- Supporting evidence (e.g. completed coaching plans) will also be required.

OR

Holding or completing the actual units of competency as per Binnacle Training's current Qualification program.

The units of competency obtained by the teacher must be equivalent to those being delivered in Binnacle Training's current Qualification program. These would need to be completed via an external RTO (Binnacle is unable to offer accredited training for teachers).

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

Nominated Sport and Recreation Back-Up Deliverer:

This must include:

- ☒ At least one back-up deliverer who meets the 'Human Resource Requirements' prior to commencing as a Binnacle Program Deliverer:
 1. A current Certificate IV in Training and Assessment.
 2. An industry-related VET qualification (Cert III or higher) and/or Degree.
 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 that these are met prior to program delivery.

If the First Aid competency is delivered via the Binnacle program:

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

- ☒ Hold a current Certificate IV in Training and Assessment (per above)
- ☒ Hold a current Provide First Aid Certificate (within 3 years)
- ☒ Hold a current CPR Certificate (within 12 months)
- ☒ Complete a 'Statement of Service – First Aid Officer' verified by their Head of Department or line manager.

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 First Aid (e.g. ongoing participation as a First Aid Officer for sport teams and excursions).
 2. Industry Currency
 - A minimum of one First Aid-specific professional development **per year**.
Binnacle Training will source professional development opportunities to satisfy this requirement.

APPENDIX 6.

2022 Certificate III/II in Sport and Recreation: Resource Requirements

3. VET Currency

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

Participation in Binnacle Training's scheduled live events (Workshops in Term 1/2, plus ViSC in Term 4) will satisfy this requirement.

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 that these are met prior to program delivery.

PHYSICAL RESOURCE REQUIREMENTS

1. Sport and Recreation facilities and equipment - located at the school.

The School (Third-Party) must have access to:

- ☒ A sport-specific training or competition environment.
- ☒ Facilities where a sport-specific range of officiating and coaching activities can be conducted.
- ☒ Equipment and resources appropriate for one or more specific sports.
- ☒ Athletes and novice/beginner participants.
- ☒ Key health and safety equipment and/or aids.
- ☒ School WHS and risk management policies and procedures.
- ☒ Equipment repair and maintenance resources (e.g. ball pumps, cleaning equipment).
- ☒ Maintenance storage facilities.
- ☒ Personal computers and internet, office equipment and resources.
- ☒ Social media tools and applications (e.g. blogs, wikis, social media sites).
- ☒ First aid kit
- ☒ Drinking water
- ☒ Sport-specific rules, regulations and policies
- ☒ Sport-specific facilities, equipment and resources
- ☒ Organisational safety, emergency response and first aid procedures for the specific sport

2. Additional school requirements:

The School (Third-Party) must have:

- ☒ Access to a primary school (or junior secondary year levels) to run a sport/recreation program in the second year of the program, comprising 3 sessions (e.g. consecutive weeks). This must be organised and overseen by the Program Deliverer.
The venue/facility for this sport/recreation program must allow for a range of activities and equipment to be included.

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 that these are met prior to program delivery.

APPENDIX 6.

2022 Certificate III/II in Sport and Recreation: Resource Requirements

First Aid training equipment *(if the First Aid competency will be delivered via the Binnacle Program)*

The School (Third-Party) must have:

MANDATORY EQUIPMENT	MINIMUM (*Suggested) QTY	MANDATORY EQUIPMENT	MINIMUM (*Suggested) QTY
Adult CPR Manikin	1 manikin per 4 students*	Asthma Spacers	1 trainer per 4 students*
Infant CPR Manikin	1 manikin per 4 students*	Asthma Spacer Mouthpieces	1 per student
CPR Face Shield or Clean Face	1 per student for each manikin	Triangular Bandage	1 per student (new)*
Alcohol Wipes	Tub	Roller Bandage	1 per student (new)*
AED Trainer	1 trainer per 4 students*	Spare Clean Bandages/Slings	Assortment
Gloves (S, M, L)	Box of each size	Workplace Compliant First Aid Kit – stocked	1 per class*
Epipen Trainers	1 trainer per 4 students*	Pillows and Blankets	Assortment
Asthma Puffers (Placebo)	1 trainer per 4 students*	Simulated Hazards	As per workplace

If you require any of the First Aid training equipment above, click on the following link to source these items at discount prices!

[VISIT BINNACLE SHOP](#)

NOTE: PHOTOS OF THESE REQUIREMENTS MUST BE PROVIDED UPON REQUEST.

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

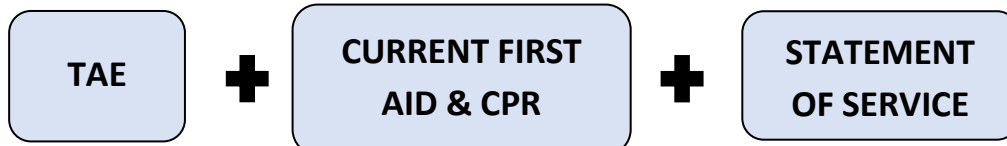
APPENDIX 7.

First Aid/CPR: Resource Requirements

HUMAN RESOURCE REQUIREMENTS

Nominated First Aid Program Deliverer(s):

1. Each Program Deliverer must have the following evidence requirements in place prior to the commencement of delivery:



- ☒ Hold the Certificate IV in Training and Assessment (TAE40116 or TAE40110*) qualification:
 - * If using the TAE40110 qualification, two new core units must also be held:*
 1. TAEASS502 Design and develop assessment tools (or equivalent); and
 2. TAE40110 Address adult language, literacy and numeracy (LLN) skills (or equivalent).
- ☒ Hold a current Provide First Aid Certificate (within 3 years) and CPR Certificate (within 12 months)*
 - * Must also remain current for each new class being delivered.*
- ☒ Complete a 'Statement of Service – First Aid Officer' verified by their Head of Department or line manager*
 - * Used to demonstrate First Aid related recent work history using verifiable evidence.*

2. Each Program Deliverer must be the primary facilitator of learning by:

- ☒ Being timetabled to the class for every lesson.

3. 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 First Aid (e.g. ongoing participation as a First Aid Officer for sport teams and excursions).
 2. Industry Currency
 - A minimum of one First Aid-specific professional development **per year** - Binnacle Training will source professional development opportunities to satisfy this requirement.
 3. VET Currency
 - A minimum of one VET-specific professional development **per semester** - participation in Binnacle Training's scheduled live events (Workshops in Term 1/2, plus ViSC in Term 4) will satisfy this requirement.

Nominated First Aid Back-Up Deliverer:

This must include:

- ☒ At least one back-up deliverer who meets the 'Human Resource Requirements' prior to commencing as a Binnacle Program Deliverer:
 1. A current Certificate IV in Training and Assessment.
 2. Hold a current Provide First Aid Certificate (within 3 years) and CPR Certificate (within 12 months).
 3. Complete a 'Statement of Service – First Aid Officer' verified by their Head of Department or line manager.

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 that these are met prior to program delivery.

APPENDIX 7.

First Aid/CPR: Resource Requirements

PHYSICAL RESOURCE REQUIREMENTS

1. First Aid training equipment

The School (Third-Party) must have:

MANDATORY EQUIPMENT	MINIMUM (*Suggested) QTY
Adult CPR Manikin	1 manikin per 4 students*
Infant CPR Manikin	1 manikin per 4 students*
CPR Faceshield or Clean Face	1 per student for each manikin
Alcohol Wipes	Tub
AED Trainer	1 trainer per 4 students*
Gloves (S, M, L)	Box of each size
Epipen Trainers	1 trainer per 4 students*
Asthma Puffers (Placebo)	1 trainer per 4 students*

MANDATORY EQUIPMENT	MINIMUM (*Suggested) QTY
Asthma Spacers	1 trainer per 4 students*
Asthma Spacer Mouthpieces	1 per student
Triangular Bandage	1 per student (new)*
Roller Bandage	1 per student (new)*
Spare Clean Bandages/Slings	Assortment
Workplace Compliant First Aid Kit – stocked	1 per class*
Pillows and Blankets	Assortment
Simulated Hazards	As per workplace

If you require any of the First Aid training equipment above, click on the following link to source these items at discount prices!

[VISIT BINNACLE SHOP](#)

NOTE: PHOTOS OF THE ABOVE REQUIREMENTS MUST BE PROVIDED UPON REQUEST.

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 that these are met prior to program commencement.