



SCHOOL AS INDEPENDENT CONTRACTOR

Third Party Agreement Completion Checklist

The 'School as Independent Contractor' Third Party Agreement (2022-2023) formalises your arrangement with Binnacle Training. The 'School as Independent Contractor' **cannot commence a 2022 First Aid/CPR course** without completing/returning the 'Binnacle Signed Agreement (Fillable)' document. Binnacle will then counter-sign the Principal/CEO Sign-Off and return you a digital copy of the 'Binnacle Signed Agreement' for your records.

A copy of the most current 'School as Independent Contractor' Third Party Agreement (full document) is available at:

<http://www.binnacletraining.com.au/rto> (Select: Independent Contractor)

The 'School as Independent Contractor' Third Party Agreement (full document) includes:

- Responsibilities of both parties - Binnacle Training and 'School as Independent Contractor' (Third Party).
- Marketing requirements of 'School as Independent Contractor' (Third Party) including requirement for the School to submit Marketing Material, plus applicable Website Marketing of VET Courses, for Binnacle pre-approval.
- Insurance requirement of 'School as Independent Contractor' (Third Party) – School must provide Binnacle Training with proof of insurance (i.e. Certificate of Currency, or similar) plus official statement from the insurance provider regarding school staff being covered for the **occupation of First Aid training to other adults**.
- Nominated Program Deliverer(s) and the assigned Program Manager for both Binnacle and the 'School as Independent Contractor' (Third Party).
- 'School as Independent Contractor' (Third Party) costs.
- Areas to be evaluated throughout the life of the Agreement.
- VET Certificate/s and units of competency covered by the Agreement.

CHECKLIST FOR COMPLETING THE 'BINNACLE – SCHOOL AS INDEPENDENT CONTRACTOR - SIGNED AGREEMENT (FILLABLE)' DOCUMENT

IMPORTANT: Please save the signed Agreement as a PDF document to your computer first. This will allow the signed Agreement pages to be digitally completed and emailed back to Binnacle.

Ensure the VET Manager and Program Manager assigned to the Agreement, nominated program deliverer/s and Principal have read and understood the content of the full Agreement, prior to completion of the 'Binnacle – School as Independent Contractor - Signed Agreement (Fillable)'.

Insert your organisation's legal name and address on page 1 (*NOTE: This name will then auto-populate across applicable pages in the document*).

Check that the fields nominating the VET Manager and School Finance Contact (including contact details and invoicing selection options) are completed on page 3.

Complete your First Aid Program information:

- Ensure the programs set to be delivered are nominated along with the teacher/s (name and email) anticipated to deliver each program.
- Ensure the Training and Assessment Strategy (TAS) information (School as Independent Contractor-specific) is completed.
 - Submit your Marketing Material (i.e. Course Outline, or similar), plus any applicable Website Marketing pertaining to each Binnacle First Aid and CPR program offering, for Binnacle pre-approval.
 - Submit your School's proof of insurance (i.e. Certificate of Currency, or similar) plus official statement from insurance provider regarding school staff being covered for the **occupation of First Aid training to other adults**.
 - *IF APPLICABLE:* Record any action/s to be taken regarding 'Resource Requirements' (both human and physical resources) that are yet to be sourced and/or completed.

Ensure the full name, email and signature (digital is allowed) of the Principal/CEO is completed at the 'Principal Sign-Off' on page 9. This includes confirmation that all 'Resource Requirements' (per program) are/will be in place.

Return the 'Binnacle – School as Independent Contractor - Signed Agreement (Fillable)' document (in PDF form), along with your Marketing Material (for each Binnacle Program you are set to offer), proof of insurance and official statement from insurance provider regarding First Aid training to other adults to: programs@binnacletraining.com.au.

Acceptance into the Program

Upon receipt of the completed and signed Agreement, Binnacle Training will verify your acceptance into the arrangement by returning a co-signed copy of the 'Binnacle – School as Independent Contractor - Signed Agreement (Fillable)' document for your records.