



**Binnacle  
Training**

RTO Code 31319



# STUDENT INFORMATION

**Certificate III in Fitness**  
*+ Certificate II in Sport and Recreation*

## ABSTRACT

This document is for students undertaking the Dual Qualification Fitness Program with Binnacle Training and contains important information on:

- The program outline and inclusions
- The Certificate II in Sport and Recreation entry qualification
- The assessment completion process
- Career pathways
- Binnacle Training Third-Party Arrangements

# Program Inclusions

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This 'Binnacle Dual Qualification Fitness Program' incorporates two nationally recognised qualifications:

- **SIS20115 Certificate II in Sport and Recreation (entry qualification)**
- **SIS30321 Certificate III in Fitness**

The course covers the skills and knowledge required for entering the Fitness industry as a Group and Gym Fitness Instructor and includes:

- The industry-recognised First Aid Certificate – HLTAID011 Provide First Aid (After completion of the course Binnacle Training will also issue HLTAID003 Provide First Aid.)
- Developing sport, fitness and recreation industry knowledge
- Using and maintaining fitness and sport equipment
- Following health and safety standards in the workplace
- Responding to emergency situations
- Developing and updating knowledge of coaching practices
- Delivering community fitness programs
- Providing quality customer service
- Conducting risk assessments for sport and fitness activities
- Conducting client health screenings and fitness assessments
- Providing healthy eating information to clients
- Instructing and monitoring fitness programs
- Conducting warm-up and cool-down programs
- Planning and delivering gym programs
- Working with specific population clients, including older clients
- Developing skills and knowledge in exercise science, including anatomy and physiology

This is achieved by working alongside a qualified Fitness Trainer (your teacher) and other fitness/sport coaches to deliver community-based fitness and recreation activities and programs to clients (students, teachers, staff and family members) within your school community.

## Program Outline

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The program involves learning the required knowledge and skills to become an exercise professional. This learning involves practical experience as a 'Gym Instructor' and 'Activity Assistant' and will take place in a range of settings, including the classroom, outdoors and the fitness facility at your school (e.g. school gym).

Assessment activities include the completion of practical and knowledge tasks throughout the program. Knowledge tasks generally take the form of short answer quizzes and research tasks that are completed online. Many of the practical tasks will also involve completing an industry document (e.g. session plan).

# Completing Assessments

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All assessment tasks and resources are online (practical components are completed in an SFR environment e.g. the school gym) and each term has a specific number of assessment tasks.

Your teacher will regularly review the completion of your assessment and if incomplete or not yet satisfactory, you may be required to finalise the assessment in your own time (e.g. during exam block) before the next school term commences.

Your completed assessment and associated documentation will be stored online in your Binnacle Lounge account for your teacher to mark ('Satisfactory' or 'Not Yet Satisfactory').

## 1. You complete the assessment each term:

- Knowledge assessments completed online in your Binnacle lounge.
- Demonstrate required skills in practical tasks.
- Access to training resources to assist with assessment are also available in your Binnacle Lounge.



## The teacher marks your assessment:

- Some knowledge assessment items are 'auto-marked' by the Binnacle Lounge learning platform.
- The teacher will mark your other (e.g. project, practical and case study) assessment items.
- The sign-off page in each term is where feedback is provided and the outcome of each assessment item is recorded.

# Units of Competency in this Program

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	UNIT CODE	UNIT TITLE
<b>TERMS 1-4</b>	HLTWHS001	Participate in workplace health and safety
	SIXEMR001	Respond to emergency situations
	SIXIND001	Work effectively in sport, fitness and recreation environments
	SIXCAI002	Assist with activity sessions
	SIXIND002	Maintain sport, fitness and recreation industry knowledge

	SISXCCS001	Provide quality service
	BSBSUS211	Participate in sustainable work practices
	BSBWOR202	Organise and complete daily work activities
	BSBTEC201	Use business software applications
	BSBTEC202	Use digital technologies to communicate in a work environment
	BSBTEC203	Research using the internet
	ICTICT203	Operate application software packages
	BSBSUS201	Participate in environmentally sustainable work practices
	HLTAID011	Provide first aid

**Qualification scheduled for finalisation: SIS20115 CERTIFICATE II IN SPORT AND RECREATION**

	UNIT CODE	UNIT TITLE
<b>TERMS 5-7</b>	SISFFIT047	Use anatomy and physiology knowledge to support safe and effective exercise
	BSBOPS304	Deliver and monitor a service to customers
	BSBPEF301	Organise personal work priorities
	SISFFIT035	Plan group exercise sessions
	SISFFIT036	Instruct group exercise sessions
	SISFFIT032	Complete pre-exercise screening and service orientation
	SISFFIT033	Complete client fitness assessments
	SISFFIT052	Provide healthy eating information
	SISFFIT040	Develop and instruct gym-based exercise programs for individual clients

**Qualification scheduled for finalisation: SIS30321 CERTIFICATE III IN FITNESS**

# Career Pathways

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Graduates of the 'Binnacle Fitness Program' may explore a Certificate IV in Fitness pathway with another training provider (e.g. Fit College or TAFE Queensland) upon completion of the Certificate III in Fitness. Please ask your Binnacle Teacher to contact Binnacle Training if you would like further information regarding the Certificate IV or other inter-related industry pathway qualifications (e.g. Business).



## Binnacle Training Third-Party Arrangements

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As the RTO, Binnacle Training engages individual secondary schools under a third-party arrangement to provide physical and human resources to deliver training and conduct assessment.

Binnacle Training Responsibilities: Enrolling students into the VET course, training and assessment outcomes, issuing certificates and testamurs, and ensuring that the VET course is on its scope of registration at all times.

School Responsibilities (as the third-party): The provision of adequate physical (equipment and facilities) and human resources (program deliverer), and delivering training and assessment services on behalf of Binnacle including the provision of student support services such as language, literacy and numeracy (LLN) assistance.

## Language, Literacy and Numeracy Skills

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A Language, Literacy and Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure that students have the capacity to effectively engage with the content. The following examples provide a

snapshot of the reading, writing, numeracy and verbal communication skills that would be expected in order to satisfy competency requirements:

<b>Reading</b>	<ul style="list-style-type: none"> <li>– Read and understand workplace health and safety policies and procedures.</li> <li>– Interpret safety signs, dangerous goods classifications and safety instructions.</li> <li>– Interpret written requests and complaints from clients.</li> <li>– Interpret complaint handling procedures and standards of service.</li> <li>– Read and comprehend the workplace policies and procedures manual.</li> <li>– Interpret pre-exercise health screening results and client documentation.</li> <li>– Research and comprehend often complex anatomical and physiological information (e.g. anatomical charts).</li> <li>– Interpret fitness industry guidelines and manufacturer instructions for fitness equipment.</li> <li>– Interpret pre-exercise health screening questionnaires and baseline fitness assessment results.</li> <li>– Extract applicable information from healthy eating resources.</li> </ul>
<b>Writing</b>	<ul style="list-style-type: none"> <li>– Complete incident reports and client feedback records.</li> <li>– Summarise and record client/participant information in portfolios and files.</li> <li>– Complete risk management documents using industry-related terminology.</li> <li>– Prepare client referral letters to general practitioners, personal trainers or advanced personal trainers.</li> </ul>
<b>Verbal Communication</b>	<ul style="list-style-type: none"> <li>– Discuss own progress with a supervisor.</li> <li>– Discuss risk management issues with relevant stakeholders.</li> <li>– Use open and closed questions to discuss client/participant training preferences.</li> <li>– Discuss client needs, expectations, and fitness goals and clarify pre-exercise screening information.</li> <li>– Discuss client preferences and explain suitable exercises and programs.</li> <li>– Explain reasoning for a client referral and selected health professional.</li> <li>– Discuss the influences of social and cultural factors on client food choices.</li> </ul>
<b>Numeracy</b>	<ul style="list-style-type: none"> <li>– Use a numerical risk assessment matrix to determine risk level.</li> <li>– Interpret numerical information to allocate timeframes to work tasks.</li> <li>– Calculate heart rate and interpret exercise intensity guidelines.</li> <li>– Conduct body composition measurements and calculations (e.g. body mass index).</li> <li>– Use calculations in fitness testing/assessment (e.g. estimating maximal oxygen consumption from submaximal testing).</li> <li>– Review calculations from pre-exercise screening and fitness testing.</li> </ul>

## Definitions and Interpretations

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RTO - means a training organisation that has authorisation to train and assess nationally recognised qualifications on its scope of registration.

School (third-party) - means the secondary school/college that is providing the physical and human resources to deliver training and conduct assessment on behalf of, and in the name of, Binnacle Training as the external RTO.

Training Product - means any qualification, unit of competency, or group of competencies packaged together as a Binnacle Program.

Program - means the course(s) or qualifications(s) in its entirety.

For further information please access the [Program Disclosure Statement](#) in full.