



Name of RTO	BINNACLE TRAINING
RTO Number	31319

Training Program	2022 Certificate III in Fitness (2 Year – 1 Timetable Line)		
Training Package	Code	SIS	Title
	Sport, Fitness and Recreation		
	<p>PACKAGING RULES:</p> <p>SIS30321 CERTIFICATE III IN FITNESS</p> <p><u>15 units must be completed:</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> 11 core units <input checked="" type="checkbox"/> 4 elective units, consisting of: <ul style="list-style-type: none"> - 2 units from the listed elective units - 2 units from the listed elective units, elsewhere in the SIS Training Package, or from any other current training package or accredited course. 		
Training Package Location	Go to details of certificate packaging rules on TGA: https://training.gov.au/Training/Details/SIS30321		Training Package Release #
	Download Training Package from TGA: http://training.gov.au/Training/Details/SIS		
	Download Companion Volume implementation guide: https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b		Release Date
			5.2
			4 Apr 2022
Qualifications	<p>CODE: SIS30321* TITLE: Certificate III in Fitness</p> <p>QUALIFICATION RELEASE #: 1</p> <p>RELEASE DATE: 10 Nov 2021</p>		

Units of Competency	Unit Code	Unit Title	SIS30321 Certificate III in Fitness
	BSBOPS304	Deliver and monitor a service to customers	CORE
	BSBPEF301	Organise personal work priorities	CORE
	HLTAID011	Provide First Aid	CORE
	HLTWHS001	Participate in workplace health and safety	CORE
	SISFFIT032	Complete pre-exercise screening and service orientation	CORE
	SISFFIT033	Complete client fitness assessments	CORE
	SISFFIT035	Plan group exercise sessions	CORE
	SISFFIT036	Instruct group exercise sessions	CORE



	SISFFIT040	Develop and instruct gym-based exercise programs for individual clients	CORE
	SISFFIT047	Use anatomy and physiology knowledge to support safe and effective exercise	CORE
	SISFFIT052	Provide healthy eating information	CORE
	SISXEMR001	Respond to emergency situations	ELECTIVE - LISTED
	BSBSUS211	Participate in sustainable work practices	ELECTIVE - LISTED
	SISXIND001	Work effectively in Sport, fitness and recreation environments	ELECTIVE - IMPORTED
	SISXIND002	Maintain sport, fitness and recreation industry knowledge	ELECTIVE - IMPORTED

Binnacle-School Third-Party Arrangement	<p>This Binnacle Training Program is delivered via a third-party arrangement with individual partner schools.</p> <p>Binnacle Training (Lead RTO) – Responsibilities:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Provision of all requisite training and assessment resources, plus online learning – via Learning Management System (Binnacle Lounge). <input checked="" type="checkbox"/> Ongoing program support, including dedicated Program Manager and Administration Officer. <input checked="" type="checkbox"/> Outcomes of training and assessment. <p>School (Third-Party) Responsibilities:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Human Resources (Program Deliverer and at least one nominated back-up deliverer) <input checked="" type="checkbox"/> Physical Resources (equipment and facilities) <input checked="" type="checkbox"/> Facilitation of training and assessment services, on behalf of Binnacle Training as the RTO. <p>School and cohort-specific information, required by Binnacle Training (as per the Standards for RTOs 2015 - Clauses 1.1 to 1.4 and 2.2 — Implementing, monitoring and evaluating training and assessment strategies and practices), is collected via the Binnacle Training Third-Party Agreement (Fillable) as completed by the Third-Party (School) and approved by Binnacle Training.</p>
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Target Group	<p>This program is offered to senior high school students (commencing in Year 10 or 11) wanting to:</p> <ul style="list-style-type: none"> • seek skills and an entry-level qualification for the sport, fitness and recreation industry; and • use the qualification as an articulation into: <ul style="list-style-type: none"> – a higher certification (e.g. Certificate IV in Fitness); or – University (e.g. Bachelor of Sport & Exercise Science). <p><u>QLD SCHOOLS</u></p> <p>Upon successful completion, students are certified with a maximum of 8 Queensland Certificate of Education (QCE) credits.</p>
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Entry Requirements	<p>There are no formal training package entry requirements for this qualification, however a Language, Literacy & Numeracy (LLN) Screening process is undertaken at the time of initial enrolment to ensure students have the capacity to effectively engage with the content.</p> <p>Students require AQF level 3 written and spoken English and numeracy skills to be able to meet the Foundation Skill requirements within the units of the Certificate III qualification.</p>
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	<p>This program is delivered as a 'Fee for Service' offering only and as per the Binnacle-School invoicing arrangement.</p> <p>Students must have access to all physical resources (either individually or through resources supplied by the school) as outlined in the section 'Physical Resource Requirements' below.</p>
<p>Learning and Assessment Arrangements</p>	<p><u>DURATION</u></p> <p>The program content has been packaged into 7 terms [based on delivery across one line on the timetable (minimum 3 lessons per week, i.e. 210 minutes per week) over 2 years].</p> <p>A blended-delivery model will be used whereby students will have access to:</p> <ul style="list-style-type: none"> • Trainer-led classroom delivery of content. • Online modules that house learning content (within the Binnacle Lounge). • Assessment activities to be completed online within the Binnacle Lounge. • Assessment activities and projects to be completed in the classroom and/or student-led environment. • Participation in an Industry Discovery – at a Fitness-related workplace (recommended, however, not compulsory). <p>This program uses single unit and clustered unit assessment.</p> <p>Assessment and training will be conducted at the school. Assessment methodologies will vary according to specific requirements of the Units of Competency. A range of methods will be used, including:</p> <ul style="list-style-type: none"> • Knowledge quizzes, short answer questions and other project/case study reports. • Skills demonstrations, reports, documents, observations. • Portfolios of evidence as completed by the student for major projects. • Simulated assessment environment (Fitness-related industry) – located at the school. <p>Under supervision, students will instruct a range of fitness programs as well as completing practical experience (may be outside of their timetabled subject) to deliver a range of fitness activities and exercise programs to members of the school community (students and staff). Students will also work in the gym facility at the school with authentic clients, which will involve delivering exercise programs to a range of clients, including adult males (18+ years), adult females (18+ years) and older adult clients (55+ years).</p> <p><u>'VOLUME OF LEARNING' AND 'AMOUNT OF TRAINING'</u></p> <p>Volume of Learning (VoL)* per the Australian Qualifications Framework volume of learning indicators:</p> <p>Certificate II = 0.5 – 1 year (600 – 1200 hours) Certificate III = 1 – 2 years (1200 – 2400 hours)</p> <p><i>* VoL describes how long a learner who does not hold any of the competencies identified in the relevant units of competency or modules would take to develop <u>all of the required skills and knowledge</u>. Further, the VoL includes <u>all teaching, learning and assessment activities that are required to be undertaken by the typical student to achieve the learning outcomes</u>. These activities may include some or all of the following: guided learning (such as classes, lectures, tutorials, online study or self-paced study guides), individual study, research, learning activities in the workplace and assessment activities.</i></p> <p><i>(AQF, Volume of Learning).</i></p> <p>Amount of Training (AoT) for this program consists of classroom learning, self-study and practical work-related experience.</p>



	<p>Classroom learning = 245 hours (1 study line over 2 years).</p> <p>There is also an element of self-study (formative activities scheduled for students to undertake outside of class time). These activities are used by students to enhance their understanding of the content and are undertaken prior to assessment for that particular module or topic of study. Across this 2-year program, Binnacle has devoted an additional 70 minutes per week (the equivalent of one additional lesson per week) for these formative activities.</p> <p>Self-Study (Formative Activities) Hours = 82 hours (i.e. 1.17 hours x 70 weeks)</p> <p>An additional 40 hours of practical work-related experience is undertaken by students across the program. While some of these hours may be achieved during devoted class lessons, due to the nature of client fitness training some practical experience will be undertaken outside of these class hours.</p> <p>Practical Work-related Experience = 40 hours</p> <p>TOTAL AMOUNT OF TRAINING (AoT) = 367 hours (245 + 82 + 40)</p> <p>Binnacle rationalises the VoL hours gap (i.e. VoL 1800 hours LESS AoT 367 hours = 1433 hours) by:</p> <ul style="list-style-type: none"> • Students entering the subject with a large base of foundational skills and knowledge from prior and concurrent learning (e.g. Years 9-10 HPE and other sporting/fitness involvement, including as an athlete/player). • There is a large amount of overlap (clustering) of units across the 7 terms. • There being a large component of additional self-study that students may undertake to deepen their own understanding of the content.
<p>Learning and Assessment Arrangements</p>	<p><u>ORGANISATION</u></p> <p>The program will be delivered using class-based learning as well as a real fitness environment (including a gym) located at the school which involves delivering a range of fitness programs to adolescent, adult and older adult clients.</p> <p>A range of teaching and learning strategies will be used to deliver the competencies including:</p> <ul style="list-style-type: none"> • Practical tasks • Client interactions • Group work • Programs within the school (generally a minimum of two different fitness programs per term) • Practical experience within the school fitness centre (i.e. group exercise, outdoor fitness, one-on-one gym programs) <p>Evidence contributing towards each competency will be collected throughout the program. This evidence will be used to make judgements of competency that are aligned with, and reflect, the requirements of each unit of competency.</p>
<p>Learning and Assessment Arrangements</p>	<p><u>LANGUAGE, LITERACY AND NUMERACY ASSISTANCE</u></p> <p>Support is available to all students and can be organised - through the deliverer - on a case-by-case and as needed basis throughout the program.</p> <p>'Reasonable adjustment' is offered for most assessment items. This is indicated in the assessment table at the top of each assessment and are allocated based on unit of competency requirements.</p>



Learning and Assessment Arrangements	<p><u>OPPORTUNITY FOR RPL AND CREDIT TRANSFER</u></p> <p>Recognition of Prior Learning (RPL) is an assessment process that evaluates an individual's informal learning to determine the extent to which that individual has achieved the required competency outcomes.</p> <p>Credit Transfer is applying credit for a unit of competency that has previously been completed (successfully) by a student. Credit Transfer is offered both at enrolment and throughout the training program. A verified copy of the student's Qualification and/or Statement of Attainment listing the units of competency that have previously been completed is required as evidence for Credit Transfer.</p> <p>Both RPL and Credit Transfer are available to students. Due to students being of high school age, usually with limited prior qualifications or work history, students typically undergo a train-to-assess pathway. An RPL assessment pathway will require verifiable evidence of a student's prior learning (e.g. Statement of Attainment for previously completed superseded units).</p>
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Learning and Assessment Arrangements	COURSE STRUCTURE	
	TERM 1	<p><u>Topics:</u></p> <ul style="list-style-type: none"> Binnacle Lounge Induction The Sport, Fitness & Recreation (SFR) Industry Apply Knowledge of Coaching Practices <p><u>Programs:</u></p> <ul style="list-style-type: none"> Bootcamp Program (Teacher Facilitated): Assist with Delivering Bootcamp Sessions Coaching Program (Student Delivery): Plan & Deliver Coaching Sessions
	TERM 2	<p><u>Topics:</u></p> <ul style="list-style-type: none"> Provide First Aid The Sport, Fitness & Recreation (SFR) Industry <p><u>Programs:</u></p> <ul style="list-style-type: none"> Community Fitness Program: Community Fitness Program – Junior Secondary School Participants Provide First Aid: Enrol and complete the Short Course: HLTAID011 Provide First Aid
	UNITS OF COMPETENCY SCHEDULED FOR FINALISATION	HLTAID011 Provide first aid
	TERM 3	<p><u>Topics:</u></p> <ul style="list-style-type: none"> Anatomy & Physiology Plan & Deliver Exercise Programs <p><u>Programs:</u></p> <ul style="list-style-type: none"> One-on-One Cardio Program: Personal Fitness Coach Group Cardio Program: Circuit Sessions for Adolescent Clients
	TERM 4	<p><u>Topics:</u></p> <ul style="list-style-type: none"> Introduction to Nutrition (Binnacle Online Delivery) Digital Technologies in the Workplace (Binnacle Online Delivery) <p><u>Programs:</u></p> <ul style="list-style-type: none"> Group Nutrition Presentation Strength & Conditioning Program for Peers
	UNITS OF COMPETENCY SCHEDULED FOR FINALISATION	HLTWHS001 Participate in workplace health and safety SIXXEMR001 Respond to emergency situations SIXXIND001 Work effectively in sport, fitness and recreation environments SIXXIND002 Maintain sport, fitness and recreation industry knowledge BSBSUS211 Participate in sustainable work practices



	TERM 5	<p><u>Topics:</u></p> <ul style="list-style-type: none"> • Client Orientation, Health Assessment & Fitness Testing • Provide Healthy Eating Information • Fitness Programming & Instruction • Anatomy & Physiology for Fitness Programming <p><u>Programs:</u></p> <ul style="list-style-type: none"> • One-on-One Gym Program: Initial Consultation for a Peer
	TERM 6	<p><u>Topics:</u></p> <ul style="list-style-type: none"> • Older Adults • Specific Populations • Anatomy & Physiology for Fitness Programs <p><u>Programs:</u></p> <ul style="list-style-type: none"> • Gentle Exercise Program: Participate in Gentle Exercise Sessions • Mobility Program: Plan and Instruct Mobility Sessions • Specific Populations: Plan and Deliver Programs for Scenario Clients
	TERM 7	<p><u>Topics:</u></p> <ul style="list-style-type: none"> • Older Adults • Specific Populations • Anatomy & Physiology for Fitness Programs <p><u>Programs:</u></p> <ul style="list-style-type: none"> • Group Exercise and Gym-based One-on-One Sessions: <ul style="list-style-type: none"> - Female and Male Adults aged 18+; and - Older adults aged 55+
	UNITS OF COMPETENCY SCHEDULED FOR FINALISATION	<p>BSBPOPS304 Deliver and monitor a service to customers</p> <p>BSBPEF301 Organise personal work priorities</p> <p>SISFFIT032 Complete pre-exercise screening and service orientation</p> <p>SISFFIT033 Complete client fitness assessments</p> <p>SISFFIT035 Plan group exercise sessions</p> <p>SISFFIT036 Instruct group exercise sessions</p> <p>SISFFIT040 Develop and instruct gym based exercise programs for individual clients</p> <p>SISFFIT047 Use anatomy and physiology knowledge to support safe and effective exercise</p> <p>SISFFIT052 Provide healthy eating information</p>

Learning and Assessment Arrangements	<u>EVIDENCE GATHERING TECHNIQUES</u>							
	The following matrix identifies the type of evidence that may be collected to enable judgements to be made about a student's success in units of competency. Evidence gathering techniques may be adjusted to best suit the unit of competency requirements.							
	Students may submit evidence to gain RPL for competencies.							
	UNITS OF COMPETENCY				A	B	C	D
	BSBOPS304	Deliver and monitor a service to customers	✓	✓	✓	✓		
	BSBPEF301	Organise personal work priorities	✓		✓			
	HLTAID011	Provide First Aid	✓		✓		✓	
HLTWHS001	Participate in workplace health and safety	✓		✓				
SISFFIT032	Complete pre-exercise screening and service orientation	✓		✓		✓		



	SISFFIT033	Complete client fitness assessments	✓		✓	✓
	SISFFIT035	Plan group exercise sessions	✓		✓	✓
	SISFFIT036	Instruct group exercise sessions	✓		✓	✓
	SISFFIT040	Develop and instruct gym-based exercise programs for individual clients	✓	✓	✓	✓
	SISFFIT047	Use anatomy and physiology knowledge to support safe and effective exercise	✓		✓	✓
	SISFFIT052	Provide healthy eating information	✓	✓	✓	✓
	SISXEMR001	Respond to emergency situations	✓		✓	
	BSBSUS211	Participate in sustainable work practices			✓	
	SISXIND001	Work effectively in Sport, fitness and recreation environments	✓		✓	✓
	SISXIND002	Maintain sport, fitness and recreation industry knowledge	✓		✓	✓
	KEY	A	Quiz and short answer questions			
B		Case studies and scenarios				
C		Project tasks				
D		Major programs and practicals				

Training and Assessment Staff <i>Indicate for each unit of competency the staff involved in delivery and identify if this is being delivered by one person, or in a team approach.</i>	UNITS OF COMPETENCY	TRAINING ARRANGEMENTS	TRAINING & ASSESSMENT PERSONNEL		
			Technical Advisor	Qualified Assessor	Qualified Trainer
	HLTWHS001	Sole trainer and assessor - under the support of Binnacle's Program Management (PM) Team.	Binnacle PM	Teacher	Teacher
	SISXEMR001		Binnacle PM	Teacher	Teacher
	SISXIND001		Binnacle PM	Teacher	Teacher
	SISXIND002		Binnacle PM	Teacher	Teacher
	BSBSUS211		Binnacle PM	Teacher	Teacher
	BSBOPS304		Binnacle PM	Teacher	Teacher
	BSBPEF301		Binnacle PM	Teacher	Teacher
	SISFFIT032		Binnacle PM	Teacher	Teacher
	SISFFIT033		Binnacle PM	Teacher	Teacher
	SISFFIT035		Binnacle PM	Teacher	Teacher
	SISFFIT036		Binnacle PM	Teacher	Teacher
	SISFFIT040		Binnacle PM	Teacher	Teacher



	SISFFIT047		Binnacle PM	Teacher	Teacher
	SISFFIT052		Binnacle PM	Teacher	Teacher
	HLTAID011 HLTAID010 HLTAID009	Either delivered via the Binnacle Program with the Teacher as Trainer/ Assessor (additional physical and human resource requirements of school); or delivered by an external provider as arranged by individual schools.			

Learning Resources	<p>Students are provided with a full Course Content kit that is specific to each term of study which includes:</p> <ul style="list-style-type: none"> • Unit Plan • Lectures • Online Activities • Exercise Bank • Videos • Work templates and other work-related documents (e.g. policy manuals)
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Practical Experience	Students will undertake a minimum of 40 hours of practical experience (i.e. group exercise and gym instruction) across the program.
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Consultation with Industry	<p>Key industry partners consulted in the development and ongoing refinement of this strategy are listed below. Binnacle meets with each of the listed industry partners for regular advice, ongoing program support and guidance. These industry engagement activities focus on Training and Assessment Strategy, resources, and current industry skills of trainers and assessors.</p> <p>Industry Partners</p> <ul style="list-style-type: none"> • Redcliffe Dolphins Rugby League Club • Renegade Conditioning • Kayle Fitness • Fit College • Andrew Rickertt - Job Skills Queensland • National Institute of First Aid Trainers (NIFAT) <p>Consultation/engagement approaches include:</p> <ul style="list-style-type: none"> • Regular meetings (e.g. weekly consultation meetings) • Teleconferences • Program development/validation meetings • Program development projects
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Assessment Validation Process	<p>The processes used to validate assessment in this course are:</p> <p>1. Validation by Industry:</p> <ul style="list-style-type: none"> • An internal review conducted annually with an industry representative to check that the standards expected of students are consistent with current industry practice. • The internal review will examine the learning and assessment strategy and identify areas for improvement. • The internal review will also evaluate all assessment instruments to ensure that they are appropriate for the units of competency and reflect the unit requirements (i.e. elements,
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	<p>performance criteria, performance evidence, knowledge evidence and assessment conditions).</p> <ul style="list-style-type: none">• Validation for each unit of competency includes:<ul style="list-style-type: none">– Pre-assessment validation (to confirm assessment process and instruments meet the requirements of the Principles of Assessment); completed every 24 months (minimum); and– Post-assessment validation (to confirm assessment evidence provided by the students and the judgement of that evidence meets the requirements of the Rules of Evidence). Completed every 3 years (minimum). <p>2. Assessment Instrument Review:</p> <ul style="list-style-type: none">• A Binnacle Program Development Specialist and an industry expert will review all assessment instruments to ensure that they are appropriate for the units of competency and reflect the unit requirements (i.e. elements, performance criteria, performance evidence, knowledge evidence and assessment conditions) with improvements noted and acted upon. Completed annually.
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Physical Resource Requirements	<p><u>LIST OF SCHOOL RESOURCES (MINIMUM):</u></p> <ol style="list-style-type: none">1. A Fitness Facility (Gym) located at the school, with:<ul style="list-style-type: none"><input checked="" type="checkbox"/> A variety of exercise modes (including with and without equipment)<input checked="" type="checkbox"/> A range of exercise equipment including cardiovascular, resistance and flexibility<input checked="" type="checkbox"/> A variety of exercise areas including resistance, cardio, flexibility, circuit and outdoor<input checked="" type="checkbox"/> Adequate space to cater for groups/multiple trainers<input checked="" type="checkbox"/> Key health and safety equipment and/or aids<input checked="" type="checkbox"/> A range of programs and services<input checked="" type="checkbox"/> A first aid kit.2. Fitness assessment equipment<ul style="list-style-type: none"><input checked="" type="checkbox"/> Tape measures (such as a stadiometer to measure height)<input checked="" type="checkbox"/> Sit and reach tools<input checked="" type="checkbox"/> Stationary bicycle, treadmill or rowing ergometer<input checked="" type="checkbox"/> Heart rate monitors<input checked="" type="checkbox"/> Blood pressure monitor<input checked="" type="checkbox"/> Body weight scales<input checked="" type="checkbox"/> Stop watches3. In addition to a Fitness Facility:<ul style="list-style-type: none"><input checked="" type="checkbox"/> Personal computers with office software and internet.<input checked="" type="checkbox"/> Repair equipment and maintenance resources (e.g. ball pumps, cleaning equipment).<input checked="" type="checkbox"/> Maintenance storage facilities (e.g. storeroom).<input checked="" type="checkbox"/> Access to a primary school participant group (or junior secondary) for a Community Fitness Program to be organised by the Program Deliverer.<input checked="" type="checkbox"/> The venue/facility for this Community Fitness Program must include a range of sport and recreation activities and equipment.4. Access to 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.
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	<p><input checked="" type="checkbox"/> 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:</p> <ul style="list-style-type: none"> - 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 <p><u>PLUS</u></p> <p><input checked="" type="checkbox"/> 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):</p> <ul style="list-style-type: none"> - 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) <p><i>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).</i></p> <p>5. Mandatory First Aid training equipment – minimum (*suggested) quantity (if First Aid competency delivered via Binnacle program)</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Adult CPR manikin (1 manikin per 4 students*) <input checked="" type="checkbox"/> Infant CPR manikin (1 manikin per 4 students*) <input checked="" type="checkbox"/> CPR face shield or ‘clean face’ (1 per student for each manikin) <input checked="" type="checkbox"/> Alcohol wipes (1 x tub) <input checked="" type="checkbox"/> AED trainer (1 trainer per 4 students*) <input checked="" type="checkbox"/> Gloves (1 x box of each size) <input checked="" type="checkbox"/> EpiPen trainers (1 trainer per 4 students*) <input checked="" type="checkbox"/> Asthma puffers (placebo) (1 trainer per 4 students*) <input checked="" type="checkbox"/> Asthma spacers (1 trainer per 4 students*) <input checked="" type="checkbox"/> Asthma spacer mouthpieces (1 per student) <input checked="" type="checkbox"/> Triangular bandages (1 new bandage per student*) <input checked="" type="checkbox"/> Roller bandages (1 new bandage per student*) <input checked="" type="checkbox"/> Spare, clean bandages/slings (assortment) <input checked="" type="checkbox"/> Workplace compliant first aid kit – stocked (1 per class*) <input checked="" type="checkbox"/> Pillows and blankets (assortment) <input checked="" type="checkbox"/> Simulated hazards (as per workplace)
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<p>Human Resource Requirements</p>	<p>The Program Deliverer must be the primary facilitator of learning by:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Being timetabled to the class for every lesson. <input checked="" type="checkbox"/> Coordinating and overseeing the ‘outside classroom timetable’ commitment for the programs outlined in the ‘Physical Resource Requirements’ – <u>Access to Adult and Older Adult Clients</u>. <p>The Program Deliverer must:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Hold the Certificate IV in Training and Assessment (TAE40116, or TAE40110*) qualification.
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	<p><i>* Where the teacher holds TAE40110, two new core units must also be held:</i></p> <ul style="list-style-type: none"> - TAEASS502 Design and develop assessment tools (or equivalent); and - TAELLN411 Address adult language, literacy and numeracy (LLN) skills (or equivalent) <p><input checked="" type="checkbox"/> Hold an industry qualification:</p> <ul style="list-style-type: none"> - Must first hold 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) <p><input checked="" type="checkbox"/> Demonstrate vocational competence specific to all units of competency in this program</p> <p><input checked="" type="checkbox"/> Maintain a complete their Binnacle Profile, which includes:</p> <ol style="list-style-type: none"> 1. Recent Work History: <ul style="list-style-type: none"> ▪ Teaching history, specific to Fitness ▪ Industry related history, specific to Fitness 2. Industry Currency: <ul style="list-style-type: none"> ▪ Minimum of one Fitness industry workplace visit per semester. ▪ Minimum of one Fitness-specific professional development per semester. 3. VET Currency: <ul style="list-style-type: none"> ▪ A minimum of one VET-specific professional development per semester. <p>School (Third Party) must resource a nominated back-up deliverer, who meets the following requirements prior to commencing as a Binnacle Program Deliverer:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> A current Certificate IV in Training and Assessment <input checked="" type="checkbox"/> 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). <input checked="" type="checkbox"/> Demonstrate vocational competence specific to all units of competency in this program
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<p>Human Resource Requirements</p>	<p><u>If the First Aid competency is delivered via the Binnacle Program:</u></p> <p>Each First Aid Program Deliverer must:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Hold a current Certificate IV in Training and Assessment (per above) <input checked="" type="checkbox"/> Hold a current Provide First Aid Certificate (within 3 years) <input checked="" type="checkbox"/> Hold a current CPR Certificate (within 12 months) <input checked="" type="checkbox"/> Complete a 'Statement of Service – First Aid Officer' verified by their Head of Department or line manager. <p>Each Program Deliverer must maintain currency in Industry and VET by:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Completing the Binnacle Profile, which includes: <ol style="list-style-type: none"> 1. Recent Work History <ul style="list-style-type: none"> ▪ Industry related history, specific to First Aid (e.g. ongoing participation as a First Aid Officer for sport teams and excursions). 2. Industry Currency <ul style="list-style-type: none"> ▪ A minimum of one First Aid-specific professional development per year. <i>Binnacle Training will source professional development opportunities to satisfy this requirement.</i> 3. VET Currency <ul style="list-style-type: none"> ▪ A minimum of one VET-specific professional development per semester. <i>Participation in Binnacle Training's scheduled live events (Workshops in Term 1/2, plus ViSC in Term 4) will satisfy this requirement.</i>
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Pathways	<p>The Certificate III in Fitness will be used predominantly by students seeking to enter the fitness industry and/or as an alternative entry into University.</p> <p>QLD SCHOOLS: Graduates may be able to use their Certificate III in Fitness to improve their chances of gaining tertiary entrance. Students eligible for an Australian Tertiary Admission Rank (ATAR) may be able to use their completed Certificate III to contribute towards their ATAR. For further information please visit https://www.qcaa.qld.edu.au/parents-carers/senior-secondary</p> <p>Students may also choose to continue their study by completing the Certificate IV in Fitness through another Registered Training Organisation.</p>
Foundation Skills	<p>Foundation Skills are the combination of communication skills and generic, non-technical skills and capabilities considered essential to meet the complexities of life in a modern society. 'Communication' skills included in Foundation Skills are English language, literacy and numeracy (LLN).</p> <p>All units of competency within new streamlined Training Packages have Foundation Skills either embedded in the unit performance requirements or listed explicitly.</p> <p>Each unit of competency selected to comprise this program has Foundation Skills that are relevant to the context of the learning outcomes and are applicable to work and life situations.</p>
Student Feedback	<p>Student feedback is collected and analysed. Feedback from students in relation to assessment processes, methods and instruments will be collated, analysed and improvements made in the light of student suggestions. Formal surveys/questionnaires as well as informal processes at the end of each unit of work will be used to gather data. Throughout the course, data is collected in relation to Quality Indicators. Binnacle Training also has a published Complaints and Appeals Policy which provides students and others with avenues to make a complaint or to appeal a decision (including assessment decisions) directly with Binnacle Administration.</p> <p>Date for data analysis: December (annually)</p>
AVETMISS Reporting	<p>Students are enrolled in the relevant units of competency and the results are forwarded at the end of each term (as a minimum) to the Queensland Department of Employment, Small Business and Training (DESBT) indicating if competency has been attained or is continuing. Binnacle Program Management and Administration staff verify that accurate and up-to-date information is recorded.</p> <p>QLD SCHOOLS: Permission is provided to DESBT for student results to be forwarded to the Queensland Curriculum & Assessment Authority (QCAA).</p>
Student Records	<p>Student results show the unit code, title and date achieved. The final assessment outcome for each unit of competency will be retained for a period of 30 years. Once all units are recorded as competent, a qualification or a statement of attainment will be issued to the student electronically. Students can use their Unique Student Identifier (USI) account to access their nationally recognised VET record online in the form of an authenticated VET transcript.</p> <p>Fee-for-Service</p> <p>All completed assessment items - demonstrating sufficient evidence of how assessment decisions were made - for individual students will be retained for whichever is the longer period:</p> <ul style="list-style-type: none">• until the appeal period ends; or• for a period of six months from the date on which the judgement of competence for the student was made; or• the duration of the student's enrolment. <p>A master copy of all versions of the assessment tools will be retained for seven years.</p>