



Name of RTO	BINNACLE TRAINING
RTO Number	31319

Training Program	2022 Certificate III in Sport and Recreation + Certificate II in Sport and Recreation (2 Year – 1 Timetable Line)			
Training Package	Code	SIS	Title	Sport, Fitness and Recreation
	<p><u>PACKAGING RULES:</u></p> <p>SIS30115 CERTIFICATE III IN SPORT AND RECREATION <u>15 units must be completed</u>, as follows:</p> <ul style="list-style-type: none"> ● 9 core units ● 6 elective units, consisting of: <ul style="list-style-type: none"> – 3 units from the list – 3 units from the list, elsewhere in SIS Training Package, or any other current Training Package or accredited course. <p>SIS20115 CERTIFICATE II IN SPORT AND RECREATION <u>13 units must be completed</u>, as follows:</p> <ul style="list-style-type: none"> ● 8 core units ● 5 elective units, consisting of: <ul style="list-style-type: none"> – 2 units from 'General Electives' list – 3 units from 'General Electives' list, elsewhere in SIS, or any other current Training Package or accredited course. 			
Training Package Location	<p>Go to details of certificate packaging rules on TGA: https://training.gov.au/training/details/SIS30115 http://training.gov.au/Training/Details/SIS20115</p> <p>Download Training Package from TGA: http://training.gov.au/Training/Details/SIS</p> <p>Download Companion Volume implementation guide: https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b</p>		Training Package Release #	Release Date
			5.2	4 Apr 2022
Qualifications	<p>CODE: SIS30115 TITLE: Certificate III in Sport and Recreation</p> <p>QUALIFICATION RELEASE #: 2</p> <p>RELEASE DATE: 04/04/2022</p>			
	<p>CODE: SIS20115 TITLE: Certificate II in Sport and Recreation</p> <p>QUALIFICATION RELEASE #: 2</p> <p>RELEASE DATE: 04/04/2022</p>			



Units of Competency	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
	SISXIND001	Work effectively in sport, fitness and recreation environments	CORE	ELECTIVE - IMPORTED
	SISXIND002	Maintain sport, fitness and recreation industry knowledge	CORE	ELECTIVE - IMPORTED
	SISXCAI002	Assist with activity sessions	CORE	ELECTIVE - IMPORTED
	SISXCCS001	Provide quality service	CORE	CORE
	BSBWOR202	Organise and complete daily work activities	CORE	
	ICTICT203	Operate application software packages	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	
	BSBSUS201	Participate in environmentally sustainable work practices	ELECTIVE - GENERAL	
	HLTAID011	Provide first aid	CORE	CORE
	BSBWOR204	Use business technology		ELECTIVE - GENERAL
	BSBWHHS303	Participate in WHS hazard identification, risk assessment and risk control		CORE
	SISXCAI003	Conduct non-instructional sport, fitness or recreation sessions		CORE
	ICTWEB201	Use social media tools for collaboration and engagement		CORE
	SISXCAI006	Facilitate groups		ELECTIVE - GENERAL
	BSBWOR301	Organise personal work priorities and development		CORE
BSBADM307	Organise schedules		ELECTIVE - GENERAL	
SISXCAI004	Plan and conduct programs		CORE	
OPTIONAL TERM 7 ADD-ON				
SISSCO001	Conduct sport coaching sessions with foundation level participants			
BSBPEF302	Develop self-awareness			
<p>NOTE: The 'Term 7 Add-On' contains two units of competency (as new learning) and will be combined with the two first aid units (HLTAID009 and HLTAID010) that are nested within the Binnacle HLTAID011 Provide First Aid course. These four units will be reported to the qualification: SIS30321 Certificate III in Fitness (partial completion only) to be eligible for an additional 2 QCE credits (with a maximum of 8 QCE credits from the same training package contributing to a QCE). Please contact Binnacle Training if you wish to explore further options.</p>				
NESTED FIRST AID UNITS				
HLTAID009	Provide cardiopulmonary resuscitation			
HLTAID010	Provide basic emergency life support			



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. <input checked="" type="checkbox"/> Skills Assure Supplier (SAS) specific: Upholding “The 50% Limit” regarding delivery of training and/or assessment services by a third party. “The 50% Limit” applies <u>only to</u> students accessing their VETiS subsidy for the VETiS-funded qualification on Binnacle Training’s SAS delivery schedule (SIS20115 Certificate II in Sport and Recreation). <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 Year 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 / Diploma of Sport and Recreation); – a higher (sport-specific) accreditation; or – University (e.g. Bachelor of Sport & Exercise Science). <p>QLD SCHOOLS</p> <p>This Dual Qualification Program (Certificate III in Sport and Recreation + Certificate II in Sport and Recreation) is packaged into a 6-Term format plus an optional 'Term 7 Add-On'. As per the summary table below, the Dual Qualification derives 7 QCE credits (4 + 3).</p> <p>8 QCE credits can be derived if the 'Term 7 Add-On' is completed. The 'Term 7 Add-On' comprises 2 units of competency (new learning), which when combined with the nested first aid units (also new learning), total 4 additional units of competency. These 4 units will be reported towards the separate qualification: SIS30321 Certificate III in Fitness (partial completion only). For students who successfully complete the Certificate III in Sport and Recreation (Terms 1-6) plus the 'Term 7 Add-On' as 'new learning', this will derive the maximum 8 QCE credits from the same training package.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 30%;">2022 Binnacle Program</th> <th style="width: 15%;">Cert II Sport (SIS20115)</th> <th style="width: 15%;">Cert III Sport (SIS30115)</th> <th style="width: 20%;">Expected Total QCE credits (assuming 90% or greater new learning)</th> <th style="width: 20%;">Comments</th> </tr> </thead> <tbody> <tr> <td>Dual Qual: Certificate III in Sport and Recreation + Certificate II in Sport and Recreation (Terms 1-6)</td> <td>4</td> <td>3*</td> <td>7</td> <td>* 3 Credits obtained from Cert III (50% new learning)</td> </tr> </tbody> </table>	2022 Binnacle Program	Cert II Sport (SIS20115)	Cert III Sport (SIS30115)	Expected Total QCE credits (assuming 90% or greater new learning)	Comments	Dual Qual: Certificate III in Sport and Recreation + Certificate II in Sport and Recreation (Terms 1-6)	4	3*	7	* 3 Credits obtained from Cert III (50% new learning)
2022 Binnacle Program	Cert II Sport (SIS20115)	Cert III Sport (SIS30115)	Expected Total QCE credits (assuming 90% or greater new learning)	Comments							
Dual Qual: Certificate III in Sport and Recreation + Certificate II in Sport and Recreation (Terms 1-6)	4	3*	7	* 3 Credits obtained from Cert III (50% new learning)							



	<p>Plus Term 7 Add-On. These additional 4 units (see ‘Units of Competency’ and ‘Course Structure’) will be reported towards the separate qualification: SIS30321 Certificate III in Fitness (partial completion only).</p>
<p>Entry Requirements</p>	<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> <p>The Certificate III in Sport and Recreation qualification is delivered as a ‘Fee for Service’ offering only 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’.</p>
<p>Skills Assure Supplier (SAS)</p>	<p>The Certificate II in Sport and Recreation (SIS20115) qualification is currently eligible for funding under the Queensland Government’s Vocational Education and Training in Schools (VETiS) initiative. Binnacle Training is a Skills Assure Supplier (SAS) for the SIS20115 Certificate II in Sport and Recreation qualification.</p> <p>The Queensland Government’s VET Investment Budget will provide funding for students to complete one VETiS qualification on the Priority Skills List whilst attending secondary school (in Years 10, 11 and 12).</p> <p>Binnacle Training also offers the Certificate II in Sport and Recreation (SIS20115) as a ‘Fee for Service’ program for schools, as per the Binnacle-school invoicing arrangement. At the time of enrolment, eligible students will choose whether or not they wish to access the VETiS subsidy specific to the VETiS-funded qualification.</p> <hr/> <p>“The 50% Limit” on delivery of training and/or assessment services by a third party:</p> <p>As outlined in the SAS Third Party Arrangements Directive, a SAS is only allowed to utilise the services of a Third Party for the provision of Training and/or Assessment to no more than 50% of any individual qualification listed on the Supplier’s Delivery Schedule. “The 50% Limit” applies <u>only to</u>:</p> <ul style="list-style-type: none"> • Students accessing their VETiS subsidy for the VETiS-funded qualification on Binnacle Training’s SAS delivery schedule (SIS20115 Certificate II in Sport and Recreation) who enrol from 1 July 2021. • The delivery of training and/or assessment services by a third party under Binnacle Training’s SAS Agreement i.e. <u>does not apply to ‘Fee-for-Service’</u>. <p>Binnacle Training engages third parties (individual high schools) in the delivery of training and assessment services specific to the VETiS-funded qualification: Certificate II in Sport and Recreation. Binnacle Training will manage “The 50% limit” at a student level – whereby Binnacle Training will itself deliver and assess half of the units of competency associated with the VETiS-funded qualification (i.e. no delivery and assessment by the third party for half of the units) specific to VETiS-funded students.</p> <p><u>Refer to the Section:</u> Training and Assessment Staff (per unit of competency) which illustrates these units of competency (6 in total) to be delivered by Binnacle Training staff (online delivery) specific to VETiS funded students.</p>



Learning and Assessment Arrangements

DURATION

The program content has been packaged into 6 terms [based on delivery across **one line on the timetable (minimum 3 lessons per week, i.e. 210 minutes per week) over 2 years**. All evidence requirements pertaining to the embedded Certificate II in Sport and Recreation are scheduled across Terms 1-4. Terms 5-6 evidence requirements are aligned only to the Certificate III in Sport and Recreation.

A blended-delivery model will be used whereby students will have access to:

- 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 Sport and Recreation-related workplace (recommended, however, not compulsory).

This program uses single unit and clustered assessment.

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:

- 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 (Sport and Recreation-related industry) – located at the school.

Under supervision, students will instruct a range of sport and recreation programs as well as completing practical experience to deliver a range of sport activities and exercise programs to members of the school community (e.g. primary and secondary students). Students will also work in sport and recreation environments at the school with authentic participants.

'VOLUME OF LEARNING' AND 'AMOUNT OF TRAINING'

Volume of Learning (VoL)* per the Australian Qualifications Framework volume of learning indicators:

Certificate II = 0.5 – 1 year (600 – 1200 hours)

Certificate III = 1 – 2 years (1200 – 2400 hours)

** 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 all of the required skills and knowledge. Further, the VoL includes all teaching, learning and assessment activities that are required to be undertaken by the typical student to achieve the learning outcomes. 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. (AQF, Volume of Learning).*

Amount of Training (AoT) for this program consists of classroom learning, self-study and practical work-related experience.

Classroom learning = 210 hours (1 study line over 6 Terms).

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



	<p>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 sport, fitness and recreation programs 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) = 332 hours (210 + 82 + 40)</p> <p>Binnacle rationalises the VoL hours gap (i.e. VoL 1800 hours LESS AoT 332 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 an element of 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 sport and recreation environments at the school which involves delivering a range of sport, fitness and recreation programs to participants in the school community.</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 sport and recreation programs per term) • Practical experience within school sporting programs (e.g. athletics and swimming carnivals, cross-country, inter-school sport). <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 information table at the top of each assessment and are allocated based on unit of competency requirements.</p>



<p>Learning and Assessment Arrangements</p>	<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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<p>Learning and Assessment Arrangements</p>	<p>COURSE STRUCTURE</p> <p>This program is available with a ‘General’ or ‘Sport Specialty’ Coaching and Officiating outcome.</p> <p>‘Sport Specialty’ outcomes involve students undertaking one or more sport-specific accreditations in officiating and/or coaching (e.g. NRL Level 1 Referee and NRL Modified Games Coach).</p> <p>In certain cases, schools must first be endorsed by the relevant National/State Sporting Organisation prior to offering a sport-specific accreditation.</p>		
	<p>TERM 1</p>	<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"> ● Coaching Program (Teacher Facilitated) ● Coaching Program (Student Delivery) ● Self-Directed Learning: Community Coaching General Principles (Online Course) 	
	<p>TERM 2</p>	<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 	
	<p>UNITS OF COMPETENCY SCHEDULED FOR FINALISATION</p>	<p>HLTAID011 Provide First Aid</p>	
	<p>TERM 3</p>	<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 Conditioning 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 <p><i>* The Certificate II in Sport and Recreation (SIS20115) entry qualification is scheduled to be finalised at the end of Term 4. HLTAID003 is required to complete this qualification. Students are provided the option to complete the Certificate II in Sport and Recreation only (exit point).</i></p>
	UNITS OF COMPETENCY SCHEDULED FOR FINALISATION	<p>Units scheduled for finalisation upon completion of Terms 1-3</p> <p>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 SIXCCS001 Provide quality service</p> <p>Units comprising Term 4 (Binnacle Online Delivery)</p> <p>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</p>
Learning and Assessment Arrangements	TERM 5	<p><u>Topics:</u></p> <ul style="list-style-type: none"> • Knowledge of Officiating Practices • Officiating SFR Sessions <p><u>Programs:</u></p> <ul style="list-style-type: none"> • Group Sports Program (Teacher Facilitated): Assist with Officiating Sport Sessions • Self-Directed Learning: Community Officiating General Principles (Online Course)
	TERM 6	<p><u>Topics:</u></p> <ul style="list-style-type: none"> • Plan and Deliver a Sports Competition • Group Facilitation • Organising Schedules • Social Media Tools <p><u>Programs:</u></p> <ul style="list-style-type: none"> • Program #1: Community SFR Program – Children • Program #2: Round Robin Tournament: Officiate Modified Games
	UNITS OF COMPETENCY SCHEDULED FOR FINALISATION	<p>BSBWOR204 Use business technology SIXCAI003 Conduct non-instructional sport, fitness or recreation sessions SIXCAI006 Facilitate groups BSBWOR301 Organise personal work priorities and development BSBADM307 Organise schedules BSBWHS303 Participate in WHS hazard identification, risk assessment and risk control ICTWEB201 Use social media tools for collaboration and engagement SIXCAI004 Plan and conduct programs</p>
	OPTIONAL TERM 7 ADD-ON	<p><u>Topics:</u></p> <ul style="list-style-type: none"> • Sport-Specific Coaching Sessions • Personal Development



	<ul style="list-style-type: none"> Workplace Performance <p><u>Programs:</u></p> <ul style="list-style-type: none"> Sport-Specific Coaching Program Self-Awareness Action Plan
	<p>UNITS OF COMPETENCY SCHEDULED FOR FINALISATION</p> <p>SISSSCO001 Conduct sport coaching sessions with foundation level participants BSBPEF302 Develop self-awareness</p> <p>NOTE: The 'Term 7 Add-On' contains two units of competency (as new learning) and will be combined with the two first aid units (HLTAID009 & HLTAID010) that are nested within the Binnacle HLTAID011 Provide First Aid course. These four units will be reported to the qualification: SIS30321 Certificate III in Fitness (partial completion only) to be eligible for an additional 2 QCE credits (with a maximum of 8 QCE credits from the same training package contributing to a QCE). Please contact Binnacle Training if you wish to explore further options.</p> <p>HLTAID009 Provide cardiopulmonary resuscitation HLTAID010 Provide basic emergency life support</p>

<p>Learning and Assessment Arrangements</p>	<p>EVIDENCE GATHERING TECHNIQUES</p> <p>The following matrix identifies the type of evidence that may be collected to enable judgements to be made about student's success in units of competency. Evidence gathering techniques may be adjusted to best suit the unit of competency requirements.</p> <p>Students may submit evidence to gain RPL for competencies.</p>					
	UNITS OF COMPETENCY		A	B	C	D
	HLTAID011	Provide First Aid	✓	✓		✓
	HLTWH001	Participate in workplace health and safety	✓		✓	
	SISXEMR001	Respond to emergency situations	✓		✓	
	SISXIND001	Work effectively in sport, fitness and recreation environments	✓		✓	✓
	SISXIND002	Maintain sport, fitness and recreation industry knowledge	✓		✓	
	SISXCAI002	Assist with activity sessions	✓		✓	✓
	SISXCCS001	Provide quality service	✓	✓	✓	✓
	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	✓		✓	✓
BSBWOR204	Use business technology	✓		✓		



	BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control	✓		✓	✓	
	SISXCAI003	Conduct non-instructional sport, fitness or recreation sessions	✓			✓	
	ICTWEB201	Use social media tools for collaboration and engagement	✓	✓	✓		
	SISXCAI006	Facilitate groups	✓		✓	✓	
	BSBWOR301	Organise personal work priorities and development			✓	✓	
	BSBADM307	Organise schedules	✓		✓	✓	
	SISXCAI004	Plan and conduct programs	✓		✓	✓	
	OPTIONAL TERM 7 ADD-ON						
	SISSSCO001	Conduct sport coaching sessions with foundation level participants	✓			✓	
	BSBPEF302	Develop self-awareness	✓			✓	
	NESTED FIRST AID UNITS						
	HLTAID009	Provide cardiopulmonary resuscitation	✓		✓	✓	
	HLTAID010	Provide basic emergency life support	✓		✓	✓	
	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 (Teacher-led delivery) - under the support of Binnacle's Program Management (PM) Team.	Binnacle PM	Teacher	Teacher	
	SISXEMR001		Binnacle PM	Teacher	Teacher	
	SISXIND001		Binnacle PM	Teacher	Teacher	
	SISXCAI002		Binnacle PM	Teacher	Teacher	
	SISXIND002		Binnacle PM	Teacher	Teacher	
	SISXCCS001		Binnacle PM	Teacher	Teacher	
	BSBWOR202	Binnacle online delivery – nominated Binnacle trainer and assessor(s); with no delivery and assessment by Third Party (Teacher) for students accessing their VETiS subsidy for the VETiS-funded Certificate II in Sport and Recreation.	Binnacle PM	Binnacle Assessor (VETiS-funded students) Teacher (Fee-for-Service students)	Binnacle Trainer	
	BSBTEC201					
	BSBTEC202					
	BSBTEC203					
	ICTICT203					
	BSBSUS201					
	BSBWOR204	Sole trainer and assessor (Teacher-led delivery) - under the support of Binnacle's Program Management (PM) Team.	Binnacle PM	Teacher	Teacher	
	BSBWHS303		Binnacle PM	Teacher	Teacher	
	SISXCAI003		Binnacle PM	Teacher	Teacher	
	ICTWEB201		Binnacle PM	Teacher	Teacher	
	SISXCAI006		Binnacle PM	Teacher	Teacher	
	BSBWOR301		Binnacle PM	Teacher	Teacher	
	BSBADM307		Binnacle PM	Teacher	Teacher	
	SISXCAI004		Binnacle PM	Teacher	Teacher	
	SISSCO001		Binnacle PM	Teacher	Teacher	
	BSBPEF302		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. HLTAID011 delivered as 'Fee-for-service' only i.e. not under Binnacle Training's SAS Agreement.			



Learning Resources	Students are provided with a full Course Content kit that is specific to each term of study which includes: <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)
Practical Experience	Students will undertake a minimum of 40 hours of practical experience (i.e. coaching and officiating) across the program.
Consultation with Industry	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. Industry Partners <ul style="list-style-type: none">● Redcliffe Dolphins Rugby League Club● Renegade Conditioning● Ipswich Hornets Cricket Club● Fit College● Andrew Rickertt - Job Skills Queensland● National Institute of First Aid Trainers (NIFAT) Consultation/engagement approaches include: <ul style="list-style-type: none">● Regular meetings (e.g. weekly consultation meetings)● Teleconferences● Program development/validation meetings● Program development projects
Assessment Validation Process	The processes used to validate assessment in this course are: 1. Validation by Industry: <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, performance criteria, performance evidence, knowledge evidence and assessment conditions).● 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



	<ul style="list-style-type: none"> - 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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<p>Physical Resource Requirements</p>	<p>List of School Resources (minimum):</p> <p>1. Sport and Recreation facilities and equipment located at the school including:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> A sport-specific training or competition environment <input checked="" type="checkbox"/> Facilities where a sport-specific range of officiating and coaching activities can be conducted. <input checked="" type="checkbox"/> Equipment and resources appropriate for one or more specific sports. <input checked="" type="checkbox"/> Athletes and novice/beginner participants. <input checked="" type="checkbox"/> Key health and safety equipment and/or aids. <input checked="" type="checkbox"/> School WHS and risk management policies and procedures. <input checked="" type="checkbox"/> Equipment repair and maintenance resources (e.g. ball pumps, cleaning equipment). <input checked="" type="checkbox"/> Maintenance storage facilities. <input checked="" type="checkbox"/> Personal computers and internet, office equipment and resources. <input checked="" type="checkbox"/> Social media tools and applications (e.g. blogs, wikis, social media sites). <input checked="" type="checkbox"/> First aid kit <input checked="" type="checkbox"/> Drinking water <input checked="" type="checkbox"/> Sport-specific rules, regulations and policies <input checked="" type="checkbox"/> Sport-specific facilities, equipment and resources <input checked="" type="checkbox"/> Organisational safety, emergency response and first aid procedures for the specific sport <p>2. Additional requirements:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Access to a primary school (or junior secondary year levels) to run two sport/recreation programs (must be organised and overseen by the Program Deliverer). <ul style="list-style-type: none"> - The venue/facility for this sport/recreation program must allow for a range of activities and equipment to be included. <input checked="" type="checkbox"/> <u>Sport Specialty Schools</u> (NRL, Netball, Rugby Union, Other) must also have access to events, games or competitions where students will assist as officials (e.g. Gala Days). <p>3. 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)
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	<ul style="list-style-type: none"><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)
<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. <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. <i>* Where the teacher holds TAE40110, two new core units must also be held:</i><ul style="list-style-type: none">– TAEASS502 Design and develop assessment tools (or equivalent); and– TAEELN411 Address adult language, literacy and numeracy (LLN) skills (or equivalent)<input checked="" type="checkbox"/> Hold an industry qualification: <i>*Industry-related VET qualification (Cert III or higher) and/or Degree.</i><input checked="" type="checkbox"/> Demonstrate vocational competence specific to all units of competency in this program<input checked="" type="checkbox"/> Maintain a complete their Binnacle Profile, which includes:<ol style="list-style-type: none">1. Recent Work History:<ul style="list-style-type: none">▪ Sport and recreation industry related history.2. Industry Currency:<ul style="list-style-type: none">▪ Minimum of one Sport and Recreation industry workplace visit per semester.▪ Minimum of one Sport and Recreation 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"/> An industry-related VET qualification (Cert III or higher) and/or Degree.<input checked="" type="checkbox"/> Demonstrate vocational competence specific to all units of competency in the program



<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 <u>must</u>:</p> <ul style="list-style-type: none"> ☑ 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. <p>Each Program Deliverer must maintain currency in Industry and VET by:</p> <ul style="list-style-type: none"> ☑ 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>
<p>Pathways</p>	<p>The Certificate III in Sport and Recreation will be used predominantly by students seeking to enter the sport, fitness and recreation industry (as a sports official [e.g. referee], coach, athlete, volunteer or activity assistant) and/or as an alternative entry into University.</p> <p>QLD SCHOOLS: Graduates may be able to use their Certificate III in Sport and Recreation 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 higher-level qualification (e.g. Certificate IV in / Diploma of Sport and Recreation) through another Registered Training Organisation.</p>
<p>Foundation Skills</p>	<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>
<p>Student Feedback</p>	<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</p>



	<p>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>
<p>AVETMISS Reporting</p>	<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>
<p>Student Records</p>	<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.</p> <p><u>Skills Assure Supplier Specific Requirements</u></p> <p>Binnacle Training will keep a complete record of training and assessment, including copies of the Qualifications and Statements of Attainment issued to each student, for 6 years from the end of the term [i.e. the earlier of either: a) the date of Agreement termination; or b) the date that the last Program under the Agreement ends].</p> <p><u>Fee-for-Service (non SAS)</u></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>