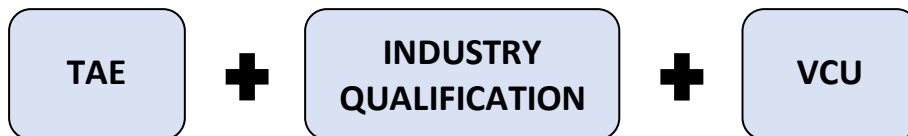




HUMAN RESOURCE REQUIREMENTS

Nominated Business Program Deliverer(s):

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



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

* Where you hold TAE40110, two new core units must also be held:

1. TAEASS502 Design and develop assessment tools (or equivalent); and
2. TAELLN411 Address adult language, literacy and numeracy (LLN) skills (or equivalent)

OR

Hold a diploma or higher qualification in "adult" education.

- Hold an industry qualification:

* Program Deliverer must hold a **Business** relevant VET qualification (Certificate II or higher) and/or Degree in a **Business** industry area.

- Demonstrate vocational competence:

Teacher must complete a (free) non-accredited Vocational Competence Update (VCU) which is used to demonstrate current knowledge and skills specific to each unit of competency within the qualification being delivered. Teachers will need to either hold the unit of competency OR demonstrate equivalence (in skills and knowledge) using verifiable evidence (see Section 3 below).

- Be timetabled to the class every lesson.

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

- Completing the Binnacle Profile, which includes:

1. Recent Work History
 - Industry related history, specific to Business.
2. Industry Currency
 - A minimum of one Business-related industry workplace visit **per semester**.
 - A minimum of one Business-related professional development **per semester** - participation in Binnacle Training's scheduled live events (Workshops in Term 1/2, plus ViSC in Term 4) will satisfy this requirement.
3. VET Currency
 - A minimum of one VET-specific professional development **per semester**- participation in Binnacle Training's scheduled live events (Workshops in Term 1/2, plus ViSC in Term 4) will satisfy this requirement.

3. Each Program Deliverer must demonstrate vocational competence by either:

- Obtaining the actual units of competency -

Completing the qualification for BSB20120 Certificate II in Workplace Skills via an external Business RTO (Binnacle does not offer this for teachers).

Continued over page



NOTE: The units of competency obtained by the teacher must be equivalent to those being delivered in Binnacle Training's current program (see page 2).

OR

- Demonstrating 'equivalence' to units - via Binnacle's custom VCU for this Qualification program:
Obtaining Third Party Verification from a nominated supervisor (per unit of competency)
 - Business units can be verified by a supervisor or HOD in the school environment.
- Contact your Binnacle Program Manager to be enrolled in the VCU.

Nominated Business Back-Up Deliverer:

This must include:

- At least one back-up deliverer who meets the 'Human Resource Requirements' prior to commencing as Binnacle Program Deliverer:
 1. A current Certificate IV in Training and Assessment.
 2. Hold an industry qualification.
 3. Demonstrate vocational competence.

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

BSB20120 CERTIFICATE II IN WORKPLACE SKILLS

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

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

<u>IMPORTANT</u> Program Disclosure Statement (PDS)	<p><i>This document is to be read in conjunction with Binnacle Training's <u>Program Disclosure Statement (PDS)</u>. The PDS sets out the services and training products Binnacle Training provides, <u>and those facilitated by the 'Partner School'</u> (i.e. the delivery of training and assessment services).</i></p> <p><i>To access Binnacle's PDS, visit: http://www.binnacletraining.com.au/rto and select 'RTO Files'.</i></p>
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PHYSICAL RESOURCE REQUIREMENTS

Business facilities and resources - located at the school.

Business facilities and resources must include:

- ☑ A simulated ergonomic office environment and workplace equipment including a desk, chair, printer and paper.
- ☑ Personal computers with office software (Microsoft Office – documents, spreadsheets, presentations), internet access and browser, PDF reader and email application.
- ☑ Access to facilities suitable for hosting events e.g., function room or school hall.
- ☑ Access to 'real customer groups' within the school and its wider community (to advertise to and deliver products and services to within the school environment).
- ☑ Access to school WHS and risk management procedures.
- ☑ Key health and safety equipment and/or aids.

NOTE: Binnacle Training provides a comprehensive suite of resources including:

- A simulated tourism company website ('Go! Travel') which has been designed specifically for assessment purposes and incorporates the Operating Policies and Procedures Manual (OPPM).
- Comprehensive scenario cards and interactive videos (specific to each assessment task).

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