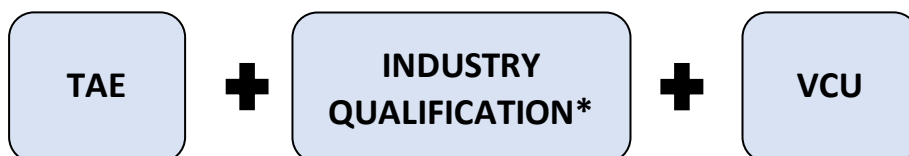




## SECTION 1 - HUMAN RESOURCE REQUIREMENTS

### Nominated Fitness Program Deliverers:

#### 1. Each Program Deliverer must have the following evidence requirements in place prior to commencing delivery:



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

*\* If using the TAE40110 qualification, 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 **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).*

- Demonstrate vocational competence:

*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 qualifications being delivered. Deliverers will need to either hold the unit of competency OR demonstrate equivalence (in skills and knowledge) using verifiable evidence (see #4).*

#### 2. Each Program Deliverer must be the primary facilitator of learning by:

- Being timetabled to the class every lesson.
- Coordinating and overseeing the 'outside classroom timetable' commitment for the programs outlined in the 'Physical Resource Requirements' – [Access to Adult and Older Adult Clients](#).

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

- Completing their Binnacle Profile, which includes:
  - Recent Work History:
    - Fitness industry related history.
  - Industry Currency:
    - A minimum of one Fitness industry workplace visit **per semester**.
    - A minimum of one Fitness professional development **per semester** - *participation in Binnacle Training's scheduled live + virtual events (Workshops in Term 1 or 2, and ViSC in Term 4) will assist to satisfy this requirement.*
  - VET Currency
    - A minimum of one VET-specific professional development **per semester** - *participation in Binnacle Training's scheduled live + virtual events (Workshops in Term 1 or 2, and ViSC in Term 4) will satisfy this requirement.*



**4. Each Program Deliverer must demonstrate vocational competence by:**

- Holding a current 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 – see Section 2)

PLUS, specific to the units in the Qualification Program being delivered:

- Demonstrating 'equivalence' to units - via Binnacle's custom VCU, specific those being delivered in Binnacle Training's current Qualification program (see Section 2).

Obtaining Third Party Verification from a nominated supervisor (per unit of competency)

- Units can be verified by a supervisor or HOD in the school environment (must be in a fitness context).
- Supporting evidence (e.g. completed session plans for older adult client groups) will also be required.

OR

Holding or completing the actual units of competency as per Binnacle Training's current Qualification program (see Section 2).

The units of competency obtained by the teacher must be equivalent to those being delivered in Binnacle Training's current Qualification program. These would need to be completed via an external RTO (Binnacle does not offer this for teachers).

- Contact your Binnacle Program Manager to be enrolled in the VCU.

**Nominated Fitness Back-Up Deliverer:**

**This must include:**

- At least one back-up deliverer who meets the 'Human Resource Requirements' prior to commencing as a Binnacle Program Deliverer:
  1. A current Certificate IV in Training and Assessment.
  2. 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).
  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 that these are met prior to program delivery.**

**If the First Aid competency is delivered via the Binnacle program:**

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

- 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.

*Continued over page.*



**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 First Aid (e.g. ongoing participation as a First Aid Officer for sport teams and excursions).
  2. Industry Currency
    - A minimum of one First Aid-specific professional development **per year** - *Binnacle Training will source professional development opportunities to satisfy this requirement.*
  3. VET Currency
    - A minimum of one VET-specific professional development **per semester** - *participation in Binnacle Training's scheduled live + virtual events (Workshops in Term 1/2, plus ViSC in Term 4) will satisfy this requirement.*

**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 that these are met prior to program delivery.**

**SECTION 2 – UNITS OF COMPETENCY**

**SIS30321 CERTIFICATE III IN FITNESS**

**(With optional entry qualification: SIS20115 CERTIFICATE II IN SPORT AND RECREATION)**

CODE	UNIT TITLE	SIS20115 Certificate II in Sport and Recreation	SIS30321 Certificate III in Fitness
HLTWHS001	Participate in workplace health and safety	CORE	CORE
SISXEMR001	Respond to emergency situations	CORE	ELECTIVE - LISTED
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	
SISXCCS001	Provide quality service	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	IMPORTED ELECTIVE	
BSBSUS201	Participate in environmentally sustainable work practices	ELECTIVE - GENERAL	
HLTAID011	Provide First Aid	CORE	CORE



BSBSUS211	Participate in sustainable work practices		ELECTIVE - LISTED
BSBOPS304	Deliver and monitor a service to customers		CORE
BSBPEF301	Organise personal work priorities		CORE
SISFFIT047	Use anatomy and physiology knowledge to support safe and effective exercise		CORE
SISFFIT035	Plan group exercise sessions		CORE
SISFFIT036	Instruct group exercise sessions		CORE
SISFFIT032	Complete pre-exercise screening and service orientation		CORE
SISFFIT033	Complete client fitness assessments		CORE
SISFFIT052	Provide healthy eating information		CORE
SISFFIT040	Develop and instruct gym-based exercise programs for individual clients		CORE

## SECTION 3 – PHYSICAL RESOURCE REQUIREMENTS

### 1. A Fitness (Gym) Facility - located on the school premises.

**The Fitness (Gym) Facility must have:**

- A variety of exercise modes (including with and without equipment)
- A range of exercise equipment including cardiovascular, resistance and flexibility
- A variety of exercise areas including resistance, cardio, flexibility, circuit and outdoor
- Adequate space to cater for groups/multiple trainers
- Key health and safety equipment and/or aids
- A range of programs and services
- A first aid kit.

### 2. Fitness assessment equipment – located on the school premises.

**The School (Third-Party) must have the following fitness equipment:**

- Tape measures (such as a stadiometer to measure height)
- Sit and reach tools
- Stationary bicycle, treadmill or rowing ergometer
- Heart rate monitors
- Blood pressure monitor
- Body weight scales
- Stop watches

**If you require any of the Fitness assessment equipment listed, click on the following link to source these items at discount prices!**

[\*\*VISIT BINNACLE SHOP\*\*](#)



**NOTE: PHOTOS OF THE ITEMS LISTED MUST BE PROVIDED UPON REQUEST.**

### **3. Access to Adult and Older Adult Clients (Terms 5-7):**

**Each student will be instructing (6 x 1-on-1 Gym-Based sessions) + (3 x Group Exercise sessions)**

The School (Third-Party) **must have access to the following 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.**

- 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 individual clients:
  - 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

**PLUS**

- 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):
  - **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)

***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).*

### **4. Additional school requirements:**

The School (Third-Party) **must have:**

- Personal computers with office software and internet access.
- Repair equipment and maintenance resources (e.g., ball pumps, cleaning equipment).
- Maintenance storage facilities (e.g., storeroom).
- Access to a primary school participant group (or junior secondary) for a Community Fitness Program to be organised by the Program Deliverer.
  - The venue/facility for this Community Fitness Program must include a range of sport and recreation activities and equipment.

### **5. Other (recommended) requirements:**

**It is recommended for the School (Third-Party) to facilitate:**

- A Fitness Industry Discovery Day - preferably in Term 3 or 4, for all students (and Program Deliverer) to experience an industry workplace where customer and staff interactions will be observed.
  - **This may then be used by the Teacher (Program Deliverer) to satisfy their Fitness Industry Workplace Visit requirement in that semester.**

*Continued over page.*



**It is recommended for the School (Third-Party) to have:**

- Anatomical and physiological information and resources (posters, charts, etc).
- Human skeleton models or other anatomical models (Binnacle will provide digital copies of diagrams which may be printed and used as learning resources).
- Access to school WHS and risk management policies and procedures (Binnacle will also provide a generic SFR Policies and Procedures Manual).
- Access to skinfold callipers as an additional Fitness Assessment equipment item.

**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 that these are met prior to program delivery.**

**First Aid training equipment (if the First Aid competency will be delivered via the Binnacle Program)**

**The School (Third-Party) must have:**

MANDATORY EQUIPMENT	MINIMUM (*Suggested) QTY
Adult CPR Manikin	1 manikin per 4 students*
Infant CPR Manikin	1 manikin per 4 students*
CPR Face shield or Clean Face	1 per student for each manikin
Alcohol Wipes	Tub
AED Trainer	1 trainer per 4 students*
Gloves (S, M, L)	Box of each size
EpiPen Trainers	1 trainer per 4 students*
Asthma Puffers (Placebo)	1 trainer per 4 students*

MANDATORY EQUIPMENT	MINIMUM (*Suggested) QTY
Asthma Spacers	1 trainer per 4 students*
Asthma Spacer Mouthpieces	1 per student
Triangular Bandage	1 per student (new)*
Roller Bandage	1 per student (new)*
Spare Clean Bandages/Slings	Assortment
Workplace Compliant First Aid Kit – stocked	1 per class*
Pillows and Blankets	Assortment
Simulated Hazards	As per workplace

**If you require any of the First Aid training equipment above, click on the following link to source these items at discount prices!**

**[VISIT BINNACLE SHOP](#)**

**NOTE: PHOTOS OF THESE REQUIREMENTS MUST BE PROVIDED UPON REQUEST.**

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