HUMAN RESOURCE REQUIREMENTS

Nominated Tourism & Business Program Deliverer(s):

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

TAE → INDUSTRY QUALIFICATION* → VCU

☑ 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)*

   <u>OR</u>

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

☑ Hold an industry qualification:

   Program Deliverer must hold

   - A **Business*** relevant VET qualification (Certificate III or higher) and/or Degree; **and**

   - A **'Tourism, Hospitality or Events'** relevant VET qualification (Certificate II or higher) and/or Degree.

   * The 'Tourism, Hospitality or Events' relevant qualification - if Certificate III or higher - <u>may</u> also be considered as satisfying a Business relevant qualification.

☑ 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 qualifications 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).

   ** **All 2023 Deliverers must have undertaken a recent Tourism-related industry placement for a minimum of one day prior to commencing their VCU** and commencement of delivery (see Section 4 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 and/or Tourism.
   2. Industry Currency
      - A minimum of one Tourism-related industry workplace visit **per semester**.
      - A minimum of one Tourism-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.*

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

☑ Obtaining the actual units of competency -

Completed the qualification for BSB30120 Certificate III in Business and the "NEW Qualification" SIT20122 Certificate II in Tourism at an external RTO (Binnacle Training does not offer this for teachers).

<u>NOTE</u>: The units of competency obtained by the teacher must be equivalent to those being delivered in Binnacle Training's current program (see page 3).

<u>OR</u>

☑ Demonstrating 'equivalence' to units - via Binnacle's custom VCU for this Dual 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.
- Tourism specific units can be verified by a supervisor or HOD in the school environment:
  - Binnacle Training have embedded projects* into the Tourism VCU for Teachers to prove any industry specific knowledge and skill gaps.
  - The Industry Workplace Visit Template also ensures all industry specific content is covered.
    * Projects (gaps) may be negated if Teacher is able to demonstrate their 'equivalence' using a Third Party from industry (Tourism, Hospitality or Events) and/or other sufficient examples of verifiable evidence from industry.

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

4. Industry Evidence (Tourism Specific):

☑ If the Teacher has limited evidence of recent work history or experience in a Tourism-related workplace, they will be required as a minimum to:

1. Have participated in an industry placement in a **Tourism**-related workplace (external to the school) for a minimum of one day prior to commencing the VCU and commencement of delivery (this can also be used to suffice your Semester 1 Industry Workplace Visit and Tourism Work History sections of your Profile). Binnacle will provide an Industry Workplace Visit template for logging this activity. This form will be required to be uploaded in the Tourism VCU.

2. Participate in a minimum of one Industry Workplace Visit per semester (in a **Tourism**-related workplace) for a minimum 3-hour duration. This is logged in your Binnacle Profile each semester to maintain Industry Currency (note, if you attend a Tourism business the Industry Workplace Visit can also suffice your Certificate III in Business Industry Workplace Visit requirement).

   - By facilitating and participating in a Student Discovery Day (recommended in Term 1 or 2) this may also qualify for the Industry Workplace Visit required in Part 4 of the Profile.

Nominated Tourism & 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 – must be 'Tourism, Hospitality or Events' relevant
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.

BSB30120 CERTIFICATE III IN BUSINESS + SIT20122 CERTIFICATE II IN TOURISM

CODE	UNIT TITLE	SIT20122 Certificate II in Tourism	BSB30120 Certificate III in Business
SITTIND003	Source and use information on the tourism and travel industry	CORE	E
SITXCCS009	Provide customer information and assistance	CORE	
SITXWHS005	Participate in safe work practices	CORE	
SITXCOM007	Show social and cultural sensitivity	CORE	
SITXCCS011	Interact with customers	CORE	
CUAEVP211	Assist with the staging of public activities or events	L (GROUP A)	
SITXCCS010	Provide visitor information	L (GROUP A)	
SITXCOM008	Provide a briefing or scripted commentary	L (GROUP A)	
SITXCOM006	Source and present information	L (GROUP C)	
BSBTEC201	Use business software applications	L (GROUP C)	L (GROUP A)
BSBTEC203	Research using the internet	E	
BSBPEF301	Organise personal work priorities		L (GROUP B)
BSBPEF201	Support personal wellbeing in the workplace		CORE
BSBWHS311	Assist with maintaining workplace safety		CORE
BSBSUS211	Participate in sustainable work practices		CORE
BSBTWK301	Use inclusive work practices		CORE
BSBXCM301	Engage in workplace communication		CORE
BSBXTW301	Work in a team		L (GROUP C)
BSBCRT311	Apply critical thinking skills in a team environment		CORE
BSBTEC301	Design and produce business documents		L (GROUP A)
BSBWRT311	Write simple documents		L (GROUP A)
BSBOPS304	Deliver and monitor a service to customers		L (GROUP D)

E = Imported elective; L = Listed elective; Orange = Tourism specific units

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

PHYSICAL RESOURCE REQUIREMENTS

Business facilities and resources - located at the school:

Business facilities and resources must include:

- ☑ Access to facilities suitable for hosting events e.g. function room or school hall.
  - ▪ A public activity or event on which students can work
  - ▪ Interaction with staff involved in staging a public activity or event
- ☑ 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).
- ☑ Personal computers with office software (Microsoft Office – documents, spreadsheets, presentations), internet access and browser, PDF reader and email application.
- ☑ Presentation equipment to present information to a group.
- ☑ Access to school WHS and risk management procedures.
- ☑ Key health and safety equipment and/or aids.

A simulated Tourism-related industry environment – located at the school:

The simulated industry environment must include:

- ☑ Access to facilities suitable for hosting events e.g. function room or school hall.
- ☑ A simulated ergonomic office environment and workplace equipment including a desk, chair, printer and paper.
- ☑ Access to customers and staff* from a diverse range of social and cultural groups, with whom the student will interact.
  * Individuals who participate in simulated activities, set up for the purpose of assessment.

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

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

Facilitating a Student Industry Discovery Day – at a Tourism-related workplace:

This must include:

- ☑ Students participating in a minimum of one industry discovery day (Tourism-related), preferable in Term 1 or 2, to engage in an industry workplace where customer and staff interactions will be observed to complete the related Term 2 project.

Additional (recommendation only):

- ☑ Work Experience opportunity in a Tourism-related workplace for students to apply their skills in a real industry workplace.

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.