



**Binnacle  
Training**

RTO Code 31319



# STUDENT INFORMATION

**Certificate II in Sport and Recreation  
Program**

## ABSTRACT

This document is for students undertaking the 'Certificate II in Sport and Recreation Program' with Binnacle Training and contains important information on:

- The program outline and inclusions
- Vocational Education and Training in Schools (VETiS) funding eligibility
- The assessment completion process
- Career pathways
- Binnacle Third-Party Arrangements

# Program Inclusions

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The 'Certificate II in Sport and Recreation Program' incorporates the nationally recognised qualification: **SIS20115 Certificate II in Sport and Recreation** (*VETiS Funding Eligible - see Section 2*).

This qualification covers the skills and knowledge required of an employee entering the industry as a Sport/Activity Assistant or a Community Level Official (e.g. referee or umpire), Coach or Sports Trainer.

In particular, the Certificate II in Sport and Recreation involves:

- The industry-recognised First Aid Certificate – HLTAID011 Provide First Aid (After completion of the course Binnacle Training will also issue the HLTAID003 Provide First Aid qualification.)
- Sport, Fitness and Recreation (SFR) industry knowledge
- Communication skills
- Organising daily work priorities
- Following health and safety standards and conducting risk assessments
- Responding to emergency situations
- Coaching and instructing individuals and sports teams
- Assisting with sport programs
- Providing quality customer service
- Using and maintaining sport and fitness equipment
- Developing and updating knowledge of coaching practices.

This will involve assisting in the preparation and delivery of sport and fitness sessions, programs and events to community members (e.g. primary school or junior secondary students).

## General vs Sport-Specialty Formats

This program is offered in both 'General' and 'Sport Specialty' formats. Sport-Specialty formats involve undertaking one or more sport-specific (e.g. NRL, Netball, AFL, Rugby) officiating and/or coaching accreditations. Schools must be endorsed by the relevant National/State Sporting Organisation prior to offering a sport-specific accreditation.

# VETiS Funding Eligibility

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## Vocational Education and Training in Schools Initiative funded by the Queensland Government

The Queensland Government's VET Investment Budget will provide funding for students to complete one VETiS qualification listed on the [Priority Skills List](#) whilst attending secondary school (Years 10, 11 and 12). Qualifications are primarily at the Certificate I and II level and are those that have been identified by industry as leading to employment.

Binnacle Training is approved as a Skills Assure Supplier (SAS) to deliver the nationally recognised qualification: **SIS20115 Certificate II in Sport and Recreation** as a Vocational Education and Training in Schools (VETiS) funded qualification.

Under the SAS system, funding follows the eligible student to their chosen SAS qualification and is paid directly to the SAS provider upon submission of the student's validated training data.

## Funding Eligibility

To be eligible to access a VETiS qualification funded by the Queensland Government, prospective students must:

- Be currently enrolled in secondary school, in Year 10, 11 or 12;
- Permanently reside in Queensland;
- Be an Australian citizen, an Australian permanent resident (including humanitarian entrant), a temporary resident with the necessary visa and work permits on the pathway to permanent residence, or a New Zealand citizen.

VETiS qualifications funded by the VET investment budget **are fee-free for students**.

### FEE-FREE FOR VETiS STUDENTS

For all eligible students who:

- a) 'opt in' to the Certificate II in Sport and Recreation with Binnacle Training as a VETiS funded qualification, and
- b) Meet the VETiS funding eligibility requirements.

Binnacle will waive ALL Certificate II participant fees as invoiced to the school.

Under the Binnacle Third-Party arrangement with schools, this means that the school should not pass on any fees pertaining to the VETiS-funded Certificate II qualification, which has been subsidised through VETiS, to the student.

If you have previously utilised your VETiS subsidy with another **completed** qualification then you are ineligible for this program to be offered as a VETiS-funded qualification however, you are still able to enrol into the Binnacle Certificate II as a 'fee for service' student.

If you have a concurrent enrolment with another VETiS funded qualification, please advise Binnacle Training. We will consult your VET Manager to confirm your funding eligibility for this qualification.

At the time of enrolment into this qualification, you will be given the option to either:

- Select this program as a VETiS-funded qualification; or
- Advise Binnacle that you choose not to use this program as a VETiS-funded qualification [e.g. you have previously completed an alternative qualification as VETiS-funded].

## Training and Employment Survey

Each eligible student who accesses their VETiS subsidy will be required to complete a training and employment survey (administered by Binnacle Training) within three months of completing or discontinuing subsidised training.

For further information, please refer to the [Queensland Government's VETiS Information](#) developed specifically for the VETiS program (see link below) or contact Binnacle administration.

# Program Outline

The program involves learning the skills and knowledge to 'hit the ground running' as an employee in the Sport, Fitness and Recreation (SFR) industry. This learning will take place in a range of settings, including the classroom, outdoors and the SFR facility at your school (e.g. sports hall). Training also includes practical experience as a

Sport/Activity Assistant or Community Level Coach. This involves working alongside teachers and coaches to assist in preparing and conducting sport and recreation sessions, programs and events for community members (e.g. primary school or junior secondary students).

Assessment activities include the completion of practical and knowledge tasks throughout the program. Knowledge tasks generally take the form of short answer quizzes and research tasks that are completed online. Many of the practical tasks will also involve completing an industry document (e.g. session plan).

## Completing Assessments

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All assessment tasks and resources are online (practical components are completed in an SFR environment e.g. the school gym) and each term has a specific number of assessment tasks.

Your teacher will regularly review the completion of your assessment and if incomplete or not yet satisfactory, you may be required to finalise the assessment in your own time (e.g. during exam block) before the next school term commences.

Your completed assessment and associated documentation will be stored online in your Binnacle Lounge account for your teacher to mark ('Satisfactory' or 'Not Yet Satisfactory').

### 1. You complete the assessment each term:

- Knowledge assessments completed online in your Binnacle lounge.
- Demonstrate required skills in practical tasks.
- Access to training resources to assist with assessment are also available in your Binnacle Lounge.



### The teacher marks your assessment:

- Some knowledge assessment items are 'auto-marked' by the Binnacle Lounge learning platform.
- The teacher will mark your other (e.g. project, practical and case study) assessment items.
- The sign-off page in each term is where feedback is provided and the outcome of each assessment item is recorded.

# Units of Competency

The units of competency scheduled for finalisation are:

	UNIT CODE	UNIT TITLE
<b>TERMS 1-3 (excluding First Aid)</b>	HLTWHS001	Participate in workplace health and safety
	SISXEMR001	Respond to emergency situations
	SISXIND001	Work effectively in sport, fitness and recreation environments
	SISXCAI002	Assist with activity sessions
	SISXIND002	Maintain sport, fitness and recreation industry knowledge
	SISXCCS001	Provide quality service

	UNIT CODE	UNIT TITLE
<b>TERM 4 (Binnacle Online Delivery)</b>	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

	UNIT CODE	UNIT TITLE
<b>FIRST AID</b>	HLTAID011	Provide First Aid

## Binnacle Training Third-Party Arrangements

As the RTO, Binnacle Training engages individual secondary schools under a third-party arrangement to facilitate training and assessment services on behalf of, and in the name of, Binnacle Training as the RTO.

**Binnacle Training Responsibilities:** Enrolling students into the VET course, training and assessment outcomes, issuing certificates and testamurs, and ensuring that the VET course is on its scope of registration at all times.

**School Responsibilities (as the third-party):** The provision of adequate physical (equipment and facilities) and human resources (program deliverer), and facilitating training and assessment services on behalf of Binnacle including the provision of student support services such as language, literacy and numeracy (LLN) assistance.

**For students accessing their VETiS subsidy for this qualification (SIS20115 Certificate II in Sport and Recreation):**

- Your school, as third party, will only be utilised to facilitate the delivery of training and assessment services for 6 out of the 13 units of competency as follows:

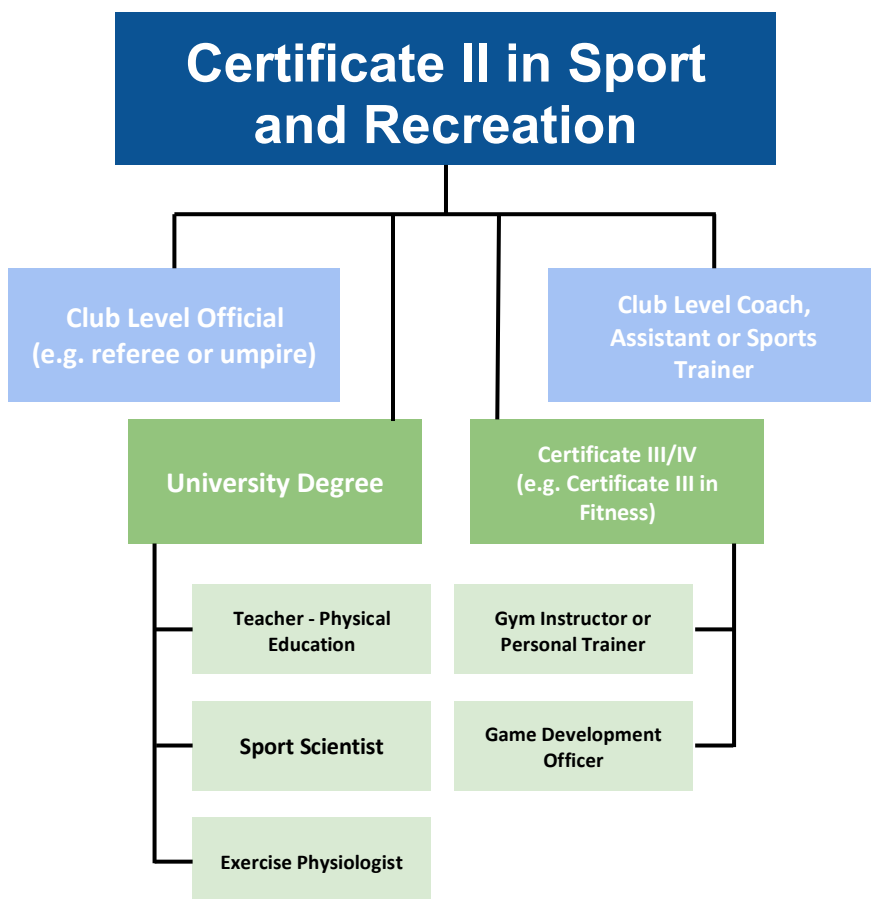
	UNIT CODE	UNIT TITLE
<b>TERMS 1-3 (excluding First Aid)</b>	HLTWHS001	Participate in workplace health and safety
	SIXEMR001	Respond to emergency situations
	SIXIND001	Work effectively in sport, fitness and recreation environments
	SIXCAI002	Assist with activity sessions
	SIXIND002	Maintain sport, fitness and recreation industry knowledge
	SIXCCS001	Provide quality service

- All other units of competency, minus First Aid, will be delivered solely by Binnacle Training (Delivery Mode = Online).
- Note: HLTAID011 Provide First Aid is delivered as Fee-for-Service with Binnacle Training or delivered by an external provider as arranged by your school i.e. not under Binnacle Training's Skills Assure Supplier (SAS) Agreement with the Queensland Government.

# Pathways

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Graduates of the Certificate II in Sport and Recreation with Binnacle Training may explore a Certificate III pathway qualification, either with Binnacle Training while still at school, or through another training provider (e.g. TAFE Queensland or Fit College) after leaving school. Please advise your Binnacle Teacher if you would like further information regarding a Certificate III or other inter-related industry pathway qualifications (e.g. Business).



## Binnacle Training Third-Party Arrangements

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As the RTO, Binnacle Training engages individual secondary schools under a third-party arrangement to provide physical and human resources to deliver training and conduct assessment.

**Binnacle Training Responsibilities:** Enrolling students into the VET course, training and assessment outcomes, issuing certificates and testamurs, and ensuring that the VET course is on its scope of registration at all times.

**School Responsibilities (as the third-party):** The provision of adequate physical (equipment and facilities) and human resources (program deliverer), and delivering training and assessment services on behalf of Binnacle including the provision of student support services such as language, literacy and numeracy (LLN) assistance.

# Language, Literacy and Numeracy Skills

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A Language, Literacy and Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure that students have the capacity to effectively engage with the content. The following examples provide a snapshot of the reading, writing, numeracy and verbal communication skills that would be expected in order to satisfy competency requirements:

<b>Reading</b>	<ul style="list-style-type: none"><li>– Read and understand workplace health and safety policies and procedures.</li><li>– Interpret safety signs, dangerous goods classifications and safety instructions.</li><li>– Interpret written requests and complaints from clients.</li><li>– Interpret complaint handling procedures and standards of service.</li><li>– Read and comprehend the workplace policies and procedures manual.</li></ul>
<b>Writing</b>	<ul style="list-style-type: none"><li>– Complete incident reports and client feedback records.</li><li>– Summarise and record client/participant information in portfolios and files.</li><li>– Complete risk management documents using industry-related terminology.</li></ul>
<b>Verbal Communication</b>	<ul style="list-style-type: none"><li>– Discuss own progress with a supervisor.</li><li>– Discuss risk management issues with relevant stakeholders.</li></ul>
<b>Numeracy</b>	<ul style="list-style-type: none"><li>– Use a numerical risk assessment matrix to determine risk level.</li><li>– Interpret numerical information to allocate timeframes to work tasks.</li></ul>

## Definitions and Interpretations

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RTO - means a training organisation that has authorisation to train and assess nationally recognised qualifications on its scope of registration.

School (third-party) - means the secondary school/college that is providing the physical and human resources to deliver training and conduct assessment on behalf of, and in the name of, Binnacle Training as the external RTO.

Training Product - means any qualification, unit of competency, or group of competencies packaged together as a Binnacle Program.

Program - means the course(s) or qualifications(s) in its entirety.

For further information please access the [Program Disclosure Statement](#) in full.