



# STUDENT INFORMATION

**Certificate III in Sport and  
Recreation + *Certificate II in Sport  
and Recreation***

## ABSTRACT

This document is for students undertaking the Dual Qualification Sport Program with Binnacle Training and contains important information on:

- The program outline and inclusions
- The Certificate II in Sport and Recreation entry qualification
- The assessment completion process
- Career pathways
- Binnacle Training Third-Party Arrangements

# Program Inclusions

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The 'Binnacle Dual Qualification Sport Program' incorporates two nationally recognised qualifications:

- **SIS20115 Certificate II in Sport and Recreation (entry qualification)**
- **SIS30115 Certificate III in Sport and Recreation**

The course covers the skills and knowledge required for entering the Sport and Recreation industry as a Sport/Activity Assistant or a Community Level Official/Coach and includes:

- 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.)
- Developing sport, fitness and recreation industry knowledge
- Using and maintaining sport and fitness equipment
- Following health and safety standards in the workplace
- Responding to emergency situations
- Developing and updating knowledge of coaching and officiating practices
- Officiating games and competitions
- Providing quality customer service
- Coaching individuals and teams
- Planning and conducting programs
- Organising schedules
- Facilitating groups
- Conducting warm-up and cool-down programs
- Using social media tools for participant engagement

This is achieved by working alongside a Sports Coach (teacher) to deliver community-based sport and recreation activities and programs to participants within the school community (e.g. primary and 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.

## Program Outline

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The program involves learning the required knowledge and skills to be an employee in the Sport, Fitness and Recreation (SFR) industry. This learning involves practical experience as a 'Sport Assistant' and 'Community Official/Coach' and will take place in a range of settings, including the classroom, outdoors and the SFR facility at your school (e.g. sports hall).

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

All assessment tasks and resources are online (practical components are completed in an SFR environment e.g. the sports hall) 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 1-4</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

	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
	HLTAID011	Provide first aid

**Qualification scheduled for finalisation: SIS20115 CERTIFICATE II IN SPORT AND RECREATION**

	UNIT CODE	UNIT TITLE
<b>TERMS 5-6</b>	BSBWOR204	Use business technology
	BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control
	SISXCAI003	Conduct non-instructional sport, fitness and 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

**Qualification scheduled for finalisation: SIS30115 CERTIFICATE III IN SPORT AND RECREATION**

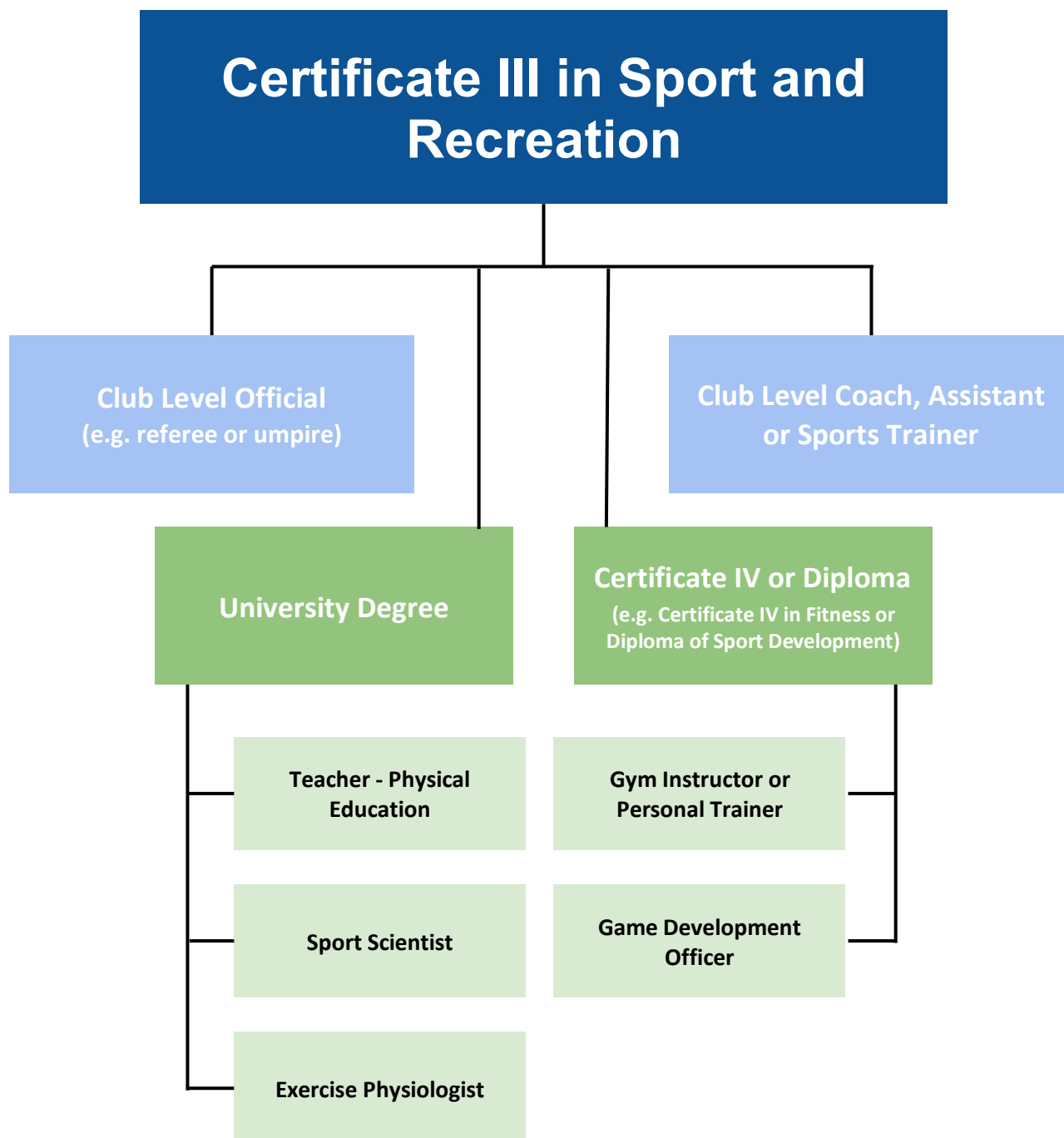
**TERM 7 ADD-ON: 4 x Units of Competency**

	UNIT CODE	UNIT TITLE
<b>TERM 7</b>	SISSSCO001	Conduct sport coaching sessions with foundation level participants
	BSBPEF302	Develop self-awareness
	BSBTWK201	Work effectively with others
	HLTAID009	Provide cardiopulmonary resuscitation <i>(Completed as part of Provide First Aid - HLTAID011 Certificate)</i>

*NOTE: The units of competency in the 'Term 7 Add-On' to be reported to qualification: SIS30315 Certificate III in Fitness (partial completion only) to be eligible for an additional 2 QCE credits (with a maximum of 8 credits from the same training package contributing to a QCE). Please contact Binnacle Training if you wish to explore further options.*

# Career Pathways

Graduates of the 'Binnacle Sports Program' may explore a Certificate IV/Diploma pathway with another training provider (e.g. Fit College or TAFE Queensland) upon completion of the Certificate III in Sport and Recreation. Please ask your Binnacle Teacher to contact Binnacle Training if you would like further information regarding a Certificate IV or other inter-related industry pathway qualifications (e.g. Business).



## Binnacle Training Third-Party Arrangements

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

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> <li>- Interpret WHS legislation and workplace policies, procedures and records.</li> <li>- Interpret manufacturer guidelines to set up, dismantle, maintain and repair equipment.</li> <li>- Interpret, sometimes complex, program budget information.</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> <li>- Use appropriate and contextual language in WHS plans, reports and general advice.</li> <li>- Use appropriate structure and specialised language when developing social media content.</li> <li>- Create written session plans and complete performance records.</li> <li>- Prepare written reports and personal development plans.</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> <li>- Use industry specific vocabulary when presenting WHS information.</li> <li>- Use active listening and questioning to clarify and confirm understanding of WHS documentation.</li> <li>- Participate effectively in spoken interactions when clarifying workplace schedules.</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> <li>- Make time estimations and check logistics when scheduling appointments.</li> </ul>

## Definitions and Interpretations

**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.