



The 2023 Third Party Agreement (TPA) formalises your arrangement with Binnacle Training. Schools **cannot finalise their student's enrolment into a 2023 Binnacle program** without completing/returning the 'Binnacle Signed TPA (Fillable)' document. Binnacle will then counter-sign the Principal/CEO Sign-Off and return you a digital copy of the 'Binnacle Signed Agreement' for your records.

A copy of the most current TPA (full document) is available at our Support Centre:
binnacletraining.com.au/rto (Select: Third Party Agreement)

The TPA (full document) includes:

- Responsibilities of both parties - Binnacle Training and School (Third Party).
- Marketing requirements of School (Third Party) including requirement for School to submit Subject Selection Material, plus applicable School Website Marketing of all Programs delivered on behalf of Binnacle Training, for Binnacle pre-approval.
- Nominated Program Deliverers and the assigned VET Manager and Program Manager(s)* for both Binnacle and the School (Third Party).
- School costs, including VETiS Funding Eligibility (Certificate II in Sport and Recreation only).
- Areas to be evaluated throughout the life of the Agreement.
- Programs and units of competency covered by the Agreement.

* **Please note:** It is recommended the nominated School Program Manager be in one (or more) of the following positions: Head of Department [(HOD) (program-specific)]; Assistant Principal – Curriculum, Senior School or VET HOD; and have a direct working relationship with the Program Deliverer(s) and Binnacle Training.

CHECKLIST FOR COMPLETING THE 'BINNACLE SIGNED TPA (FILLABLE)' DOCUMENT

IMPORTANT: Please save the Signed TPA as a PDF document to your computer first. This will allow the Signed TPA pages to be digitally completed and emailed back to Binnacle.

Ensure the School VET Manager and Program Manager(s) assigned to the TPA, nominated program deliverer/s, Head/s of Department and Principal have read and understood the content of the full Agreement, prior to completion of the 'Binnacle Signed TPA (Fillable)'.

Insert your organisation's legal name and address on page 1 (NOTE: This name will then auto-populate across applicable pages in the document).

Check that the fields nominating the School VET Manager and School Finance Contact (including contact details and invoicing selection options) are completed on page 4.

For each Program Area (Business & Tourism; Sport, Fitness & Recreation; First Aid) your School will be delivering across:

- Ensure the programs set to be delivered are nominated along with the Program Deliverer(s) (name and email) anticipated to deliver each program, including a nominated Back-Up Deliverer.
- Ensure the Training and Assessment Strategy (TAS) information (school-specific) is completed.
- Submit your Subject Selection Material, as positioned in your Subject Selection Book and/or School Website, plus any applicable School Website Marketing pertaining to VET Course offerings, for Binnacle pre-approval.
- **IF APPLICABLE:** Record any action/s to be taken regarding 'Resource Requirements' (both School Physical Resources and Teacher Human Resources) that are yet to be completed and/or sourced.
- Ensure the name, email and signature (digital is allowed) of the School Program Manager is completed (confirming school and cohort-specific information to be implemented within Binnacle's Training and Assessment Strategy).

Ensure the full name, email and signature (digital is allowed) of the Principal/CEO is completed at the 'Principal Sign-Off' on page 56. This includes confirmation that all 'Resource Requirements' (per program) are/will be in place.

Return the 'Binnacle Signed TPA (Fillable)' document (in PDF form), along with your Subject Selection Material (for each Binnacle Program you are set to offer) to: programs@binnacletraining.com.au.

Acceptance into the Program

Upon receipt of the completed and signed Agreement, Binnacle Training will verify your school's acceptance into the arrangement by returning a co-signed copy of the 'Binnacle Signed TPA (Fillable)' document for your records.