



Binnacle
Training

RTO CODE 31319

THIRD PARTY AGREEMENT

This document represents an Agreement between:

Binnacle Training College Pty Ltd (RTO 31319)

ABN 96 115 517 952


PO Box 2559

North Ipswich QLD 4305

AND

School (Third Party): <i>Please insert organisation's legal name</i>	
Address:	

IMPORTANT TIPS FOR COMPLETING THIS AGREEMENT

1	To view this document, please ensure you have 'Adobe Acrobat Reader DC' installed on your device.	
2	Before completing this document, please save to your computer first. This will allow the Agreement to be digitally completed and emailed back to Binnacle.	
3	<i>Once Steps 1-2 have been completed:</i> Please ensure you have read the full Third Party Agreement document before signing and returning this Agreement to Binnacle.	

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SCHOOL (THIRD PARTY) VET MANAGER

PLEASE NOTE: The School (Third Party) VET Manager listed will be typically the school's VET Coordinator and/or Senior School or VET HOD.

BINNACLE TRAINING - VET SUPPORT MANAGER*	
Name	Binnacle Training
Contact	Justine Scott
Position	VET Support Manager
Email	programs@binnacletraining.com.au
Phone	1300 303 715
<p>* In addition to Binnacle's VET Support Manager, each School (Third Party) will also be allocated a Binnacle Program Manager and Administration Officer. Our Program Managers are trained teachers who have previously taught the Binnacle program. Your School will be notified of your allocated Binnacle Program Manager and Administration Officer at the time of this Third Party Agreement being formalised.</p>	

SCHOOL (THIRD PARTY) – VET MANAGER	
School	
VET Program Manager	
Position	
Email	
Phone	
<p><u>NOTE:</u> If the listed VET Manager of the School (Third Party) is also the sole nominated deliverer in the Program section(s) below, please ensure there a <u>minimum of two nominated School (Third Party) contacts</u> within this Agreement (i.e. a second Program Deliverer or a separate person recorded as the nominated 'VET Manager').</p>	

SCHOOL (THIRD PARTY) FINANCE CONTACT

Please select applicable item(s) from the following:

All invoices are to be sent directly to the Program Manager as listed above.

All invoices are to be sent to the Finance Officer (per details below) with the designated Program Manager CC'd into all correspondence.

All invoices are to be sent directly to the Finance Officer (per details below).

A Purchase Order number is required prior to invoicing.

SCHOOL (THIRD PARTY) FINANCE CONTACT	
Name	
Email (e.g. accounts@)	
Alternate Email (e.g. Finance Officer's work email account)	
Phone	

IMPORTANT

ANTICIPATED PROGRAM AREAS AND CUSTOM TRAINING & ASSESSMENT STRATEGY INFORMATION ASSOCIATED WITH THIS AGREEMENT

For each 2023 Binnacle Program your School is set to deliver (refer to 'Contents' – 9 x 2023 Programs to select from):

1. List your anticipated Program Deliverers (teachers).
2. Complete the Training & Assessment Strategy information (school and cohort-specific), including 'actions to take' regarding any requisite School Physical Resources (e.g. equipment items) and/or Teacher Human Resources (e.g. Certificate IV in Training and Assessment teacher training) that are yet to be completed and/or sourced.
3. Submit your Subject Selection Material, as positioned in your School Handbook and/or School Website, plus applicable School Website Marketing, for Binnacle pre-approval.
4. List your nominated School Program Manager* and have them sign off to confirm the information specified within the (school and cohort-specific) Training & Assessment Strategy.

* The School (Third Party) Program Manager cannot be the nominated deliverer of a program, unless there is multiple (two or more) listed Program Deliverers. It is recommended the Program Manager of the School (Third Party) 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.

For example, the School Program Manager for Business Program Area may be HOD Business or VET Manager.

BUSINESS & TOURISM

2023 Short Courses

2023 Binnacle Program <i>(select if you are set to deliver)</i>	3-Unit Short Course: Inclusivity and Communication in the Workplace (1 Term; Max 1 QCE credit) 2-Unit Short Course: Technology in the Workplace (1 Term) Financial Literacy standalone unit: FNSFLT311 Develop and apply knowledge of personal finances (1 Term)
Nominated Program Deliverer(s)	
NAME	EMAIL
Nominated Back-Up Deliverer (required if only one deliverer is listed above)	
NAME	EMAIL

2023 Binnacle Program <i>(select if you are set to deliver)</i>	3-Unit Short Course: Inclusivity and Communication in the Workplace (1 Term; Max 1 QCE credit) 2-Unit Short Course: Technology in the Workplace (1 Term) Financial Literacy standalone unit: FNSFLT311 Develop and apply knowledge of personal finances (1 Term)
Nominated Program Deliverer(s)	
NAME	EMAIL
Nominated Back-Up Deliverer (required if only one deliverer is listed above)	
NAME	EMAIL

TAE + INDUSTRY QUALIFICATION:

Prior to the commencement of delivery, each Program Deliverer (including Back-Up Deliverer) must hold a current Certificate IV in Training and Assessment (TAE) plus an industry qualification [specifically, must hold a Business-relevant qualification (Certificate III or higher)]. The TAE plus industry qualification must be uploaded to each deliverer's Binnacle Profile. For a full outline of Human Resource Requirements to deliver each course, please visit Binnacle Training's 2023 Resource Requirements, located at our [Support Centre](#).

TRAINING & ASSESSMENT STRATEGY INFORMATION (SCHOOL & COHORT-SPECIFIC)

2023 Business & Tourism Short Courses (as selected above)

The following 'school and cohort-specific' information is vital for Binnacle Training to use in order to fully satisfy *RTO Standards 2015 - Clauses 1.1 to 1.4 and 2.2—Implementing, monitoring and evaluating training and assessment strategies and practices*. This information will be used to accompany Binnacle Training's "shell" Training and Assessment Strategy, available at our [Support Centre](#) (Select: Training and Assessment Strategy).

TARGET GROUP INFORMATION	Please select the year level students will be <u>commencing</u> in:	
	Please select the number of 'new cohort' classes:	
	Please select (approximately) the number of students per class:	
	Please provide additional pertinent details regarding this new cohort (e.g. if you have classes <u>commencing</u> in more than one year level). If no additional details, please record N/A.	
COHORT NEEDS	Please select the need(s) of the commencing cohort from the following: Specific pathway QCE credits Employability Career interest Other – please specify:	
ENTRY LEVEL	Do any students entering this program have previous industry experience or have completed formal training in the Business Services and Tourism-related industries (e.g. Certificate I/II qualifications)? Yes – specify below No	

<p>ADDITIONAL ‘BUSINESS & TOURISM-RELATED’ FACILITIES & RESOURCES</p> <p><i>(i.e. in addition to those ‘mandatory requirements’ as listed in Resource Requirements as per Binnacle Support Centre (Select: Resource Requirements))</i></p>	<p>Additional facilities and resources located at school. For example, if a related micro-business within school – please specify. If no additional facilities and resources, please record N/A.</p> <hr/> <p>Additional facilities and resources located outside of school. For example, if regular access to venue(s) outside of school – please specify. If no additional facilities and resources, please record N/A.</p>
<p>SPECIFIC PATHWAYS</p> <p><i>(i.e. if using the Binnacle Short Course as a specific pathway to a higher-level qualification, traineeship opportunities etc)</i></p>	<p>Please specify – including qualification and training provider. If there are no specific pathways, please record N/A.</p>
<p>LOCAL INDUSTRY VISITS</p> <p><i>(i.e. ‘Discovery Days’ or work experience located outside of school)</i></p>	<p>Please specify - including the name of the business or workplace, duration etc. If no ‘Discovery Days’ or external work experience is currently scheduled, please record N/A.</p>
<p>ADDITIONAL INFORMATION</p>	<p>Please record other school and cohort-specific information for incorporating in Binnacle’s Training & Assessment Strategy (TAS). If no additional information, please record N/A.</p>

MARKETING REQUIREMENTS FOR SCHOOL SUBJECT SELECTION AND SCHOOL WEBSITE

SUBJECT SELECTION MATERIAL – FOR BINNACLE PRE-APPROVAL

For each Binnacle Program you are set to offer:

Please submit – to accompany this Signed Agreement - your school's Subject Selection Material as positioned in your School Subject Selection Book and/or School Website*.

Please refer to Binnacle Training's Subject Selection Course Guide at our [Support Centre](#) (Select: Subject Selection) to access course-specific information including marketing requirements checklist.

** If your 2023 Subject Selection Material is yet to be finalised, and you are an existing Binnacle partner school, please submit your Subject Selection Material used previously. If your 2023 Subject Selection Material has been finalised, please submit a copy - for approval for future use.*

This pre-approval process will ensure your (current and future) Subject Guide marketing of Binnacle programs meets strict compliance requirements set by ASQA as regulator.

I have included our school's Subject Selection Material that is going to be placed in the School Subject Selection Book and/or School Website – for each Binnacle Program our school is set to offer.

SCHOOL WEBSITE MARKETING (if applicable) FOR BINNACLE PRE-APPROVAL

For each Binnacle Program you are set to offer:

Please record your School's specific webpage(s) where reference to this VET course is made, if applicable.

Please refer to Binnacle's Marketing Requirements for School Website at our [Support Centre](#) (Select: RTO Files).

This pre-approval process will ensure your (current and future) marketing of Binnacle programs meets strict compliance requirements set by ASQA as regulator.

Webpages (URL):

If no specific webpage(s), please record N/A.

RESOURCE REQUIREMENTS – ACTIONS TO TAKE (IF APPLICABLE)	
<p>SCHOOL PHYSICAL RESOURCES ACTION(S) TO BE TAKEN</p> <p><i>Include here any office facility or workplace equipment items required.</i></p>	<p>If you are not currently meeting the SCHOOL PHYSICAL RESOURCE requirements as outlined in the ‘Binnacle Third Party Agreement (Appendix 3a)’, please describe action(s) to be taken to ensure these are met prior to program delivery.</p> <p>If your school is currently meeting these requirements, please record N/A.</p>
<p>TEACHER HUMAN RESOURCES ACTION(S) TO BE TAKEN</p> <p><i>Include here any teacher training required (e.g. Cert IV TAE).</i></p>	<p>If you are not currently meeting the TEACHER HUMAN RESOURCE requirements as outlined in the ‘Binnacle Third Party Agreement (Appendix 4a)’, please describe action(s) to be taken to ensure these are met prior to program delivery.</p> <p>If your school is currently meeting these requirements, please record N/A.</p>

SCHOOL PROGRAM MANAGER (BUSINESS & TOURISM) - SIGN OFF

SCHOOL (THIRD PARTY)			
School			
School Program Manager		Position	
Email		Phone	
Declaration	<p>I confirm the above school and cohort-specific information to be implemented within Binnacle’s Training and Assessment Strategy.</p> <p><u>I agree</u> the Resource Requirements (see Appendix 3-4 of the full Third Party Agreement), specific to each program listed above, are met; or in cases where one or more items listed on the Resource Requirements aren’t met, that a summary of action/s to be taken have been outlined above and will be actioned prior to program commencement.</p> <p><u>I have supplied</u> our school’s Subject Selection Material plus applicable School Website Marketing for Binnacle pre-approval, for each Binnacle Program selected above.</p> <p><u>I understand</u> the Agreement will take effect from the date of Principal Sign-Off and ends on 31 December 2024.</p>		
Signature		Date	

BUSINESS & TOURISM

2023 Certificate Program #1

2023 Binnacle Program <i>(select if you are set to deliver)</i>	BSB20120 Certificate II in Workplace Skills (4 Terms)
Nominated Program Deliverer(s)	
NAME	EMAIL
Nominated Back-Up Deliverer (required if only <u>one</u> deliverer is listed above)	
NAME	EMAIL

TAE + INDUSTRY QUALIFICATION:

Prior to the commencement of delivery, each Program Deliverer (including Back-Up Deliverer) must hold a current Certificate IV in Training and Assessment (TAE) plus an industry qualification [specifically, must hold a Business-relevant qualification (Certificate II or higher)]. The TAE plus industry qualification must be uploaded to each deliverer's Binnacle Profile. For a full outline of Human Resource Requirements to deliver each course, please visit Binnacle Training's 2023 Resource Requirements, located at our [Support Centre](#).

TRAINING & ASSESSMENT STRATEGY INFORMATION (SCHOOL & COHORT-SPECIFIC)

2023 Certificate II in Workplace Skills

The following 'school and cohort-specific' information is vital for Binnacle Training to use in order to fully satisfy *RTO Standards 2015 - Clauses 1.1 to 1.4 and 2.2—Implementing, monitoring and evaluating training and assessment strategies and practices*. This information will be used to accompany Binnacle Training's "shell" Training and Assessment Strategy, available at our [Support Centre](#) (Select: Training and Assessment Strategy).

TARGET GROUP INFORMATION	Please select the year level students will be <u>commencing</u> in:	
	Please select the number of 'new cohort' classes:	
	Please select (approximately) the number of students per class:	
	Please provide additional pertinent details regarding this new cohort (e.g. if you have classes <u>commencing</u> in more than one year level). If no additional details, please record N/A.	
COHORT NEEDS	Please select the need(s) of the commencing cohort from the following: Specific pathway QCE credits Employability Career interest Other – please specify:	
ENTRY LEVEL	Do any students entering this program have previous industry experience or have completed formal training in the Business Services and Tourism-related industries (e.g. Binnacle's Inclusivity and Communication in the Workplace short course in Year 10; Certificate I qualifications)? Yes – specify below No	

<p>ADDITIONAL ‘BUSINESS-RELATED’ FACILITIES & RESOURCES</p> <p><i>(i.e. in addition to those ‘mandatory requirements’ as listed in Resource Requirements as per Binnacle Support Centre (Select: Resource Requirements))</i></p>	<p>Additional facilities and resources located at school. For example, if a related micro-business within school – please specify. If no additional facilities and resources, please record N/A.</p> <hr/> <p>Additional facilities and resources located outside of school. For example, if regular access to venue(s) outside of school – please specify. If no additional facilities and resources, please record N/A.</p>
<p>SPECIFIC PATHWAYS</p> <p><i>(i.e. if using the Binnacle Certificate Program as a specific pathway to a higher-level qualification, traineeship opportunities etc)</i></p>	<p>Please specify – including qualification and training provider. If there are no specific pathways, please record N/A.</p>
<p>LOCAL INDUSTRY VISITS</p> <p><i>(i.e. ‘Discovery Days’ or work experience located outside of school)</i></p>	<p>Please specify - including the name of the business or workplace, duration etc. If no ‘Discovery Days’ or external work experience is currently scheduled, please record N/A.</p>
<p>ADDITIONAL INFORMATION</p>	<p>Please record other school and cohort-specific information for incorporating in Binnacle’s Training & Assessment Strategy (TAS). If no additional information, please record N/A.</p>

MARKETING REQUIREMENTS FOR SCHOOL SUBJECT SELECTION AND SCHOOL WEBSITE

SUBJECT SELECTION MATERIAL – FOR BINNACLE PRE-APPROVAL

For each Binnacle Program you are set to offer:

Please submit – to accompany this Signed Agreement - your school's Subject Selection Material as positioned in your School Subject Selection Book and/or School Website*.

Please refer to Binnacle Training's Subject Selection Course Guide at our [Support Centre](#) (Select: Subject Selection) to access course-specific information including marketing requirements checklist.

** If your 2023 Subject Selection Material is yet to be finalised, and you are an existing Binnacle partner school, please submit your Subject Selection Material used previously. If your 2023 Subject Selection Material has been finalised, please submit a copy - for approval for future use.*

This pre-approval process will ensure your (current and future) Subject Guide marketing of Binnacle programs meets strict compliance requirements set by ASQA as regulator.

I have included our school's Subject Selection Material that is going to be placed in the School Subject Selection Book and/or School Website – for each Binnacle Program our school is set to offer.

SCHOOL WEBSITE MARKETING (if applicable) FOR BINNACLE PRE-APPROVAL

For each Binnacle Program you are set to offer:

Please record your School's specific webpage(s) where reference to this VET course is made, if applicable.

Please refer to Binnacle's Marketing Requirements for School Website at our [Support Centre](#) (Select: RTO Files).

This pre-approval process will ensure your (current and future) marketing of Binnacle programs meets strict compliance requirements set by ASQA as regulator.

Webpages (URL):

If no specific webpage(s), please record N/A.

RESOURCE REQUIREMENTS – ACTIONS TO TAKE (IF APPLICABLE)	
SCHOOL PHYSICAL RESOURCES ACTION(S) TO BE TAKEN <i>Include here any office facility or workplace equipment items required.</i>	<p>If you are not currently meeting the SCHOOL PHYSICAL RESOURCE requirements as outlined in the 'Binnacle Third Party Agreement (Appendix 3a)', please describe action(s) to be taken to ensure these are met prior to program delivery.</p> <p>If your school is currently meeting these requirements, please record N/A.</p>
TEACHER HUMAN RESOURCES ACTION(S) TO BE TAKEN <i>Include here any teacher training required (e.g. Cert IV TAE).</i>	<p>If you are not currently meeting the TEACHER HUMAN RESOURCE requirements as outlined in the 'Binnacle Third Party Agreement (Appendix 4a)', please describe action(s) to be taken to ensure these are met prior to program delivery.</p> <p>If your school is currently meeting these requirements, please record N/A.</p>

SCHOOL PROGRAM MANAGER (BUSINESS & TOURISM) - SIGN OFF

SCHOOL (THIRD PARTY)			
School			
School Program Manager		Position	
Email		Phone	
Declaration	<p>I confirm the above school and cohort-specific information to be implemented within Binnacle's Training and Assessment Strategy.</p> <p><u>I agree</u> the Resource Requirements (see Appendix 3-4 of the full Third Party Agreement), specific to each program listed above, are met; or in cases where one or more items listed on the Resource Requirements aren't met, that a summary of action/s to be taken have been outlined above and will be actioned prior to program commencement.</p> <p><u>I have supplied</u> our school's Subject Selection Material plus applicable School Website Marketing for Binnacle pre-approval, for each Binnacle Program selected above.</p> <p><u>I understand</u> the Agreement will take effect from the date of Principal Sign-Off and ends on 31 December 2024.</p>		
Signature		Date	

BUSINESS & TOURISM

2023 Certificate Program #2

2023 Binnacle Program <i>(select if you are set to deliver)</i>	BSB30120 Certificate III in Business + SIT20122 Certificate II in Tourism (7 Terms)
Nominated Program Deliverer(s)	
NAME	EMAIL
Nominated Back-Up Deliverer (required if only <u>one</u> deliverer is listed above)	
NAME	EMAIL

TAE + INDUSTRY QUALIFICATION:

Prior to the commencement of delivery, each Program Deliverer (including Back-Up Deliverer) must hold a current Certificate IV in Training and Assessment (TAE) plus an industry qualification [specifically, must hold a 'Tourism, Hospitality or Events' relevant qualification (Certificate II or higher); or have significant Tourism-related industry workplace experience approved by Binnacle]. The TAE plus industry qualification must be uploaded to each deliverer's Binnacle Profile. For a full outline of Human Resource Requirements to deliver this course, please visit Binnacle Training's 2023 Resource Requirements, located at our [Support Centre](#).

TRAINING & ASSESSMENT STRATEGY INFORMATION (SCHOOL & COHORT-SPECIFIC)

2023 Certificate III in Business + Certificate II in Tourism

The following 'school and cohort-specific' information is vital for Binnacle Training to use in order to fully satisfy *RTO Standards 2015 - Clauses 1.1 to 1.4 and 2.2—Implementing, monitoring and evaluating training and assessment strategies and practices*. This information will be used to accompany Binnacle Training's "shell" Training and Assessment Strategy, available at our [Support Centre](#) (Select: Training and Assessment Strategy).

TARGET GROUP INFORMATION	Please select the year level students will be <u>commencing</u> in:	
	Please select the number of 'new cohort' classes:	
	Please select (approximately) the number of students per class:	
	Please provide additional pertinent details regarding this new cohort (e.g. if you have classes <u>commencing</u> in more than one year level). If no additional details, please record N/A.	
COHORT NEEDS	Please select the need(s) of the commencing cohort from the following: Specific pathway QCE credits ATAR ranking Career interest Other – please specify:	
ENTRY LEVEL	Do any students entering this program have previous industry experience or have completed formal training in the Business Services and Tourism-related industries (e.g. Binnacle's Inclusivity and Communication in the Workplace short course in Year 10; Certificate I qualifications)? Yes – specify below No	

<p>ADDITIONAL ‘BUSINESS & TOURISM-RELATED’ FACILITIES & RESOURCES</p> <p><i>(i.e. in addition to those ‘mandatory requirements’ as listed in Resource Requirements as per Binnacle Support Centre (Select: Resource Requirements))</i></p>	<p>Additional facilities and resources located at school. For example, if a related micro-business within school – please specify. If no additional facilities and resources, please record N/A.</p> <hr/> <p>Additional facilities and resources located outside of school. For example, if regular access to venue(s) outside of school – please specify. If no additional facilities and resources, please record N/A.</p>
<p>SPECIFIC PATHWAYS</p> <p><i>(i.e. if using the Binnacle Certificate Program as a specific pathway to a higher-level qualification, traineeship opportunities etc)</i></p>	<p>Please specify – including qualification and training provider. If there are no specific pathways, please record N/A.</p>
<p>LOCAL INDUSTRY VISITS</p> <p><i>(i.e. ‘Discovery Days’ or work experience located outside of school)</i></p>	<p>Please specify - including the name of the business or workplace, duration etc.</p> <div data-bbox="808 826 2130 959" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>As per Resource Requirements as located at our Support Centre, students must participate in a minimum of one industry discovery day (Tourism-related), preferably in Semester 1, to experience an industry workplace where customer and staff interactions will be observed.</p> </div>
<p>ADDITIONAL INFORMATION</p>	<p>Please record other school and cohort-specific information for incorporating in Binnacle’s Training & Assessment Strategy (TAS). If no additional information, please record N/A.</p>

MARKETING REQUIREMENTS FOR SCHOOL SUBJECT SELECTION AND SCHOOL WEBSITE

SUBJECT SELECTION MATERIAL – FOR BINNACLE PRE-APPROVAL

For each Binnacle Program you are set to offer:

Please submit – to accompany this Signed Agreement - your school's Subject Selection Material as positioned in your School Subject Selection Book and/or School Website*.

Please refer to Binnacle Training's Subject Selection Course Guide at our [Support Centre](#) (Select: Subject Selection) to access course-specific information including marketing requirements checklist.

** If your 2023 Subject Selection Material is yet to be finalised, and you are an existing Binnacle partner school, please submit your Subject Selection Material used previously. If your 2023 Subject Selection Material has been finalised, please submit a copy - for approval for future use.*

This pre-approval process will ensure your (current and future) Subject Guide marketing of Binnacle programs meets strict compliance requirements set by ASQA as regulator.

I have included our school's Subject Selection Material that is going to be placed in the School Subject Selection Book and/or School Website – for each Binnacle Program our school is set to offer.

SCHOOL WEBSITE MARKETING (if applicable) FOR BINNACLE PRE-APPROVAL

For each Binnacle Program you are set to offer:

Please record your School's specific webpage(s) where reference to this VET course is made, if applicable.

Please refer to Binnacle's Marketing Requirements for School Website at our [Support Centre](#) (Select: RTO Files).

This pre-approval process will ensure your (current and future) marketing of Binnacle programs meets strict compliance requirements set by ASQA as regulator.

Webpages (URL):

If no specific webpage(s), please record N/A.

RESOURCE REQUIREMENTS – ACTIONS TO TAKE (IF APPLICABLE)	
SCHOOL PHYSICAL RESOURCES ACTION(S) TO BE TAKEN <i>Include here any office facility or workplace equipment items required.</i>	<p>If you are not currently meeting the SCHOOL PHYSICAL RESOURCE requirements as outlined in the 'Binnacle Third Party Agreement (Appendix 3a)', please describe action(s) to be taken to ensure these are met prior to program delivery.</p> <p>If your school is currently meeting these requirements, please record N/A.</p>
TEACHER HUMAN RESOURCES ACTION(S) TO BE TAKEN <i>Include here any teacher training required (e.g. Cert IV TAE).</i>	<p>If you are not currently meeting the TEACHER HUMAN RESOURCE requirements as outlined in the 'Binnacle Third Party Agreement (Appendix 4a)', please describe action(s) to be taken to ensure these are met prior to program delivery.</p> <p>If your school is currently meeting these requirements, please record N/A.</p>

SCHOOL PROGRAM MANAGER (BUSINESS & TOURISM) - SIGN OFF

SCHOOL (THIRD PARTY)			
School			
School Program Manager		Position	
Email		Phone	
Declaration	<p>I confirm the above school and cohort-specific information to be implemented within Binnacle's Training and Assessment Strategy.</p> <p><u>I agree</u> the Resource Requirements (see Appendix 3-4 of the full Third Party Agreement), specific to each program listed above, are met; or in cases where one or more items listed on the Resource Requirements aren't met, that a summary of action/s to be taken have been outlined above and will be actioned prior to program commencement.</p> <p><u>I have supplied</u> our school's Subject Selection Material plus applicable School Website Marketing for Binnacle pre-approval, for each Binnacle Program selected above.</p> <p><u>I understand</u> the Agreement will take effect from the date of Principal Sign-Off and ends on 31 December 2024.</p>		
Signature		Date	

BUSINESS & TOURISM

2023 Certificate Program #3

2023 Binnacle Program <i>(select if you are set to deliver)</i>	BSB30120 Certificate III in Business (7 Terms)
Nominated Program Deliverer(s)	
NAME	EMAIL
Nominated Back-Up Deliverer (required if only <u>one</u> deliverer is listed above)	
NAME	EMAIL

TAE + INDUSTRY QUALIFICATION:

Prior to the commencement of delivery, each Program Deliverer (including Back-Up Deliverer) must hold a current Certificate IV in Training and Assessment (TAE) plus an industry qualification [Business-related qualification (Certificate III or higher)]. The TAE plus industry qualification must be uploaded to each deliverer's Binnacle Profile. For a full outline of Human Resource Requirements to deliver this course, please visit Binnacle Training's 2023 Resource Requirements, located at our [Support Centre](#).

TRAINING & ASSESSMENT STRATEGY INFORMATION (SCHOOL & COHORT-SPECIFIC)

2023 Certificate III in Business

The following 'school and cohort-specific' information is vital for Binnacle Training to use in order to fully satisfy *RTO Standards 2015 - Clauses 1.1 to 1.4 and 2.2—Implementing, monitoring and evaluating training and assessment strategies and practices*. This information will be used to accompany Binnacle Training's "shell" Training and Assessment Strategy, available at our [Support Centre](#) (Select: Training and Assessment Strategy).

TARGET GROUP INFORMATION	Please select the year level students will be <u>commencing</u> in:	
	Please select the number of 'new cohort' classes:	
	Please select (approximately) the number of students per class:	
	Please provide additional pertinent details regarding this new cohort (e.g. if you have classes <u>commencing</u> in more than one year level). If no additional details, please record N/A.	
COHORT NEEDS	Please select the need(s) of the commencing cohort from the following: Specific pathway QCE credits ATAR ranking Career interest Other – please specify:	
ENTRY LEVEL	Do any students entering this program have previous industry experience or have completed formal training in the Business Services and Tourism-related industries (e.g. Binnacle's Inclusivity and Communication in the Workplace short course in Year 10; Certificate I/II qualifications)? Yes – specify below No	

<p>ADDITIONAL ‘BUSINESS-RELATED’ FACILITIES & RESOURCES</p> <p><i>(i.e. in addition to those ‘mandatory requirements’ as listed in Resource Requirements as per Binnacle Support Centre (Select: Resource Requirements))</i></p>	<p>Additional facilities and resources located at school. For example, if a related micro-business within school – please specify. If no additional facilities and resources, please record N/A.</p> <hr/> <p>Additional facilities and resources located outside of school. For example, if regular access to venue(s) outside of school – please specify. If no additional facilities and resources, please record N/A.</p>
<p>SPECIFIC PATHWAYS</p> <p><i>(i.e. if using the Binnacle Certificate Program as a specific pathway to a higher-level qualification, traineeship opportunities etc)</i></p>	<p>Please specify – including qualification and training provider. If there are no specific pathways, please record N/A.</p>
<p>LOCAL INDUSTRY VISITS</p> <p><i>(i.e. ‘Discovery Days’ or work experience located outside of school)</i></p>	<p>Please specify - including the name of the business or workplace, duration etc. If no ‘Discovery Days’ or external work experience is currently scheduled, please record N/A.</p>
<p>ADDITIONAL INFORMATION</p>	<p>Please record other school and cohort-specific information for incorporating in Binnacle’s Training & Assessment Strategy (TAS). If no additional information, please record N/A.</p>

MARKETING REQUIREMENTS FOR SCHOOL SUBJECT SELECTION AND SCHOOL WEBSITE

SUBJECT SELECTION MATERIAL – FOR BINNACLE PRE-APPROVAL

For each Binnacle Program you are set to offer:

Please submit – to accompany this Signed Agreement - your school's Subject Selection Material as positioned in your School Subject Selection Book and/or School Website*.

Please refer to Binnacle Training's Subject Selection Course Guide at our [Support Centre](#) (Select: Subject Selection) to access course-specific information including marketing requirements checklist.

** If your 2023 Subject Selection Material is yet to be finalised, and you are an existing Binnacle partner school, please submit your Subject Selection Material used previously. If your 2023 Subject Selection Material has been finalised, please submit a copy - for approval for future use.*

This pre-approval process will ensure your (current and future) Subject Guide marketing of Binnacle programs meets strict compliance requirements set by ASQA as regulator.

I have included our school's Subject Selection Material that is going to be placed in the School Subject Selection Book and/or School Website – for each Binnacle Program our school is set to offer.

SCHOOL WEBSITE MARKETING (if applicable) FOR BINNACLE PRE-APPROVAL

For each Binnacle Program you are set to offer:

Please record your School's specific webpage(s) where reference to this VET course is made, if applicable.

Please refer to Binnacle's Marketing Requirements for School Website at our [Support Centre](#) (Select: RTO Files).

This pre-approval process will ensure your (current and future) marketing of Binnacle programs meets strict compliance requirements set by ASQA as regulator.

Webpages (URL):

If no specific webpage(s), please record N/A.

RESOURCE REQUIREMENTS – ACTIONS TO TAKE (IF APPLICABLE)	
SCHOOL PHYSICAL RESOURCES ACTION(S) TO BE TAKEN <i>Include here any office facility or workplace equipment items required.</i>	<p>If you are not currently meeting the SCHOOL PHYSICAL RESOURCE requirements as outlined in the 'Binnacle Third Party Agreement (Appendix 3a)', please describe action(s) to be taken to ensure these are met prior to program delivery.</p> <p>If your school is currently meeting these requirements, please record N/A.</p>
TEACHER HUMAN RESOURCES ACTION(S) TO BE TAKEN <i>Include here any teacher training required (e.g. Cert IV TAE).</i>	<p>If you are not currently meeting the TEACHER HUMAN RESOURCE requirements as outlined in the 'Binnacle Third Party Agreement (Appendix 4a)', please describe action(s) to be taken to ensure these are met prior to program delivery.</p> <p>If your school is currently meeting these requirements, please record N/A.</p>

SCHOOL PROGRAM MANAGER (BUSINESS & TOURISM) - SIGN OFF

SCHOOL (THIRD PARTY)			
School			
School Program Manager		Position	
Email		Phone	
Declaration	<p>I confirm the above school and cohort-specific information to be implemented within Binnacle's Training and Assessment Strategy.</p> <p><u>I agree</u> the Resource Requirements (see Appendix 3-4 of the full Third Party Agreement), specific to each program listed above, are met; or in cases where one or more items listed on the Resource Requirements aren't met, that a summary of action/s to be taken have been outlined above and will be actioned prior to program commencement.</p> <p><u>I have supplied</u> our school's Subject Selection Material plus applicable School Website Marketing for Binnacle pre-approval, for each Binnacle Program selected above.</p> <p><u>I understand</u> the Agreement will take effect from the date of Principal Sign-Off and ends on 31 December 2024.</p>		
Signature		Date	

SPORT, FITNESS & RECREATION

2023 Short Courses

2023 Binnacle Program <i>(select if you are set to deliver)</i>	4-Unit Short Course: Introduction to Sport, Fitness and Recreation (2 Terms; Max 2 QCE credits) 2-Unit Short Course: Introduction to Fitness (1 Term) 2-Unit Short Course: Introduction to Sport and Recreation (1 Term)
Nominated Program Deliverer(s)	
NAME	EMAIL
Nominated Back-Up Deliverer (required if only one deliverer is listed above)	
NAME	EMAIL

2023 Binnacle Program <i>(select if you are set to deliver)</i>	4-Unit Short Course: Introduction to Sport, Fitness and Recreation (2 Terms; Max 2 QCE credits) 2-Unit Short Course: Introduction to Fitness (1 Term) 2-Unit Short Course: Introduction to Sport and Recreation (1 Term)
Nominated Program Deliverer(s)	
NAME	EMAIL
Nominated Back-Up Deliverer (required if only one deliverer is listed above)	
NAME	EMAIL

TAE + INDUSTRY QUALIFICATION:

Prior to the commencement of delivery, each Program Deliverer (including Back-Up Deliverer) must hold a current Certificate IV in Training and Assessment (TAE) plus an industry qualification [Sport, Fitness and Recreation (SFR)-related qualification (Certificate III or higher)]. The TAE plus industry qualification must be uploaded to each deliverer's Binnacle Profile. For a full outline of Human Resource Requirements to deliver each course, please visit Binnacle Training's 2023 Resource Requirements, located at our [Support Centre](#).

TRAINING & ASSESSMENT STRATEGY INFORMATION (SCHOOL & COHORT-SPECIFIC)

2023 Sport, Fitness & Recreation Courses (*as selected above*)

The following 'school and cohort-specific' information is vital for Binnacle Training to use in order to fully satisfy *RTO Standards 2015 - Clauses 1.1 to 1.4 and 2.2—Implementing, monitoring and evaluating training and assessment strategies and practices*. This information will be used to accompany Binnacle Training's "shell" Training and Assessment Strategy, available at our [Support Centre](#) (Select: Training and Assessment Strategy).

TARGET GROUP INFORMATION	Please select the year level students will be <u>commencing</u> in:	
	Please select the number of 'new cohort' classes:	
	Please select (approximately) the number of students per class:	
	Please provide additional pertinent details regarding this new cohort (e.g. if you have classes <u>commencing</u> in more than one year level). If no additional details, please record N/A.	
COHORT NEEDS	Please select the need(s) of the commencing cohort from the following: Specific pathway QCE credits Employability Career interest Other – please specify:	
ENTRY LEVEL	Do any students entering this program have previous industry experience or have completed formal training in the Sport, Fitness and Recreation (SFR) industry (e.g. Binnacle's SFR short course in Year 10; officiating or coaching accreditations)? Yes – specify below No	

<p>ADDITIONAL SFR FACILITIES & RESOURCES <i>(i.e. in addition to those ‘mandatory requirements’ as listed in Resource Requirements as per Binnacle Support Centre (Select: Resource Requirements))</i></p>	<p>Additional facilities and resources <u>located at school</u>. For example, if a commercial fitness facility within school – please specify. If no additional facilities and resources, please record N/A.</p> <hr/> <p>Additional facilities and resources <u>located outside of school</u>. For example, if regular access to venue(s) outside of school – please specify. If no additional facilities and resources, please record N/A.</p>
<p>SPECIFIC PATHWAYS <i>(i.e. if using the Binnacle Certificate Program as a specific pathway to a higher-level qualification, traineeship opportunities etc)</i></p>	<p>Please specify – including qualification and training provider. If there are no specific pathways, please record N/A.</p>
<p>LOCAL INDUSTRY VISITS <i>(i.e. ‘Discovery Days’ or work experience located outside of school)</i></p>	<p>Please specify - including the name of the business or workplace, duration etc. If no ‘Discovery Days’ or external work experience is currently scheduled, please record N/A.</p>
<p>ADDITIONAL INFORMATION</p>	<p>Please record other school and cohort-specific information for incorporating in Binnacle’s Training & Assessment Strategy (TAS). If no additional information, please record N/A.</p>

MARKETING REQUIREMENTS FOR SCHOOL SUBJECT SELECTION AND SCHOOL WEBSITE

SUBJECT SELECTION MATERIAL – FOR BINNACLE PRE-APPROVAL

For each Binnacle Program you are set to offer:

Please submit – to accompany this Signed Agreement - your school's Subject Selection Material as positioned in your School Subject Selection Book and/or School Website*.

Please refer to Binnacle Training's Subject Selection Course Guide at our [Support Centre](#) (Select: Subject Selection) to access course-specific information including marketing requirements checklist.

** If your 2023 Subject Selection Material is yet to be finalised, and you are an existing Binnacle partner school, please submit your Subject Selection Material used previously. If your 2023 Subject Selection Material has been finalised, please submit a copy - for approval for future use.*

This pre-approval process will ensure your (current and future) Subject Guide marketing of Binnacle programs meets strict compliance requirements set by ASQA as regulator.

I have included our school's Subject Selection Material that is going to be placed in the School Subject Selection Book and/or School Website – for each Binnacle Program our school is set to offer.

SCHOOL WEBSITE MARKETING (if applicable) FOR BINNACLE PRE-APPROVAL

For each Binnacle Program you are set to offer:

Please record your School's specific webpage(s) where reference to this VET course is made, if applicable.

Please refer to Binnacle's Marketing Requirements for School Website at our [Support Centre](#) (Select: RTO Files).

This pre-approval process will ensure your (current and future) marketing of Binnacle programs meets strict compliance requirements set by ASQA as regulator.

Webpages (URL):

If no specific webpage(s), please record N/A.

RESOURCE REQUIREMENTS – ACTIONS TO TAKE (IF APPLICABLE)	
SCHOOL PHYSICAL RESOURCES ACTION(S) TO BE TAKEN <i>Include here any Sport, Fitness & Recreation facility or equipment items required.</i>	<p>If you are not currently meeting the SCHOOL PHYSICAL RESOURCE requirements as outlined in the 'Binnacle Third Party Agreement (Appendix 3b)', please describe action(s) to be taken to ensure these are met prior to program delivery.</p> <p>If your school is currently meeting these requirements, please record N/A.</p>
TEACHER HUMAN RESOURCES ACTION(S) TO BE TAKEN <i>Include here any teacher training required (e.g. Cert IV TAE).</i>	<p>If you are not currently meeting the TEACHER HUMAN RESOURCE requirements as outlined in the 'Binnacle Third Party Agreement (Appendix 4b)', please describe action(s) to be taken to ensure these are met prior to program delivery.</p> <p>If your school is currently meeting these requirements, please record N/A.</p>

SCHOOL PROGRAM MANAGER (SPORT, FITNESS & RECREATION) - SIGN OFF

SCHOOL (THIRD PARTY)			
School			
School Program Manager		Position	
Email		Phone	
Declaration	<p>I confirm the above school and cohort-specific information to be implemented within Binnacle's Training and Assessment Strategy.</p> <p><u>I agree</u> the Resource Requirements (see Appendix 3-4 of the full Third Party Agreement), specific to each program listed above, are met; or in cases where one or more items listed on the Resource Requirements aren't met, that a summary of action/s to be taken have been outlined above and will be actioned prior to program commencement.</p> <p><u>I have supplied</u> our school's Subject Selection Material plus applicable School Website Marketing for Binnacle pre-approval, for each Binnacle Program selected above.</p> <p><u>I understand</u> the Agreement will take effect from the date of Principal Sign-Off and ends on 31 December 2024.</p>		
Signature		Date	

SPORT, FITNESS & RECREATION

2023 Certificate Program 1

2023 Binnacle Program <i>(select if you are set to deliver)</i>	SIS20115 Certificate II in Sport and Recreation (4 Terms)
Nominated Program Deliverer(s)	
NAME	EMAIL
Nominated Back-Up Deliverer (required if only <u>one</u> deliverer is listed above)	
NAME	EMAIL

TAE + INDUSTRY QUALIFICATION:

Prior to the commencement of delivery, each Program Deliverer (including Back-Up Deliverer) must hold a current Certificate IV in Training and Assessment (TAE) plus an industry qualification [Sport, Fitness and Recreation (SFR)-related qualification (Certificate II or higher)]. The TAE plus industry qualification must be uploaded to each deliverer's Binnacle Profile. For a full outline of Human Resource Requirements to deliver this course, please visit Binnacle Training's 2023 Resource Requirements, located at our [Support Centre](#).

TRAINING & ASSESSMENT STRATEGY INFORMATION (SCHOOL & COHORT-SPECIFIC)

2023 Certificate II in Sport and Recreation (as selected above)

The following 'school and cohort-specific' information is vital for Binnacle Training to use in order to fully satisfy *RTO Standards 2015 - Clauses 1.1 to 1.4 and 2.2—Implementing, monitoring and evaluating training and assessment strategies and practices*. This information will be used to accompany Binnacle Training's "shell" Training and Assessment Strategy, available at our [Support Centre](#) (Select: Training and Assessment Strategy).

2023 Binnacle Program	SIS20115 Certificate II in Sport and Recreation
<p><u>VETiS funded qualification – Certificate II in Sport and Recreation</u>: SIS20115 is currently available to eligible students as a Vocational Education and Training in Schools (VETiS) funded qualification – funded by the Queensland Government. SIS20115 continues to be available as 'Fee For Service' as invoiced to the school. All other Binnacle qualifications are delivered as 'Fee for Service' <u>only</u> as invoiced to the School. Find out more ></p>	

TARGET GROUP INFORMATION	Please select the year level students will be <u>commencing</u> in:	
	Please select the number of 'new cohort' classes:	
	Please select (approximately) the number of students per class:	
	Please provide additional pertinent details regarding this new cohort (e.g. if you have classes <u>commencing</u> in more than one year level). If no additional details, please record N/A.	
COHORT NEEDS	Please select the need(s) of the commencing cohort from the following: <ul style="list-style-type: none"> Specific pathway QCE credits Employability Career interest Other – please specify: 	

<p>ENTRY LEVEL</p>	<p>Do any students entering this program have previous industry experience or have completed formal training in the Sport, Fitness and Recreation (SFR) industry (e.g. Binnacle's SFR short course in Year 10; officiating or coaching accreditations)?</p> <p>Yes – specify below</p> <p>No</p>
<p>ADDITIONAL SFR FACILITIES & RESOURCES <i>(i.e. in addition to those 'mandatory requirements' as listed in Resource Requirements as per Binnacle Support Centre (Select: Resource Requirements))</i></p>	<p>Additional facilities and resources located at school. For example, if a commercial fitness facility within school – please specify. If no additional facilities and resources, please record N/A.</p> <hr/> <p>Additional facilities and resources located outside of school. For example, if regular access to venue(s) outside of school – please specify. If no additional facilities and resources, please record N/A.</p>
<p>SPECIFIC PATHWAYS <i>(i.e. if using the Binnacle Certificate Program as a specific pathway to a higher-level qualification, traineeship opportunities etc)</i></p>	<p>Please specify – including qualification and training provider. If there are no specific pathways, please record N/A.</p>
<p>LOCAL INDUSTRY VISITS <i>(i.e. 'Discovery Days' or work experience located outside of school)</i></p>	<p>Please specify - including the name of the business or workplace, duration etc. If no 'Discovery Days' or external work experience is currently scheduled, please record N/A.</p>

<p align="center">COACHING ACCREDITATION (TERMS 1 AND 5 OF PROGRAM)</p> <p>Sport Specialty Formats vs General Principles</p> <p><i>As part of the coaching topic in Term 1, Binnacle encourages a sport-specific coaching accreditation be facilitated by your school, where feasible. Binnacle will assist with this process.</i></p>	<p>Please select whether your school is set to offer one or more sport-specific accreditations in coaching:</p> <p>NRL</p> <p>Netball</p> <p>Rugby</p> <p>AFL</p> <p>Football</p> <p>Other sport-specific (specify below); OR</p> <p>General Principles only</p> <p>Please record any additional information supporting the above. If no additional information, please record N/A.</p>
<p align="center">METHOD OF FIRST AID DELIVERY</p> <p><i>A unit of competency in the Fitness Certificate Program is Provide First Aid. Please specify your arrangement for delivery of this competency.</i></p>	<p>External Provider – please specify (name of training provider, which term of the program set to deliver etc)</p> <p>Binnacle First Aid – please complete the 'First Aid' Program Area section.</p>
<p align="center">ADDITIONAL INFORMATION</p>	<p>Please record other school and cohort-specific information for incorporating in Binnacle's Training & Assessment Strategy (TAS). If no additional information, please record N/A.</p>

MARKETING REQUIREMENTS FOR SCHOOL SUBJECT SELECTION AND SCHOOL WEBSITE

SUBJECT SELECTION MATERIAL – FOR BINNACLE PRE-APPROVAL

For each Binnacle Program you are set to offer:

Please submit – to accompany this Signed Agreement - your school's Subject Selection Material as positioned in your School Subject Selection Book and/or School Website*.

Please refer to Binnacle Training's Subject Selection Course Guide at our [Support Centre](#) (Select: Subject Selection) to access course-specific information including marketing requirements checklist.

** If your 2023 Subject Selection Material is yet to be finalised, and you are an existing Binnacle partner school, please submit your Subject Selection Material used previously. If your 2023 Subject Selection Material has been finalised, please submit a copy - for approval for future use.*

This pre-approval process will ensure your (current and future) Subject Guide marketing of Binnacle programs meets strict compliance requirements set by ASQA as regulator.

I have included our school's Subject Selection Material that is going to be placed in the School Subject Selection Book and/or School Website – for each Binnacle Program our school is set to offer.

SCHOOL WEBSITE MARKETING (if applicable) FOR BINNACLE PRE-APPROVAL

For each Binnacle Program you are set to offer:

Please record your School's specific webpage(s) where reference to this VET course is made, if applicable.

Please refer to Binnacle's Marketing Requirements for School Website at our [Support Centre](#) (Select: RTO Files).

This pre-approval process will ensure your (current and future) marketing of Binnacle programs meets strict compliance requirements set by ASQA as regulator.

Webpages (URL):

If no specific webpage(s), please record N/A.

RESOURCE REQUIREMENTS – ACTIONS TO TAKE (IF APPLICABLE)	
SCHOOL PHYSICAL RESOURCES ACTION(S) TO BE TAKEN <i>Include here any SFR facility items or equipment required.</i>	<p>If you are not currently meeting the SCHOOL PHYSICAL RESOURCE requirements as outlined in the 'Binnacle Third Party Agreement (Appendix 3b)', please describe action(s) to be taken to ensure these are met prior to program delivery.</p> <p>If your school is currently meeting these requirements, please record N/A.</p>
TEACHER HUMAN RESOURCES ACTION(S) TO BE TAKEN <i>Include here any teacher training required (e.g. Cert IV TAE).</i>	<p>If you are not currently meeting the TEACHER HUMAN RESOURCE requirements as outlined in the 'Binnacle Third Party Agreement (Appendix 4b)', please describe action(s) to be taken to ensure these are met prior to program delivery.</p> <p>If your school is currently meeting these requirements, please record N/A.</p>

SCHOOL PROGRAM MANAGER (SPORT, FITNESS & RECREATION) - SIGN OFF

SCHOOL (THIRD PARTY)			
School			
School Program Manager		Position	
Email		Phone	
Declaration	<p>I confirm the above school and cohort-specific information to be implemented within Binnacle's Training and Assessment Strategy.</p> <p><u>I agree</u> the Resource Requirements (see Appendix 3-4 of the full Third Party Agreement), specific to each program listed above, are met; or in cases where one or more items listed on the Resource Requirements aren't met, that a summary of action/s to be taken have been outlined above and will be actioned prior to program commencement.</p> <p><u>I have supplied</u> our school's Subject Selection Material plus applicable School Website Marketing for Binnacle pre-approval, for each Binnacle Program selected above.</p> <p><u>I understand</u> the Agreement will take effect from the date of Principal Sign-Off and ends on 31 December 2024.</p>		
Signature		Date	

SPORT, FITNESS & RECREATION

2023 Certificate Program 2

2023 Binnacle Program <i>(select if you are set to deliver)</i>	SIS30115 Certificate III in Sport and Recreation + <u>optional</u> SIS20115 Certificate II in Sport and Recreation (6 Terms; with optional Term 7 Add-On)
Nominated Program Deliverer(s)	
NAME	EMAIL
Nominated Back-Up Deliverer (required if only <u>one</u> deliverer is listed above)	
NAME	EMAIL

TAE + INDUSTRY QUALIFICATION:

Prior to the commencement of delivery, each Program Deliverer (including Back-Up Deliverer) must hold a current Certificate IV in Training and Assessment (TAE) plus an industry qualification [Sport, Fitness and Recreation (SFR)-related qualification (Certificate III or higher)]. The TAE plus industry qualification must be uploaded to each deliverer's Binnacle Profile. For a full outline of Human Resource Requirements to deliver this course, please visit Binnacle Training's 2023 Resource Requirements, located at our [Support Centre](#).

TRAINING & ASSESSMENT STRATEGY INFORMATION (SCHOOL & COHORT-SPECIFIC)

2023 Certificate III in Sport and Recreation (as selected above)

The following 'school and cohort-specific' information is vital for Binnacle Training to use in order to fully satisfy *RTO Standards 2015 - Clauses 1.1 to 1.4 and 2.2—Implementing, monitoring and evaluating training and assessment strategies and practices*. This information will be used to accompany Binnacle Training's "shell" Training and Assessment Strategy, available at our [Support Centre](#) (Select: Training and Assessment Strategy).

2023 Binnacle Program	SIS30115 Certificate III in Sport and Recreation (with <u>optional</u> entry qualification: SIS20115 Certificate II in Sport and Recreation)
<p style="text-align: center;"><u>OPTIONAL</u> ENTRY QUALIFICATION = NO ADDITIONAL COST OR TRAINING</p> <p>This <u>6-term program</u> includes the optional entry qualification - SIS20115 Certificate II in Sport and Recreation - across <u>Terms 1-4</u>. From 2023, students in a single class may enrol in the option that suits that individual best (Dual Qualification <u>OR</u> Standalone Qualification).</p> <div style="text-align: center; border: 1px solid black; padding: 5px;">See the Concurrent Delivery Options Flowchart - 2023 Certificate III in Sport and Recreation</div> <ul style="list-style-type: none">• <u>No additional training is required</u>: Out of the total 13 units comprising SIS20115, 7 units overlap with SIS30115 while the other 6 units cluster and/or align with similar units in SIS30115.• <u>Same QCE credits outcome</u>: Both the Dual Qualification (Cert III + Cert II) and Standalone Qualification derive maximum 7 QCE credits; with an opportunity to complete a 'Term 7 Add-On' which may allow students to achieve the maximum 8 QCE credits from the same training package.• <u>For students undertaking QCAA's Applied Sport & Recreation subject</u>: Binnacle Training will ensure these students are not enrolled in SIS20115 Certificate II in Sport and Recreation, due to the Duplication of Learning deemed by the Queensland Curriculum and Assessment Authority. During the enrolment process, Binnacle Training will confirm if undertaking Applied Sport & Recreation with both student (via Parent Acknowledgement in Pre-Enrolment Pack) and your School's VET Manager.• <u>For all other students</u>: Binnacle Training will confirm enrolment in the optional entry qualification: SIS20115 Certificate II in Sport and Recreation with your School's VET Manager.• <u>VETiS funded qualification – Certificate II in Sport and Recreation</u>: SIS20115 is currently available to eligible students as a Vocational Education and Training in Schools (VETiS) funded qualification – funded by the Queensland Government. SIS20115 continues to be available as 'Fee For Service' as invoiced to the school. All other Binnacle qualifications are delivered as 'Fee for Service' <u>only</u> as invoiced to the School. Find out more >	

TARGET GROUP INFORMATION	Please select the year level students will be <u>commencing</u> in:	
	Please select the number of 'new cohort' classes:	
	Please select (approximately) the number of students per class:	
	Please provide additional pertinent details regarding this new cohort (e.g. if you have classes <u>commencing</u> in more than one year level). If no additional details, please record N/A.	
COHORT NEEDS	Please select the need(s) of the commencing cohort from the following: Specific pathway QCE credits ATAR ranking Career interest Other – please specify:	
ENTRY LEVEL	Do any students entering this program have previous industry experience or have completed formal training in the Sport, Fitness and Recreation (SFR) industry (e.g. Binnacle's SFR short course in Year 10; officiating or coaching accreditations)? Yes – specify below No	
OPTIONAL ENTRY QUALIFICATION – SIS20115 <i>Binnacle Training will ensure all students undertaking QCAA's Applied Sport & Recreation will not be enrolled in this entry qualification.</i>	Please indicate if the entry qualification will be utilised by individual students: Yes - the majority, if not all, students will undertake the Dual Qualification (Cert III + Cert II). There will be a mix of students undertaking both the Dual Qualification (Cert III + Cert II) and the Standalone Qualification (Cert III). No – the majority, if not all, students will undertake the Standalone Qualification (Cert III) only.	

<p align="center">OPTIONAL TERM 7-ADD ON</p> <p><i>The 'Term 7 Add-On' contains three units of competency (as new learning) and will be combined with the nationally recognised CPR unit (HLTAID009). These four units will be reported to the separate qualification SIS30321 Certificate III in Fitness (partial completion only) which may allow students to achieve the maximum 8 QCE credits from the same training package.</i></p>	<p>Please indicate if the optional Term 7 Add-On may be utilised by individual students:</p> <p>Yes - the majority, if not all, students will undertake the optional Term 7 Add-On which may allow these students to achieve the maximum 8 QCE credits from the same training package.</p> <p>There will likely be a mix of students undertaking the Term 7 Add-On.</p> <p>No – the majority, if not all, students will likely not undertake the optional Term 7 Add-On.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p align="center">To view the units comprising this Term 7 Add-On - refer to the 'Binnacle Third Party Agreement (Appendix 1)'</p> </div>
<p>ADDITIONAL SFR FACILITIES & RESOURCES</p> <p><i>(i.e. in addition to those 'mandatory requirements' as listed in Resource Requirements as per Binnacle Support Centre (Select: Resource Requirements))</i></p>	<p>Additional facilities and resources <u>located at school</u>. For example, if a commercial fitness facility within school – please specify. If no additional facilities and resources, please record N/A.</p> <hr/> <p>Additional facilities and resources <u>located outside of school</u>. For example, if regular access to venue(s) outside of school – please specify. If no additional facilities and resources, please record N/A.</p>
<p>SPECIFIC PATHWAYS</p> <p><i>(i.e. if using the Binnacle Certificate Program as a specific pathway to a higher-level qualification, traineeship opportunities etc)</i></p>	<p>Please specify – including qualification and training provider. If there are no specific pathways, please record N/A.</p>
<p>LOCAL INDUSTRY VISITS</p> <p><i>(i.e. 'Discovery Days' or work experience located outside of school)</i></p>	<p>Please specify - including the name of the business or workplace, duration etc. If no 'Discovery Days' or external work experience is currently scheduled, please record N/A.</p>

<p align="center">COACHING AND OFFICIATING ACCREDITATIONS (TERMS 1 AND 5 OF PROGRAM)</p> <p>Sport Specialty Formats vs General Principles</p> <p><i>Binnacle encourages a sport-specific accreditation be facilitated by your school, where feasible. Binnacle will assist with this process.</i></p>	<p>Please select whether your school is set to offer one or more sport-specific accreditations in coaching and/or officiating:</p> <p>NRL</p> <p>Netball</p> <p>Rugby</p> <p>AFL</p> <p>Football</p> <p>Other sport-specific (specify below); OR</p> <p>General Principles only</p> <p>Please record any additional information supporting the above. If no additional information, please record N/A.</p>
<p align="center">METHOD OF FIRST AID DELIVERY</p> <p><i>A unit of competency in the Fitness Certificate Program is Provide First Aid. Please specify your arrangement for delivery of this competency.</i></p>	<p>External Provider – please specify (name of training provider, which term of the program set to deliver etc)</p> <p>Binnacle First Aid – please complete the ‘First Aid’ Program Area section.</p>
<p align="center">ADDITIONAL INFORMATION</p>	<p>Please record other school and cohort-specific information for incorporating in Binnacle’s Training & Assessment Strategy (TAS). If no additional information, please record N/A.</p>

MARKETING REQUIREMENTS FOR SCHOOL SUBJECT SELECTION AND SCHOOL WEBSITE

SUBJECT SELECTION MATERIAL – FOR BINNACLE PRE-APPROVAL

For each Binnacle Program you are set to offer:

Please submit – to accompany this Signed Agreement - your school's Subject Selection Material as positioned in your School Subject Selection Book and/or School Website*.

Please refer to Binnacle Training's Subject Selection Course Guide at our [Support Centre](#) (Select: Subject Selection) to access course-specific information including marketing requirements checklist.

** If your 2023 Subject Selection Material is yet to be finalised, and you are an existing Binnacle partner school, please submit your Subject Selection Material used previously. If your 2023 Subject Selection Material has been finalised, please submit a copy - for approval for future use.*

This pre-approval process will ensure your (current and future) Subject Guide marketing of Binnacle programs meets strict compliance requirements set by ASQA as regulator.

I have included our school's Subject Selection Material that is going to be placed in the School Subject Selection Book and/or School Website – for each Binnacle Program our school is set to offer.

SCHOOL WEBSITE MARKETING (if applicable) FOR BINNACLE PRE-APPROVAL

For each Binnacle Program you are set to offer:

Please record your School's specific webpage(s) where reference to this VET course is made, if applicable.

Please refer to Binnacle's Marketing Requirements for School Website at our [Support Centre](#) (Select: RTO Files).

This pre-approval process will ensure your (current and future) marketing of Binnacle programs meets strict compliance requirements set by ASQA as regulator.

Webpages (URL):

If no specific webpage(s), please record N/A.

RESOURCE REQUIREMENTS – ACTIONS TO TAKE (IF APPLICABLE)	
SCHOOL PHYSICAL RESOURCES ACTION(S) TO BE TAKEN <i>Include here any SFR facility items or equipment required.</i>	<p>If you are not currently meeting the SCHOOL PHYSICAL RESOURCE requirements as outlined in the 'Binnacle Third Party Agreement (Appendix 3b)', please describe action(s) to be taken to ensure these are met prior to program delivery.</p> <p>If your school is currently meeting these requirements, please record N/A.</p>
TEACHER HUMAN RESOURCES ACTION(S) TO BE TAKEN <i>Include here any teacher training required (e.g. Cert IV TAE).</i>	<p>If you are not currently meeting the TEACHER HUMAN RESOURCE requirements as outlined in the 'Binnacle Third Party Agreement (Appendix 4b)', please describe action(s) to be taken to ensure these are met prior to program delivery.</p> <p>If your school is currently meeting these requirements, please record N/A.</p>

SCHOOL PROGRAM MANAGER (SPORT, FITNESS & RECREATION) - SIGN OFF

SCHOOL (THIRD PARTY)			
School			
School Program Manager		Position	
Email		Phone	
Declaration	<p>I confirm the above school and cohort-specific information to be implemented within Binnacle's Training and Assessment Strategy.</p> <p><u>I agree</u> the Resource Requirements (see Appendix 3-4 of the full Third Party Agreement), specific to each program listed above, are met; or in cases where one or more items listed on the Resource Requirements aren't met, that a summary of action/s to be taken have been outlined above and will be actioned prior to program commencement.</p> <p><u>I have supplied</u> our school's Subject Selection Material plus applicable School Website Marketing for Binnacle pre-approval, for each Binnacle Program selected above.</p> <p><u>I understand</u> the Agreement will take effect from the date of Principal Sign-Off and ends on 31 December 2024.</p>		
Signature		Date	

SPORT, FITNESS & RECREATION

2023 Certificate Program 3

2023 Binnacle Program <i>(select if you are set to deliver)</i>	SIS30321 Certificate III in Fitness + <u>optional</u> SIS20115 Certificate II in Sport and Recreation (7 Terms)
Nominated Program Deliverer(s)	
NAME	EMAIL
Nominated Back-Up Deliverer (required if only <u>one</u> deliverer is listed above)	
NAME	EMAIL

TAE + INDUSTRY QUALIFICATION:

Prior to the commencement of delivery, each Program Deliverer (including Back-Up Deliverer) must hold a current Certificate IV in Training and Assessment (TAE) plus an industry qualification [specifically, must hold the Certificate IV in Fitness (or be a registered/accredited practising exercise professional) to deliver this course]. The TAE plus industry qualification must be uploaded to each deliverer's Binnacle Profile. For a full outline of Human Resource Requirements to deliver this course, please visit Binnacle Training's 2023 Resource Requirements, located at our [Support Centre](#).

TRAINING & ASSESSMENT STRATEGY INFORMATION (SCHOOL & COHORT-SPECIFIC)

2023 Certificate III in Fitness (as selected above)

The following 'school and cohort-specific' information is vital for Binnacle Training to use in order to fully satisfy *RTO Standards 2015 - Clauses 1.1 to 1.4 and 2.2—Implementing, monitoring and evaluating training and assessment strategies and practices*. This information will be used to accompany Binnacle Training's "shell" Training and Assessment Strategy, available at our [Support Centre](#) (Select: Training and Assessment Strategy).

2023 Binnacle Program

SIS30321 Certificate III in Fitness (with optional entry qualification: SIS20115 Certificate II in Sport and Recreation)

OPTIONAL ENTRY QUALIFICATION = NO ADDITIONAL COST OR TRAINING

This 7-term program includes the optional entry qualification - SIS20115 Certificate II in Sport and Recreation - across Terms 1-4. From 2023, students in a single class may enrol in the option that suits that individual best (Dual Qualification OR Standalone Qualification).

[See the Concurrent Delivery Options Flowchart - 2023 Certificate III in Fitness](#)

- No additional training is required: Out of the total 13 units comprising SIS20115, 5 units overlap with SIS30321 while the other 8 units cluster and/or align with similar units in SIS30321.
- Same QCE credits outcome: Both the Dual Qualification (Cert III + Cert II) and Standalone Qualification derive maximum 8 QCE credits.
- For students undertaking QCAA's Applied Sport & Recreation subject: Binnacle Training will ensure these students are not enrolled in SIS20115 Certificate II in Sport and Recreation, due to the Duplication of Learning deemed by the Queensland Curriculum and Assessment Authority. During the enrolment process, Binnacle Training will confirm if undertaking Applied Sport & Recreation with both student (via Parent Acknowledgement in Pre-Enrolment Pack) and your School's VET Manager.
- For all other students: Binnacle Training will confirm enrolment in the optional entry qualification: SIS20115 Certificate II in Sport and Recreation with your School's VET Manager.
- VETiS funded qualification – Certificate II in Sport and Recreation: SIS20115 is currently available to eligible students as a Vocational Education and Training in Schools (VETiS) funded qualification – funded by the Queensland Government. SIS20115 continues to be available as 'Fee For Service' as invoiced to the school. All other Binnacle qualifications are delivered as 'Fee for Service' only as invoiced to the School. [Find out more >](#)

TARGET GROUP INFORMATION	Please select the year level students will be <u>commencing</u> in:	
	Please select the number of 'new cohort' classes:	
	Please select (approximately) the number of students per class:	
	Please provide additional pertinent details regarding this new cohort (e.g. if you have classes <u>commencing</u> in more than one year level). If no additional details, please record N/A.	
COHORT NEEDS	Please select the need(s) of the commencing cohort from the following: Specific pathway QCE credits ATAR ranking Career interest Other – please specify:	
ENTRY LEVEL	Do any students entering this program have previous industry experience or have completed formal training in the Sport, Fitness and Recreation (SFR) industry (e.g. Binnacle's SFR short course in Year 10; officiating or coaching accreditations)? Yes – specify below No	
OPTIONAL ENTRY QUALIFICATION – SIS20115 <i>Binnacle Training will ensure all students undertaking QCAA's Applied Sport & Recreation will not be enrolled in this entry qualification.</i>	Please indicate if the entry qualification will be utilised by individual students: Yes - the majority, if not all, students will undertake the Dual Qualification (Cert III + Cert II). There will be a mix of students undertaking both the Dual Qualification (Cert III + Cert II) and the Standalone Qualification (Cert III). No – the majority, if not all, students will undertake the Standalone Qualification (Cert III) only.	

<p>ADDITIONAL SFR FACILITIES & RESOURCES</p> <p><i>(i.e. in addition to those 'mandatory requirements' as listed in Resource Requirements as per Binnacle Support Centre (Select: Resource Requirements))</i></p>	<p>Additional facilities and resources <u>located at school</u>. For example, if a commercial fitness facility within school – please specify. If no additional facilities and resources, please record N/A.</p> <hr/> <p>Additional facilities and resources <u>located outside of school</u>. For example, if regular access to venue(s) outside of school – please specify. If no additional facilities and resources, please record N/A.</p>
<p>SPECIFIC PATHWAYS</p> <p><i>(i.e. if using the Binnacle Certificate Program as a specific pathway to a higher-level qualification, traineeship opportunities etc)</i></p>	<p>Please specify – including qualification and training provider. If there are no specific pathways, please record N/A.</p>
<p>LOCAL INDUSTRY VISITS</p> <p><i>(i.e. 'Discovery Days' or work experience located outside of school)</i></p>	<p>Please specify - including the name of the business or workplace, duration etc. If no 'Discovery Days' or external work experience is currently scheduled, please record N/A.</p>
<p>COACHING ACCREDITATION (TERM 1 OF PROGRAM)</p> <p>Sport Specialty Formats vs General Principles</p> <p><i>As part of the coaching topic in Term 1, Binnacle encourages a sport-specific coaching accreditation be facilitated by your school, where feasible. Binnacle will assist with this process.</i></p>	<p>Please select whether your school is set to offer one or more sport-specific accreditations in coaching:</p> <p>NRL</p> <p>Netball</p> <p>Rugby</p> <p>AFL</p> <p>Football</p> <p>Other sport-specific (specify below); OR</p> <p>General Principles only</p>

<p>Continued.</p>	<p>Please record any additional information supporting the above. If no additional information, please record N/A.</p>
<p>METHOD OF FIRST AID DELIVERY</p> <p><i>A unit of competency in the Fitness Certificate Program is Provide First Aid. Please specify your arrangement for delivery of this competency.</i></p>	<p>External Provider – please specify (name of training provider, which term of the program set to deliver etc)</p> <p>Binnacle First Aid – please complete the ‘First Aid’ Program Area section.</p>
<p>ADDITIONAL INFORMATION</p>	<p>Please record other school and cohort-specific information for incorporating in Binnacle’s Training & Assessment Strategy (TAS). If no additional information, please record N/A.</p>

MARKETING REQUIREMENTS FOR SCHOOL SUBJECT SELECTION AND SCHOOL WEBSITE

SUBJECT SELECTION MATERIAL – FOR BINNACLE PRE-APPROVAL

For each Binnacle Program you are set to offer:

Please submit – to accompany this Signed Agreement - your school's Subject Selection Material as positioned in your School Subject Selection Book and/or School Website*.

Please refer to Binnacle Training's Subject Selection Course Guide at our [Support Centre](#) (Select: Subject Selection) to access course-specific information including marketing requirements checklist.

** If your 2023 Subject Selection Material is yet to be finalised, and you are an existing Binnacle partner school, please submit your Subject Selection Material used previously. If your 2023 Subject Selection Material has been finalised, please submit a copy - for approval for future use.*

This pre-approval process will ensure your (current and future) Subject Guide marketing of Binnacle programs meets strict compliance requirements set by ASQA as regulator.

I have included our school's Subject Selection Material that is going to be placed in the School Subject Selection Book and/or School Website – for each Binnacle Program our school is set to offer.

SCHOOL WEBSITE MARKETING (if applicable) FOR BINNACLE PRE-APPROVAL

For each Binnacle Program you are set to offer:

Please record your School's specific webpage(s) where reference to this VET course is made, if applicable.

Please refer to Binnacle's Marketing Requirements for School Website at our [Support Centre](#) (Select: RTO Files).

This pre-approval process will ensure your (current and future) marketing of Binnacle programs meets strict compliance requirements set by ASQA as regulator.

Webpages (URL):

If no specific webpage(s), please record N/A.

RESOURCE REQUIREMENTS – ACTIONS TO TAKE (IF APPLICABLE)	
<p>SCHOOL PHYSICAL RESOURCES ACTION(S) TO BE TAKEN <i>Include here any Fitness Facility items, fitness assessment equipment or First Aid training equipment items required.</i></p> <p>NOTE: Items available at Binnacle Shop.</p>	<p>If you are not currently meeting the SCHOOL PHYSICAL RESOURCE requirements as outlined in the 'Binnacle Third Party Agreement (Appendix 3b)', please describe action(s) to be taken to ensure these are met prior to program delivery.</p> <p>If your school is currently meeting these requirements, please record N/A.</p>
<p>TEACHER HUMAN RESOURCES ACTION(S) TO BE TAKEN <i>Include here any teacher training required (e.g. Cert IV Fitness, Cert IV TAE).</i></p>	<p>If you are not currently meeting the TEACHER HUMAN RESOURCE requirements as outlined in the 'Binnacle Third Party Agreement (Appendix 4b)', please describe action(s) to be taken to ensure these are met prior to program delivery.</p> <p>If your school is currently meeting these requirements, please record N/A.</p>

SCHOOL PROGRAM MANAGER (SPORT, FITNESS & RECREATION) - SIGN OFF

SCHOOL (THIRD PARTY)			
School			
School Program Manager		Position	
Email		Phone	
Declaration	<p>I confirm the above school and cohort-specific information to be implemented within Binnacle's Training and Assessment Strategy.</p> <p><u>I agree</u> the Resource Requirements (see Appendix 3-4 of the full Third Party Agreement), specific to each program listed above, are met; or in cases where one or more items listed on the Resource Requirements aren't met, that a summary of action/s to be taken have been outlined above and will be actioned prior to program commencement.</p> <p><u>I have supplied</u> our school's Subject Selection Material plus applicable School Website Marketing for Binnacle pre-approval, for each Binnacle Program selected above.</p> <p><u>I understand</u> the Agreement will take effect from the date of Principal Sign-Off and ends on 31 December 2024.</p>		
Signature		Date	

SPORT, FITNESS & RECREATION PARTNER SCHOOLS: If you are using an external provider for delivery of First Aid (as indicated above), you may leave this 'First Aid' section blank.

FIRST AID
2023 First Aid Courses

2023 Binnacle Program <i>(select if you are set to deliver)</i>	First Aid including CPR (HLTAID011)
	CPR Only (HLTAID009)
Nominated Program Deliverer(s)	
NAME	EMAIL

2023 Binnacle Program <i>(select if you are set to deliver)</i>	First Aid including CPR (HLTAID011)
	CPR Only (HLTAID009)
Nominated Program Deliverer(s)	
NAME	EMAIL

TAE + CURRENT FIRST AID & CPR:

Prior to the commencement of delivery, each Program Deliverer must hold a) a current Certificate IV in Training and Assessment (TAE); and b) a current Provide First Aid Certificate (within 3 years) and Provide CPR Certificate (within 12 months). The TAE plus current First Aid and CPR must be uploaded to each deliverer's Binnacle Profile. For a full outline of Teacher Human Resource Requirements to deliver this course, please visit Binnacle Training's 2023 Resource Requirements, located at our [Support Centre](#).

TRAINING & ASSESSMENT STRATEGY INFORMATION (SCHOOL & COHORT-SPECIFIC)

2023 First Aid Courses (as selected above)

The following 'school and cohort-specific' information is vital for Binnacle Training to use in order to fully satisfy *RTO Standards 2015 - Clauses 1.1 to 1.4 and 2.2—Implementing, monitoring and evaluating training and assessment strategies and practices*. This information will be used to accompany Binnacle Training's "shell" Training and Assessment Strategy, available at our [Support Centre](#) (Select: Training and Assessment Strategy).

SPORT, FITNESS & RECREATION PARTNER SCHOOLS: If you are using an external provider for delivery of First Aid (as indicated above), you may leave this 'First Aid' section blank.

TARGET GROUP INFORMATION	Please select the year level students will be <u>commencing</u> in:	
	Please select the number of 'new cohort' classes:	
	Please select (approximately) the number of students per class:	
	Please provide additional pertinent details regarding this new cohort (e.g. if you have classes <u>commencing</u> in more than one year level). If no additional details, please record N/A.	
COHORT NEEDS	Please select the need(s) of the commencing cohort from the following: Specific pathway Employability Career interest Other – please specify:	
ENTRY LEVEL	Do any students entering this program have previous industry experience or have completed formal training in First Aid and/or CPR? Yes – specify below No	

<p>ADDITIONAL FIRST AID FACILITIES & RESOURCES</p> <p><i>(i.e. in addition to those 'mandatory requirements' as listed in Resource Requirements as per Binnacle Support Centre (Select: Resource Requirements))</i></p>	<p>Additional facilities and resources - For example, if your school has access to additional external facilities to support training delivery – please specify. If no additional facilities and resources, please record N/A.</p> <hr/> <p>Additional facilities and resources located outside of school. For example, if regular access to venue(s) outside of school – please specify. If no additional facilities and resources, please record N/A.</p>
<p>SPECIFIC PATHWAYS</p> <p><i>(i.e. if using the Binnacle First Aid Course as a specific pathway to a higher-level qualification, traineeship opportunities etc)</i></p>	<p>Please specify – including qualification and training provider. If there are no specific pathways, please record N/A.</p>
<p>FIRST AID AS PART OF OTHER (i.e. NON-BINNACLE) VET QUALIFICATIONS</p>	<p>Is your School using the First Aid unit of competency (HLTAID011) as part of other VET qualifications offered to students at your school (e.g. Certificate II in Active Volunteering)? If not using for other students, please record N/A.</p>
<p>CPR REFRESHER</p>	<p>Does your school intend on offering CPR only (HLTAID009) to your Binnacle students (e.g. at end of Year 12)?</p> <p><i><u>NOTE:</u> Binnacle waives the 'CPR only' fee of \$40pp for all students who have previously undertaken Binnacle First Aid).</i></p> <p>Yes</p> <p>No</p>
	<p>Does your school intend on offering CPR only (HLTAID009) to other (non-Binnacle) students (e.g. whole of year 12)?</p> <p>Yes – specify below</p> <p>No</p>

ADDITIONAL INFORMATION	Please record other school and cohort-specific information for incorporating in Binnacle's Training & Assessment Strategy (TAS). If no additional information, please record N/A.
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MARKETING REQUIREMENTS FOR SCHOOL SUBJECT SELECTION AND SCHOOL WEBSITE	
SUBJECT SELECTION MATERIAL – <u>FOR BINNACLE PRE-APPROVAL</u>	<p>For each Binnacle First Aid and CPR you are set to offer:</p> <p>Please submit – to accompany this Signed Agreement - your school's <u>Marketing Material</u> e.g. as positioned on your School Website*.</p> <p>Please refer to Binnacle Training's Subject Selection Course Guide at our Support Centre (Select: Subject Selection) to access course-specific information including marketing requirements checklist.</p> <p>This pre-approval process will ensure your (current and future) Subject Guide marketing of Binnacle programs meets strict compliance requirements set by ASQA as regulator.</p> <p>I have included our school's First Aid Marketing Material (e.g. positioned on School Website).</p> <p>Our school does not have any Marketing Material specific to First Aid and CPR delivered with Binnacle Training.</p>
SCHOOL WEBSITE MARKETING (if applicable) <u>FOR BINNACLE PRE-APPROVAL</u>	<p>For each Binnacle First Aid and CPR Program you are set to offer:</p> <p>Please record your School's specific webpage(s) where reference to this VET course is made, if applicable.</p> <p>Please refer to Binnacle's Marketing Requirements for School Website at our Support Centre (Select: RTO Files).</p> <p>This pre-approval process will ensure your (current and future) marketing of Binnacle programs meets strict compliance requirements set by ASQA as regulator.</p> <p>Webpages (URL):</p> <p><i>If no specific webpage(s), please record N/A.</i></p>

RESOURCE REQUIREMENTS – ACTIONS TO TAKE (IF APPLICABLE)	
SCHOOL PHYSICAL RESOURCES ACTION(S) TO BE TAKEN <i>Include here any office facility or workplace equipment items required.</i>	<p>If you are not currently meeting the SCHOOL PHYSICAL RESOURCE requirements as outlined in the 'Binnacle Third Party Agreement (Appendix 3c)', please describe action(s) to be taken to ensure these are met prior to program delivery.</p> <p>If your school is currently meeting these requirements, please record N/A.</p>
TEACHER HUMAN RESOURCES ACTION(S) TO BE TAKEN <i>Include here any teacher training required (e.g. Cert IV TAE, CPR Refresher).</i>	<p>If you are not currently meeting the TEACHER HUMAN RESOURCE requirements as outlined in the 'Binnacle Third Party Agreement (Appendix 4c)', please describe action(s) to be taken to ensure these are met prior to program delivery.</p> <p>If your school is currently meeting these requirements, please record N/A.</p>

SCHOOL PROGRAM MANAGER (FIRST AID) - SIGN OFF

SCHOOL (THIRD PARTY)			
School			
School Program Manager		Position	
Email		Phone	
Declaration	<p>I confirm the above school and cohort-specific information to be implemented within Binnacle's Training and Assessment Strategy.</p> <p><u>I agree</u> the Resource Requirements (see Appendix 3-4 of the full Third Party Agreement), specific to each program listed above, are met; or in cases where one or more items listed on the Resource Requirements aren't met, that a summary of action/s to be taken have been outlined above and will be actioned prior to program commencement.</p> <p><u>I have supplied</u> our school's Subject Selection Material plus applicable School Website Marketing for Binnacle pre-approval, for each Binnacle Program selected above.</p> <p><u>I understand</u> the Agreement will take effect from the date of Principal Sign-Off and ends on 31 December 2024.</p>		
Signature		Date	

PRINCIPAL SIGN-OFF

This document represents an Agreement between:

Binnacle Training College Pty Ltd (RTO 31319) AND

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For the provision of advice on training and assessment, the quality assurance of assessment, and the issuance of AQF qualifications and/or Statement of Attainment.

If one or more students are accessing their VETiS subsidy with Binnacle Training as Skills Assure Supplier (SAS):

A separate [Skills Assure Supplier \(SAS\)-specific Addendum](#) will be administered by Binnacle Training annually in Semester 1 upon confirmation of one or more students accessing their VETiS subsidy (as funded by the Queensland Government) with Binnacle Training specific to the VETiS-funded qualification: SIS20115 Certificate II in Sport and Recreation. Binnacle Training initiates this process of VETiS Funding Confirmations with the School VET Manager **from Week 6 of Term 1, in the year of course commencement.**

The SAS Specific Addendum a) sets out the minimum standard terms of the Third Party Agreement specific to the Queensland Government's SAS Agreement and the Vocational Education and Training in Schools (VETiS) funding initiative; and b) includes a 'Third Party Compliance Review' facilitated by Binnacle Training annually (as a minimum) with the School (Third Party).

SCHOOL (THIRD PARTY)

School			
Principal		Email	
Declaration	<p>I declare that I have the authority to enter into an Agreement for and on behalf of the secondary school/college above. I, the undersigned, agree to the provisions outlined in this Agreement and support the implementation of this program/s at my school.</p> <p>I agree the School Physical Resource Requirements (see Appendix 3 of the full Third Party Agreement) and Teacher Human Resource Requirements (see Appendix 4 of the full Third Party Agreement), specific to each nominated program, are met; or in cases where one or more items listed on the Resource Requirements aren't met, that a summary of action/s to be taken have been outlined above and will be actioned prior to program commencement.</p> <p>I confirm the School VET Manager will be the person responsible for the day-to-day management of the School (Third Party's) responsibilities as performed on behalf of Binnacle Training as RTO.</p> <p>If one or more students are accessing their VETiS subsidy with Binnacle Training as Skills Assure Supplier: I authorise the School VET Manager acting as signatory for the separate Skills Assure Supplier (SAS)-Specific Addendum initiated annually by Binnacle Training in Semester 1 2023.</p> <p>I understand the Agreement will take effect from the date of Principal Sign-Off and ends on 31 December 2024 (or the final date of completion for students enrolled in a 2023 course, whichever date falls last).</p>		
Signature		Date	

LEAD RTO

Organisation	Binnacle Training		
Name/Title	Aaron Bulow – Chief Executive Officer	Email	programs@binnacletraining.com.au
Declaration	I <u>declare</u> that I have the authority to enter into a partnership arrangement for and on behalf of Binnacle Training. I, the undersigned, agree to the provisions outlined in this Agreement.		
Signature		Date	