



2024

# SUBJECT SELECTION COURSE GUIDE



**Binnacle  
Training**  
RTO CODE 31319



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# OUR STORY

Since our inception, Binnacle Training has been 100% devoted to providing Secondary Schools and Colleges with the support and teaching resources required to 'Make Life Easier for Teachers'.

We have always been driven by one ethos, to make our programs easy to deliver, **ALLOWING TEACHERS TO TEACH.**

Our experience in the education field is what gives us the edge. We understand the daily challenges that teachers face and are single-minded about ensuring you have the space, resources, support and skills (through first-class professional development) to thrive.

We are proud to be partnering with over 250 Secondary Schools, working with 800+ teachers, and offering over 15 nationally recognised courses custom-built for schools, across five Program Areas: Sport and Recreation, Fitness, Business, Tourism and First Aid.

Our growing team occupies three office locations to best uphold our reputation for outstanding service and providing 'great teacher experiences'.

## OUR MISSION

We are leaders in Vocational Education in Schools, enabling teachers with quality programs and support; equipping students with skills to navigate a successful future.

## OUR VISION

To unlock the true potential of Australian Secondary Schools and provide quality Vocational Education to every student.



# CEO MESSAGE

## Welcome to our 2024 Subject Selection Course Guide.

For the past 17 years, our ethos of “Making Life Easier for Teachers” has been the cornerstone for everything we do at Binnacle.

Guided by this ethos, we used 2022 and the theme of ‘possibilities’ to catapult us forward in bold ways. This included:

- › Facilitating our Semester 1 Binnacle Workshops virtually - leveraging our state of the art ‘Elevate’ (virtual streaming) platform - enabling all of our teachers to “connect and share” with their fellow Deliverers and the Binnacle Team across two days.
- › Expanding interactive online learning within our own online platform (Binnacle Lounge) for all of our courses to support our teachers and students.
- › Implementing a Statewide Strategy for Binnacle-organised workplace visits - opening the door for various face-to-face touchpoints and allowing teachers to connect, share and remain industry current.
- › Achieving a 275% increase in the number of schools delivering a Tourism program and recording record student numbers undertaking a Business and Tourism program offering.
- › Continuing to invest in technology, resource development and Binnacle-employed assessors as aligned to our inclusive delivery strategy.
- › Celebrating our 10th year where we’ve gathered our teachers to a central professional development event (VET in Schools Conference).

2023 is an exciting and important year for Binnacle. We vow to make an impact that matters - with our people and partnerships at the heart of everything we do. We are proud to be partnering with over 250 secondary schools, working with 800+ teachers; and offering five industry-relevant certificate programs purpose-built - by teachers for teachers.

## FOR OUR TEACHERS

My personal commitment to you with the help of all staff at Binnacle, we will make your life easier - providing you with the space, support and skills (through first-class professional development) to thrive.

## FOR OUR STUDENTS

I encourage you to speak to your teachers, VET coordinator and/or guidance counsellor, friends and family about your future. Your Binnacle qualification - aside from giving you real-world learning - may also contribute to your employability, and for some your ATAR as well. So completing a VET course is not just a great way to get a head start on your career, but it can also help you get into your dream university course sooner (if that is the path you have in mind). We are here to support you in your next steps, to find your passion, and give you the best chance of success.

For further information you can also visit our website [www.binnacletraining.com.au](http://www.binnacletraining.com.au), email [programs@binnacletraining.com.au](mailto:programs@binnacletraining.com.au), or speak to our friendly Support Team on **1300 303 715**.



**Aaron Bulow**  
Chief Executive Officer  
Binnacle Training RTO 31319

**VISIT OUR WEBSITE**



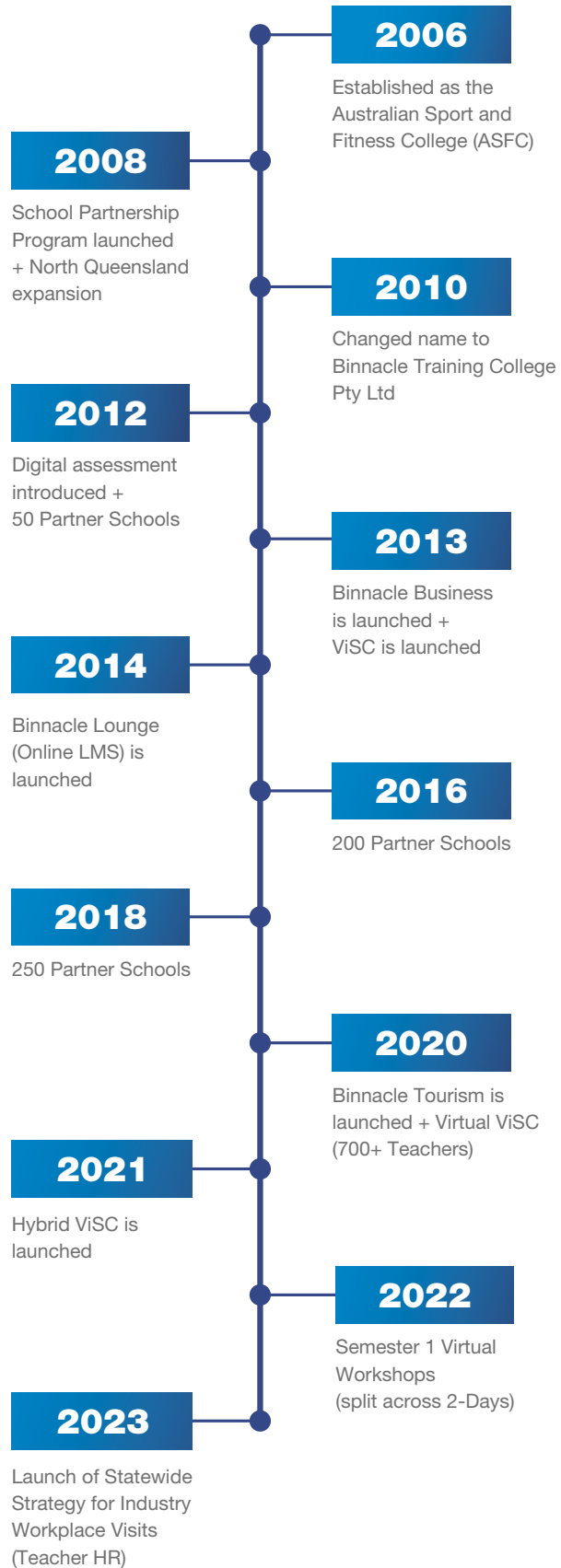






## TIMELINE OF EVENTS

# 17 YEARS OF BINNACLE



# WHY STUDY WITH BINNACLE TRAINING?

Binnacle Training are leaders in VET in Schools, enabling teachers with quality programs and support, equipping students with skills to navigate a successful future. We are united in our commitment to 'raising the bar' with the following highlights showcasing our impressive record to date:

MORE THAN  
**17 YEARS**

Of experience  
delivering VET in  
Schools as a company

OVER 250  
**BINNACLE  
PARTNER**

Secondary Schools

**5**  
**PROGRAM AREAS**

Sport and Recreation,  
Fitness, Business,  
Tourism and First Aid

**15,000**  
**ACTIVE STUDENTS**

Approximately each year

**OVER 15**  
**NATIONALLY  
RECOGNISED COURSES**

Offered each year

**22 COLLECTIVE  
YEARS DELIVERING  
BINNACLE PROGRAMS**

Our Program Managers  
have firsthand experience  
delivering our programs in  
Secondary Schools

**91%**  
**COMPLETION RATE**

Of Student courses

**3** **OFFICE  
LOCATIONS**

Brisbane, Ipswich  
and Townsville

**OVER 800**  
**TEACHERS SERVING**

Secondary Schools  
across Queensland  
and the ACT

**MORE THAN 500**  
**ACTIVE CLASSES**

Across Queensland  
and the ACT

# REAL SKILLS FOR REAL CAREERS

## CUSTOM-BUILT STUDENT & TEACHER FRIENDLY

Online Learning  
Management System  
(LMS)

## FIRST-CLASS PROFESSIONAL DEVELOPMENT FOR TEACHERS

Workshops, Industry  
Workplace Visits, Webinars,  
Masterclasses and ViSC  
Conference

## DEDICATED TEACHER SUPPORT TEAM

Direct access to your  
dedicated Program  
Management & Administration  
Support Team

## ALL TEACHING & ASSESSMENT RESOURCES PROVIDED Within the Binnacle Lounge

## FLEXIBLE & STUDENT FRIENDLY PROGRAMS

1, 2 and 3-Year  
Pathways

## CERTIFICATE PROGRAMS PURPOSE BUILT FOR SCHOOLS

For Secondary Schools  
(Years 10-12) by Industry and  
Education Experts

## CUSTOM-BUILT STUDENT & TEACHER FRIENDLY BINNACLE LOUNGE

## PRACTICAL AND PROJECT BASED LEARNING

Assisting students to  
acquire key enterprise skills  
for the future world of work

## LIVE & REAL-TIME PROGRESS REPORTING

Student Feedback and  
Progress Reporting - take the  
stress out of teacher marking





## DEDICATED TEACHER SUPPORT

# SUPPORTING TEACHERS SINCE 2006

Our Program Management and Administration Support Team are our secret weapon!

Our Program Managers are trained teachers with over 22 collective years of teaching experience delivering our Binnacle Training programs in schools. Their primary purpose is to provide the best possible support to our Partner Schools to allow our teachers (i.e. our Program Deliverers) to do what they do best – TEACH!

Our Administration Support Team are trusted with creating great experiences for Binnacle teachers by ‘going the extra mile’ with program and support services.

We pride ourselves on tackling the administrative burden and delighting you with real-time response and service support.

In line with our growth, we continue to strengthen our School Support Team by having a dedicated Program Manager and Administration Support Officer to support you on your journey. **Don’t just take our word for it!**

[HEAR FROM OUR TEACHERS](#) 

# VET IN SCHOOLS

VET in Schools is about gaining practical work-related skills to equip you for the world of work while you are at school.

The number of schools and students involved in VET programs has increased in recent years and most schools now offer some VET options to Senior Secondary Students.

*According to the latest data from the National Centre for Vocational Education Research (NCVER), the number of school students undertaking vocational education and training (VET) as part of their senior secondary certificate of education in Queensland increased by 14.4 percent in the 2021 year. Significantly, this is 10.2 percentage points higher than the increase nationally.*

*NCVER 2022, VET in Schools 2021, NCVER, Adelaide.*

All VET training embedded in Queensland Curriculum and Assessment Authority (QCAA) subjects and school-based apprenticeships and traineeships count towards a VET qualification as well as the QCE; in effect, allowing students to mix general and vocational education, and make a start on training for a career before they leave school.

As well as readying students for the workforce, VET programs can lead to further study, either in the VET sector (where students can gain credit for their VET certificate) or University.



# ATAR AND QCE CREDITS

Achievement of a VET Certificate III or above, in combination with results in General Subjects, can contribute to the calculation of a student's Australian Tertiary Admission Rank (ATAR).

The ATAR is used nationally and indicates a student's position relative to other ATAR-eligible students. Queensland ATARs are based on a student's:

- › Best five General Subject results, or
- › Best results in four General Subjects, plus one Applied Subject, or
- › Best results in four General Subjects, plus one VET qualification at Certificate III or above

Each level of VET qualification includes a single scaled result that can be used to calculate a student's ATAR. Regardless of the course of study, duration, or content of the VET qualification, the scaled result in any given year is the same. A Certificate III in Business and a Certificate III in Fitness, for example, will result in the same scaled outcome.

**Completed VET courses can be utilised for tertiary admission in one of two ways:**

- › As part of the ATAR; and/or
- › As a stand-alone basis of admission

A completed VET qualification at the Certificate III level and higher may be considered by institutions as a basis for tertiary entrance.

## WHAT ARE QCE CREDITS?

VET courses also contribute towards a student's Queensland Certificate of Education (QCE) which is Queensland's Senior Secondary Schooling Qualification. To receive a QCE, Queensland students must achieve the set amount of learning which is 20 credits, which can include VET qualifications. Please see our Program-specific sections for more information regarding maximum QCE credits derived from VET qualifications offered by Binnacle Training to Queensland Senior Secondary Students.





# UNIQUE STUDENT IDENTIFIER (USI)

All students undertaking VET must have a Unique Student Identifier (USI).

## WHAT IS A USI?

A USI is your individual education number for life. It also gives you an online record of your VET training undertaken in Australia.

If you're at university, TAFE or doing other nationally recognised training, you need a USI. Without one, you can't receive Commonwealth Financial Assistance or your qualification or Statement of Attainment.

At enrolment, each student will be required to create (or simply supply if previously created) a USI.

Binnacle Training is required to verify the USI's we collect from students in accordance with the Student Identifiers Act 2014. This ensures the correct USI is being used for the student.



### CREATE A USI

A USI is your lifelong education number – you only need to create it once.



### KEEP A RECORD OF YOUR NUMBER

If you have undertaken any registered training since 2015, you may already have a USI.



### ENROL WITH A PROVIDER

When you enrol to study, your education or training provider will ask for your USI.



### ACCESS YOUR VET TRANSCRIPT

Access your nationally recognised VET record online, set permission for your training organisation to view your VET transcript.

# LANGUAGE, LITERACY AND NUMERACY SKILLS

All courses incorporate competency units, which focus on employability skills.

A Language, Literacy and Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content and to identify support measures as required.

A suite of LLN Screening activities are provided by Binnacle Training to help identify the key LLN skills (**including ACSF level ranges 1-3**) relevant to each Binnacle Program.

## THE PURPOSE OF THIS LLN SCREENING IS TO IDENTIFY:

- › Students that may not (yet) be suited to officially enrol in a Binnacle Course
- › Students that may require individualised LLN support (i.e. development of an Individual Learning Plan)

Please visit the 'Student Information' Quicklink within our **Support Centre** for a snapshot of the reading, writing, numeracy and verbal communication skills that would be expected in order to satisfy competency requirements for each Binnacle Program.



# THIRD PARTY AGREEMENT (TPA)

## BINNACLE TRAINING AND THE SCHOOL

Binnacle Training (as the RTO) engages individual high schools under a Third Party Agreement.

As principal RTO in this Third Party Agreement, Binnacle Training remains fully responsible for ALL services provided on its behalf by the Partner School (as Third Party), including the outcomes of all training and assessment. This highlights the importance of Binnacle monitoring and evaluating the performance of the Third Party Agreement we have in place with the school to ensure an effective, compliant working arrangement.

### THE SCHOOL'S RESPONSIBILITIES CAN BE DIVIDED INTO 3 KEY AREAS:

1. The provision of adequate physical resources,
2. The provision of adequate human resources (qualified Trainers and Assessors); and
3. The facilitation of training and assessment services.

#### BINNACLE TRAINING RESPONSIBILITIES

Enrolling students into the VET course

Provision of all requisite training and assessment resources, including online learning

Training and assessment outcomes

Issuing certificates

Ensuring the VET course is on its scope of registration at all times

Systematic monitoring of each Third Party Agreement

As the RTO, Binnacle Training is fully responsible for all services provided on its behalf by the Partner School (as Third Party)

#### SCHOOL RESPONSIBILITIES (AS THE THIRD PARTY)

Provision of adequate physical resources (facilities, equipment and access to clients), verified by Binnacle

Provision of adequate human resources (qualified Trainers and Assessors)

- › Including at least one backup deliverer who can meet the HR requirement

Facilitation of training and assessment services – on behalf of, and in the name of, Binnacle Training as the RTO. This includes:

- › Provision of support services for students requiring LLN assistance
- › Accurate teacher marking (assessment evidence; valid, sufficient, authentic, current)

[VIEW THIRD PARTY AGREEMENT](#)





# BINNACLE

# LOUNGE

## LEARNING MANAGEMENT SYSTEM

In 2023, we are proud to be celebrating 10 years of the Binnacle Lounge - our very own Learning Management System (LMS) that has been custom-built for Schools, Teachers and Students. With innovation at the forefront, we have enabled the quality facilitation of our programs with a technology solution without peer in VET in Schools.



[WATCH OUR LOUNGE SHOWCASE](#)



### THE BINNACLE LOUNGE PROVIDES:

- › Real-time status reporting on student outcomes specific to your program
- › Certificate on completion (a simple download)
- › All course content in one central location
- › Interactive online learning including program and tutorial videos
- › Zero paperwork
- › Unlimited access - anytime, anywhere
- › Online Teacher Profile for streamlined management of HR requirements

Delivered mindfully, we are continually evolving and investing in the Binnacle Lounge (and our digital learning resources) to create great experiences for our students and teachers alike.

# BINNACLE PROFILE

The Binnacle Profile allows our Program Deliverers to systematically gather the evidence required to satisfy their requirements as a Binnacle Program Deliverer and to record their ongoing Industry and VET-related Professional Development. Our Partner School Performance team monitors each Program Deliverer's profile throughout the year and, together with our Program Managers, assists Program Deliverers in attaining and maintaining a "Current" Profile.

## REQUIREMENTS OF A TRAINER AND ASSESSOR (I.E. TEACHER)

All Program Deliverers are required to submit evidence to satisfy their course-specific Human Resource Program Requirements. This includes initial evidence including their Work History, current Certificate IV in Training and Assessment, relevant Industry Qualifications and completion of a Vocational Competence

Update (VCU), gathered in Parts 1-3 of the Profile. Program Deliverers are also required to submit ongoing evidence of Industry and VET Professional Development, each semester, in Part 4 of the profile.

### PART 1: REQUIRED TO CREATE A CLASS

- › Induction
- › Account details
- › Training programs
- › Evidence of recent work history

Part 1 of the profile must be completed before a Program Deliverer can create a class. Program Deliverers will be required to:

- › Watch the Induction Videos and complete acknowledgements
- › Provide personal details, study details and contact details
- › Select the training programs they will be delivering for the school year
- › Provide an industry relevant work history entry (within the last 3 years, or ongoing)

### PART 2: REQUIRED TO ENROL STUDENTS

- › Evidence of qualification (TAE & Industry Qualification)

Part 2 of the profile must be completed before a Program Deliverer can enrol students in their class.

Program Deliverers will be required to upload their course specific Industry and VET Qualifications for verification and approval by our Partner School Performance Team.

This will include a current Certificate IV in Training and Assessment and relevant VET Certificate or Degree Qualifications for the course being delivered.

### PART 4: INDUSTRY & VET PROFESSIONAL DEVELOPMENT

**Due:** Semester 1 - 30 June

**Due:** Semester 2 - 30 November

- › Evidence of industry workplace visit
- › Evidence of industry professional development
- › Evidence of VET professional development

Part 4 of the profile requires Program Deliverers to complete a minimum of one 3-Hour Professional Development Activity for each of the three criteria per Semester:

- › Industry Workplace Visit
- › Industry Professional Development
- › VET Professional Development

Binnacle Training provides professional development opportunities throughout the year, at no additional cost, to assist Program Deliverers in maintaining their currency. This includes:

- › Binnacle-organised Workplace Visits in all major Queensland Regions
- › Binnacle Virtual Workshops in Term 2 - Satisfying VET and Industry PD for Semester 1
- › Binnacle's VET in Schools Conference (ViSC) in Term 4 - Satisfying VET and Industry PD for Semester 2
- › Additional Virtual options for Professional Development where required

### PART 3: TRAINER EVIDENCE

**TPA Due:** End of Week 5, Term 1

**VCU Due:** End of Term 1

- › Current Third Party Agreement (TPA)
- › Evidence of vocational competence (VCU)

Part 3 of the profile collects trainer evidence through completion of relevant VCU and the Schools TPA (completed annually by the school VET Manager, establishing the Third Party Agreement between Binnacle Training and the School).

Program Deliverers are required to complete a VCU for all Units of Competency in the course being delivered which they do not formally hold. The VCU involves the collection of evidence that verifies the Program Deliverer has the skills and knowledge to deliver the Unit of Competency.

# EXAMPLE OF A TEACHER'S PROFILE

## Profile status Current

Welcome to your profile! Your profile is linked to your ability to enrol students into a course. Completion of your profile will finalise students' official enrolment in the courses you will teach.

### Part 1: Required to create a class

Induction  
Watch the induction videos and complete acknowledgements Current

Account details  
Enter or update your personal and professional details Current

Training programs  
Update which courses you will deliver this year Current

Evidence of recent work history Current

### Part 2: Required to enrol students

Evidence of qualification (TAE & Industry Qualification) Current

Part 3: Trainer Evidence  
TPA Due: 24 February 2023  
VCU Due: 1 April 2023

Current Third Party Agreement  
2021 TPA Current

Evidence of vocational competence (VCU) Current

Part 4: Industry & VET Professional Development  
Due: Semester 1 - 30 June 2023  
Due: Semester 2 - 30 November 2023

Evidence of industry workplace visit Current

Evidence of industry professional development + Add now

Evidence of VET professional development + Add now



**Benjamin Luinys**  
Binnacle Training SHS

## Profile status Current

[Profile home](#)

### Part 1: Required to create a class

Induction Current

Account details Current

Training programs Current

Evidence of recent work history Current

### Part 2: Required to enrol students

Evidence of qualification (TAE & Industry Qualification) Current

Part 3: Trainer Evidence  
TPA Due: 24 February 2023  
VCU Due: 1 April 2023

Current Third Party Agreement  
2021 TPA Current

Evidence of vocational competence (VCU) Current

Part 4: Industry & VET Professional Development  
Due: Semester 1 - 30 June 2023  
Due: Semester 2 - 30 November 2023

Evidence of industry workplace visit Current

Evidence of industry professional development + Add now

Evidence of VET professional development + Add now



## PER PROGRAM

# VET AND INDUSTRY CURRENCY REQUIREMENTS

In order to remain Industry “current” in the Program Area(s) being delivered, Teachers are required to participate in both Industry and VET professional development each semester.

A three hour minimum PD (per activity) is required in order to maintain a “Current” Profile status each semester.

EACH PROGRAM DELIVERER MUST MAINTAIN CURRENCY IN INDUSTRY AND VET WHICH INCLUDES:	
Recent Work History	› Industry relevant work history (minimum one position within the previous 3 years)
Industry Currency	› A minimum of <u>one</u> industry relevant workplace visit per semester › A minimum of <u>one</u> industry relevant professional development per semester
VET Currency	› A minimum of <u>one</u> VET-specific professional development per semester

Participation in Binnacle's Semester 1 Workshops and Binnacle's VET in Schools Conference (ViSC) in Semester 2 will suffice the deliverer's Industry and VET professional development for the year (these events do not suffice the industry relevant workplace visits however).

**Note:** Industry Currency requirements have been reduced for First Aid and Short Course only program deliverers to one per year.

[OUR UPCOMING EVENTS](#)



# REQUIREMENTS OF A TRAINER AND ASSESSOR

As the nominated Trainer and Assessor, each Binnacle Program Deliverer (i.e. Teacher) must hold a current Certificate IV in Training and Assessment (TAE); the relevant industry qualification (e.g. Certificate III or higher such as an Industry-related degree); and demonstrate vocational competence specific to EACH unit within the qualification(s) they are set to deliver.

Binnacle has developed a customised Vocational Competence Update (or VCU) which streamlines the process for our teachers to demonstrate their vocational competence.

TAE	INDUSTRY QUALIFICATION	VCU
<p><b>TAE REQUIREMENT</b></p> <p>Hold the Certificate IV in Training and Assessment (TAE40116 or its successor TAE40122)</p> <p><b>Or hold the TAE40110 Certificate IV in Training and Assessment, plus the 2 core units from the TAE40116:</b></p> <ul style="list-style-type: none"> <li>Address adult language, literacy and numeracy (LLN) skills (TAELLN411 or equivalent);</li> <li>Design and develop assessment tools (TAEASS502 or equivalent)</li> </ul> <p><b>Or hold a diploma or higher qualification in 'adult' education</b></p> <p>TAE must be uploaded to your Binnacle Profile</p>	<p><b>INDUSTRY QUALIFICATION AND VCU REQUIREMENT:</b></p> <p>Have vocational competencies (skills and knowledge) at least to the level being delivered and assessed. <b>Must:</b></p> <ul style="list-style-type: none"> <li>Hold each unit of competency (including electives); <b>OR</b></li> <li>Demonstrate 'equivalence' to each unit of competency - by obtaining Third Party Verification from a nominated workplace supervisor (per unit)</li> </ul> <p>Vocational Competence Update – demonstration of vocational competence specific to each unit comprising the qualification(s) being delivered</p> <ul style="list-style-type: none"> <li><b>- Free, 100% online, provided by Binnacle</b></li> <li><b>- Industry Qualification required prior to VCU</b></li> <li>Used to support your 'demonstration of equivalence'</li> <li>Must be at the same, or higher qualification level</li> <li>Some qualifications e.g. Certificate III in Fitness require the Assessor to hold a higher qualification (i.e. Certificate IV in Fitness)</li> </ul> <p>Industry Qualification must be uploaded to your Binnacle Profile prior to commencement of the VCU</p>	

# VET AND INDUSTRY QUALIFICATION REQUIREMENTS

Each Program Deliverer must have the following evidence requirements in place prior to the commencement of delivery:



	SIS30321 CERTIFICATE III IN FITNESS (STANDALONE AND DUAL QUALIFICATION)	SIS30115 CERTIFICATE III IN SPORT AND RECREATION (STANDALONE AND DUAL QUALIFICATION)	SIS20115 CERTIFICATE II IN SPORT AND RECREATION	SIS20321 CERTIFICATE II IN SPORT COACHING	SFR SHORT COURSES
Certificate IV in Training and Assessment	<b>Hold the Certificate IV in Training and Assessment (TAE40122, TAE40116 or TAE40110*) qualification:</b> * If using the TAE40110 qualification, two core units must also be held: 1. TAEASS502 Design and develop assessment tools (or equivalent); and 2. TAELLN411 Address adult language, literacy and numeracy (LLN) skills (or equivalent). <b>Or Hold a diploma or higher qualification in ‘adult’ education.</b>				
Industry Qualification	<b>Hold a Certificate IV in Fitness</b> with a collective period of two years working in fitness instruction (or be a registered/ accredited practising exercise professional with a degree and experience).	<b>Hold a Sport, Fitness and Recreation (SFR)-related VET qualification (Certificate III or higher) and/or Degree in a Sport, Fitness and Recreation (SFR) industry area.</b>			
Vocational Competence	<b>Demonstrate vocational competence in each unit of competency.</b> Binnacle’s free, non-accredited Vocational Competence Update (VCU) is used to demonstrate current vocational competence specific to each unit of competency within the qualification(s) being delivered. Deliverers will need to either hold the unit of competency, OR demonstrate equivalence (demonstrate vocational competence) using verifiable evidence for each unit.				



## FIRST AID & CPR COURSES

# VET AND INDUSTRY QUALIFICATION REQUIREMENTS

Each Program Deliverer must have the following evidence requirements in place prior to the commencement of delivery:



	HLTAID011 PROVIDE FIRST AID	HLTAID009 PROVIDE CARDIOPULMONARY RESUSCITATION
<b>Certificate IV in Training and Assessment</b>	<b>Hold the Certificate IV in Training and Assessment (TAE40122, TAE40116 or TAE40110*) qualification:</b> * If using the TAE40110 qualification, two core units must also be held: 1. TAEASS502 Design and develop assessment tools (or equivalent); and 2. TAELLN411 Address adult language, literacy and numeracy (LLN) skills (or equivalent). <b>Or Hold a diploma or higher qualification in ‘adult’ education.</b>	
<b>Industry Qualification</b>	<b>Hold a current Provide First Aid Certificate (within 3 years) and CPR Certificate (within 12 months).</b> These must remain current for each new class being delivered.	
<b>Statement of Service</b>	<b>Complete a ‘Statement of Service – First Aid Officer’ (every two years).</b> Verified by their Head of Department or line manager and is used to demonstrate First Aid related recent work history using verifiable evidence.	

# VET AND INDUSTRY QUALIFICATION REQUIREMENTS

Each Program Deliverer must have the following evidence requirements in place prior to the commencement of delivery:

TAE		INDUSTRY QUALIFICATION		VCU		
		BSB30120 CERTIFICATE III IN BUSINESS + SIT20122 CERTIFICATE II IN TOURISM (DUAL QUALIFICATION)	BSB30120 CERTIFICATE III IN BUSINESS (STANDALONE)	SIT20122 CERTIFICATE II IN TOURISM (STANDALONE)	BSB20120 CERTIFICATE II IN WORKPLACE SKILLS	SHORT COURSES
Certificate IV in Training and Assessment		<p><b>Hold the Certificate IV in Training and Assessment (TAE40122, TAE40116 or TAE40110*) qualification:</b></p> <p>* If using the TAE40110 qualification, two core units must also be held:</p> <p>1. TAEASS502 Design and develop assessment tools (or equivalent); and</p> <p>2. TAELLN411 Address adult language, literacy and numeracy (LLN) skills (or equivalent).</p> <p><b>Or Hold a diploma or higher qualification in ‘adult’ education.</b></p>				
Industry Qualification		<p>- Hold a Business* relevant VET qualification (Certificate III or higher) and/or Degree; and</p> <p>- Hold a ‘Tourism, Hospitality or Events’ relevant VET qualification (Certificate II or higher) and/or Degree.</p> <p><i>* The ‘Tourism, Hospitality or Events’ relevant qualification - if Certificate III or higher - may also be considered as satisfying a Business relevant qualification.</i></p>	<p>Program Deliverer must hold a Business relevant VET qualification (Certificate III or higher) and/ or Degree in a Business industry area.</p>	<p>Program Deliverer must hold a ‘Tourism, Hospitality or Events’ relevant VET qualification (Certificate II or higher) and/or Degree.</p>	<p>Must hold a Business-related VET qualification (Certificate II or higher) and/or Degree in a Business-related industry area.</p>	
Vocational Competence		<p><b>Demonstrate vocational competence in each unit of competency.</b></p> <p>Binnacle’s free, non-accredited Vocational Competence Update (VCU) is used to demonstrate current vocational competence specific to each unit of competency within the qualification(s) being delivered. Deliverers will need to either hold the unit of competency, OR demonstrate equivalence (demonstrate vocational competence) using verifiable evidence for each unit.</p>				
		<p><b>Tourism Deliverers Only</b> - must have undertaken a Tourism-related industry placement (minimum one full day) prior to commencing their VCU specific to the Tourism-specific units.</p>				

# VOCATIONAL COMPETENCE UPDATE

Binnacle's method for retaining evidence of Vocational Competence for 'Trainers and Assessors' (i.e. Teachers)

## THE STANDARDS FOR RTOS SPECIFY THAT THE RTO'S TRAINING AND ASSESSMENT IS DELIVERED ONLY BY PERSONS WHO HAVE:

1. Vocational competencies at least to the level being delivered and assessed.
2. Current industry skills directly relevant to the training and assessment being provided.
3. Current knowledge and skills in vocational training and learning that informs their training and assessment.

## A GUIDE TO COMPLIANCE:

Evidence relating to Trainers' and Assessors' industry skills can take many forms. If a 'Trainer and Assessor' (i.e. Teacher) holds the qualification they are delivering and has recent extensive industry experience, this may be sufficient to demonstrate they hold both current industry skills and vocational competencies. In the circumstance that the trainer and assessor does not hold the qualification, the RTO needs to analyse the skills and knowledge they deliver and compare this to their industry skills and knowledge. They must consider all Units of Competency (including electives) in this analysis to ensure that trainers and assessors are meeting the requirements specified in the training package.

## VOCATIONAL COMPETENCE UPDATE (VCU)

All intended Trainer and Assessors (i.e. Teachers) are required to complete a (free) non-accredited Vocational Competence Update (VCU). These custom VCU's allow our 'Trainer and Assessors' to demonstrate current knowledge and skills specific to each unit of competency within the qualifications being delivered. Deliverers will need to either hold the unit of competency OR demonstrate equivalence (in skills and knowledge) using verifiable evidence (third-party verification from a nominated supervisor). Upon successful completion, you will gain a (non-accredited) Certificate of Completion which recognises your vocational competence as a Binnacle Program Deliverer.

## DURATION

This VCU program is estimated to take approximately two hours and must be completed and verified by your Third-Party Verifier by the 1st of April (within the first year of the program if required).

## EVIDENCE REQUIRED

You will be required to upload evidence in your Profile and complete the: Evidence, Unit List and Third Party tabs prior to the assessor unlocking the units tabs.

## THIRD-PARTY VERIFICATION REQUIRED

You will be required to nominate a Third-Party person to verify your knowledge and skills related to each unit of competency within this qualification (if you do not hold the unit of competency). The Third-Party person must have an understanding of the industry expectations in relation to the knowledge and skills being performed. We encourage you to discuss the requirements with your nominated Third-Party prior to proceeding. Your VCU can not be successfully completed until an electronic email verification is received from the Third-Party nominee and approved by Binnacle Training.

The screenshot displays the 'Assessments' section of the Binnacle Training system. On the left, a sidebar menu lists various options, with 'My VCU' circled in red. The main area shows two completed VCUs:

Course	Class	VCU	Status
2023 VCU: SIS30321 Certificate III in Fitness	Completed 2023 VCU: SIS30321 Certificate III in Fitness	Cert III Fitness VCU	100%
2023 VCU: SFR Essentials	Completed 2023 VCU: SFR Essentials	VCU	100%

# TEACHER PROFESSIONAL DEVELOPMENT

At Binnacle Training we value developing relationships with our teachers through face-to-face and virtual professional development opportunities.



## VET IN SCHOOLS CONFERENCE

# ViSC

Binnacle Training's annual VET in Schools Conference (ViSC) is a one-day Professional Development event for Binnacle Deliverers, typically held in Term 4, Week 8 each year.

This conference is now delivered in a hybrid format - and includes our traditional live face-to-face element along with a current live virtual experience using Binnacle's '**Elevate**' virtual streaming platform for Binnacle Deliverers across Australia, giving Teachers more access than ever before.

Our teachers will leave ViSC with actionable content from leading industry professionals addressing all Binnacle Program Areas (Fitness, Sport and Recreation, Business, Tourism and First Aid) as well as staying up-to-date on key Binnacle Updates across each of our courses.

[ViSC 2022 HIGHLIGHTS](#)





# SEMESTER 1 WORKSHOPS



Curated specifically for Binnacle Training teachers, our workshops are delivered virtually using Binnacle's 'Elevate' streaming platform in Semester 1 each year.

Our **Semester 1 Workshops** are specifically tailored for our Binnacle Program Deliverers with leading industry professionals addressing all Binnacle Program areas (Fitness, Sport and Recreation, Business, Workplace Skills, Tourism and First Aid) as well as information on key Binnacle Updates across each of our courses.

These workshops help our teachers deepen their knowledge and assist with their program delivery whilst providing a wonderful networking opportunity with other deliverers from their region and across the state.

[2023 WORKSHOP HIGHLIGHTS](#) 

# INDUSTRY WORKPLACE VISITS



We are proud to support our teachers by investing in real-world industry workplace visit experiences for our teachers.

These Industry Workplace Visits aim to broaden our Program Deliverers' understanding of industry-specific standards and practices (delivering a breadth of industry exposure, beyond the classroom). We understand that fulfilling the Industry Workplace Visit PD requirements can be challenging for teachers to meet, within their busy schedules. We are committed to continuing to help our Binnacle Program Deliverers to meet these requirements

by providing at least one Binnacle-organised Industry Workplace Visit per year, for each program area (Fitness, Sport and Recreation, Business and Tourism). Binnacle-organised Industry Workplace Visits will be provided in all Major Queensland regions, including - Gold Coast, Met South/Central, Met North, Met East, Met West/Toowoomba, Sunshine Coast, Rockhampton, Mackay, Townsville and Cairns.

[DREAMWORLD WORKPLACE VISIT](#) 



# DISCOVERY DAYS



Discovery Days afford students the opportunity to undertake a real-world immersion (i.e. Discovery) in an authentic learning environment along with their class peers and teachers, thus ‘Connecting Industry with the Classroom’.

This immersion occurs via observing and/or participating in the common work activities of any given workplace. This includes seeing interactions among staff and customers, a tour of the work facilities and observing the application of organisational procedures. In doing so, students are best able to link what they are learning as part of the Binnacle Certificate Program to that of an actual workplace.

Discovery Days are a wonderful supplement to actual work experience – particularly for students who may not be able to secure work experience that is specifically aligned to their Certificate Program. These experiences also provide each of our Program Deliverers (i.e. Teachers) with an ideal Industry Workplace Visit which forms part of a teacher’s HR requirements.

**STUDENT TESTIMONIAL**



**TEACHER TESTIMONIAL**







St Benedict's  
College



# SCHOOL RESOURCE REQUIREMENTS

As part of the Third Party Agreement with Binnacle Training, it is essential that the Physical Resource Requirements of your school's facilities are met prior to program delivery. Please visit the 'Resource Requirements' quicklink within our Support Centre to view the course-specific resources required to enable a smooth transition into 2024.

[VISIT SUPPORT CENTRE](#)



# SCHOOL PHYSICAL RESOURCE REQUIREMENTS

SCHOOL PHYSICAL RESOURCE REQUIREMENTS	2024 SPORT, FITNESS AND RECREATION PROGRAMS				
	SHORT COURSES	CERTIFICATE PROGRAMS			
	Introduction to Sport + Introduction to Fitness	SIS20115 Certificate II in Sport and Recreation	SIS20321 Certificate II in Sport Coaching	SIS30115 Certificate III in Sport and Recreation (with optional SIS20115 Certificate II in Sport and Recreation)	SIS30321 Certificate III in Fitness (with optional SIS20115 Certificate II in Sport and Recreation)
<b>Sport and Recreation facilities and equipment – located at the school.</b>					
A sport-specific training or competition environment.	✓	✓	✓	✓	✓
Facilities where a sport-specific range of officiating and coaching activities can be conducted.	✓	✓	✓	✓	✓
Equipment and resources appropriate for one or more specific sports.	✓	✓	✓	✓	✓
Organisational safety, emergency response and first aid procedures for the specific sport.	✓	✓	✓	✓	✓
Access to athletes and novice/beginner participants.	✓	✓	✓	✓	✓
Key health and safety equipment and/or aids.	✓	✓	✓	✓	✓
First aid kit.	✓	✓	✓	✓	✓
Personal computers with office software and internet access.	✓	✓	✓	✓	✓
Repair equipment and maintenance resources (e.g. ball pumps, cleaning equipment).	N/A	✓	✓	✓	✓
Maintenance storage facilities (e.g. storeroom).	N/A	✓	✓	✓	✓
Sport Specialty (NRL, Netball, Rugby Union, Other) schools: Must also have access to events, games or competitions where students will assist as officials (e.g. Gala Days).	N/A	✓	✓	✓	✓
Access to social media tools and applications (e.g. blogs, wikis, social media sites).	N/A	N/A	N/A	✓	N/A
Access to participant groups (other than peers) for the purpose of gaining experience delivering sessions to real participants (e.g. primary school or junior secondary school students). The venue/facility for these SFR programs must include a range of SFR activities and equipment.	N/A	✓	✓	✓	✓

# SCHOOL PHYSICAL RESOURCE

## REQUIREMENTS (CONT'D)

SCHOOL PHYSICAL RESOURCE REQUIREMENTS SIS30321 CERTIFICATE III IN FITNESS <u>ONLY</u>	
<b>A Fitness (Gym) Facility – located on the school premises.</b>	<b>Fitness assessment equipment – located on the school premises.</b> If you require items from the list below, click on the following link to source many of these items at discount prices. <a href="#">VISIT BINNACLE SHOP</a>
A variety of exercise modes (including with and without equipment).	Tape measures (such as a stadiometer to measure height)
A range of exercise equipment including cardiovascular, resistance and flexibility.	Sit and reach tools
A variety of exercise areas including resistance, cardio, flexibility, circuit and outdoor.	Stationary bicycle, treadmill or rowing ergometer
Adequate space to cater for groups/multiple trainers.	Heart rate monitors
Key health and safety equipment and/or aids.	Blood pressure monitor
A range of programs and services.	Body weight scales
A first aid kit.	Stop watches
<b>Access to Adult (age 18+ years) and Older Adult (age 55+ years) Clients - Term 6 &amp; 7*</b> The School (Third-Party) must have access to the following adult and older adult clients – with all 9 sessions, instructed by each student, undertaken on school premises (or an external fitness facility as arranged by the School) - for practical assessment purposes and assessed by the Binnacle Program Deliverer.	
<b>6 x 1-ON-1 GYM-BASED SESSIONS:</b> Each student is required to instruct six gym-based sessions (minimum session duration of 30 minutes) for the following individual clients in Term 6 & 7*: <ul style="list-style-type: none"> <li>✓ 1 x female adult (age 18+ years) – minimum of 2 sessions</li> <li>✓ 1 x male adult (age 18+ years) – minimum of 2 sessions</li> <li>✓ 1 x older adult (age 55+ years) – minimum of 2 sessions</li> </ul>	
<b>3 x GROUP EXERCISE SESSIONS:</b> Each student is required to instruct three group exercise sessions (minimum session duration of 45 minutes) for the following client groups (with a minimum of 6 participants in each group) in Term 6 & 7*: <ul style="list-style-type: none"> <li>✓ <b>A group that is predominantly comprised of female adults – minimum of 1 session</b> (i.e. a minimum of 6 participants with at least 4 x female adults aged 18 years or over)</li> <li>✓ <b>A group that is predominantly comprised of male adults – minimum of 1 session</b> (i.e. a minimum of 6 participants with at least 4 x male adults aged 18 years or over)</li> <li>✓ <b>A group that is predominantly comprised of older adults – minimum of 1 session</b> (i.e. a minimum of 6 participants with at least 4 x older adults aged 55 years or over)</li> </ul>	

## FIRST AID & CPR

# SCHOOL PHYSICAL RESOURCE REQUIREMENTS

SCHOOL PHYSICAL RESOURCE REQUIREMENTS	2024 SPORT, FITNESS AND RECREATION PROGRAMS				
	SHORT COURSES	CERTIFICATE PROGRAMS			
	Introduction to Sport + Introduction to Fitness	SIS20115 Certificate II in Sport and Recreation	SIS20321 Certificate II in Sport Coaching	SIS30115 Certificate III in Sport and Recreation (with optional SIS20115 Certificate II in Sport and Recreation)	SIS30321 Certificate III in Fitness (with optional SIS20115 Certificate II in Sport and Recreation)
First Aid training equipment					
If the First Aid competency will be delivered via the Binnacle Program – refer to mandatory items in table below.	N/A	✓	✓	✓	✓

FIRST AID & CPR SCHOOL PHYSICAL RESOURCE REQUIREMENTS			
First Aid training equipment – located at the school:			
MANDATORY EQUIPMENT	MINIMUM (*Suggested) QTY	MANDATORY EQUIPMENT	MINIMUM (*Suggested) QTY
Adult CPR Manikin	1 manikin per 4 students*	Asthma Spacers	1 trainer per 4 students*
Infant CPR Manikin	1 manikin per 4 students*	Asthma Spacer Mouthpieces	1 per student
CPR Face shield or Clean Face	1 per student for each manikin	Triangular Bandage	1 per student (new)*
Alcohol Wipes	Tub	Roller Bandage	1 per student (new)*
AED Trainer	1 trainer per 4 students*	Spare Clean Bandages/Slings	Assortment
Gloves (S, M, L)	Box of each size	Workplace Compliant First Aid Kit – stocked	1 per class*
EpiPen Trainers	1 trainer per 4 students*	Pillows and Blankets	Assortment
Asthma Puffers (Placebo)	1 trainer per 4 students*	Simulated Hazards	As per workplace
If you require any of the First Aid training equipment above, click on the following link to source these items at discount prices. <a href="#">VISIT BINNACLE SHOP</a>			



# SCHOOL PHYSICAL RESOURCE REQUIREMENTS

SCHOOL PHYSICAL RESOURCE REQUIREMENTS	2024 BUSINESS AND TOURISM PROGRAMS				
	SHORT COURSES	CERTIFICATE PROGRAMS			
	Inclusivity and Communication in the Workplace + Technology in the Workplace + Financial Literacy	BSB20120 Certificate II Workplace Skills	SIT20122 Certificate II in Tourism	BSB30120 Certificate III Business	Dual Qual: BSB30120 Certificate III in Business + SIT20122 Certificate II in Tourism
<b>Business-related facilities and resources – located at the school.</b>					
A simulated ergonomic office environment and workplace equipment including a desk, chair, printer and paper.	✓	✓	✓	✓	✓
Personal computers with office software (Microsoft Office – documents, spreadsheets, presentations), internet access and browser, PDF reader and email application.	✓	✓	✓	✓	✓
Access to school WHS and risk management procedures.	N/A	✓	✓	✓	✓
Key health and safety equipment and/or aids.	N/A	✓	✓	✓	✓
Access to 'real customer groups' within the school community (to advertise to and deliver products and services to within the school environment).	N/A	✓	✓	✓	✓
Access to facilities suitable for hosting events e.g. function room or school hall. › A public activity or event on which students can work. › Interaction with staff involved in staging a public activity or event.	N/A	✓	✓	✓	✓
Presentation equipment to present information to a group.	N/A	✓	✓	✓	✓
<b>A simulated Tourism-related industry environment – located at the school.</b>					
A simulated ergonomic office environment (Tourism-related) and workplace equipment including front desk.	✓ <i>*Inclusivity and Communication in the Workplace only</i>	N/A	✓	N/A	✓
Access to customers and staff* from a diverse range of social and cultural groups, with whom the student will interact. *Individuals who participate in simulated activities, set up for the purpose of assessment.	✓ <i>*Inclusivity and Communication in the Workplace only</i>	N/A	✓	N/A	✓
<b>Facilitating a Student Industry Discovery Day – at a Tourism-related workplace.</b>					
Students participate in a minimum of one industry discovery day (Tourism-related), preferable in Semester 1	N/A	N/A	✓	N/A	✓

COURSE OVERVIEW

# SPORT, FITNESS & RECREATION PROGRAMS

1, 2 AND 3-YEAR PATHWAYS  
(YEAR 10, 11 AND 12)



**Binnacle**  
Training

RTO CODE 31319

# BINNACLE PROGRAMS FOR SCHOOLS

## SPORT, FITNESS & RECREATION PROGRAMS

### SPORT & RECREATION

#### Standalone and Dual Qualifications

- › **SIS20115 Certificate II in Sport and Recreation**  
(1-Year Format)
- › **SIS20321 Certificate II in Sport Coaching**  
(1-Year Format)
- › **SIS30115 Certificate III in Sport and Recreation**  
(2-Year Format)
- › **SIS30115 Certificate III in Sport and Recreation**  
+ **SIS20115 Certificate II in Sport and Recreation**  
(2-Year Format)

### FITNESS

#### Standalone and Dual Qualifications

- › **SIS30321 Certificate III in Fitness**  
+ **SIS20115 Certificate II in Sport and Recreation**  
(2-Year Format)
- › **SIS30321 Certificate III in Fitness**  
(2-Year Format)

### SHORT COURSES

#### 1 & 2-Term Options

- › **Introduction to Sport, Fitness and Recreation**  
(4-Unit Short Course | 2-Term Format)
- › **Introduction To Sport**  
(2-Unit Short Course | 1-Term Format)
- › **Introduction To Fitness**  
(2-Unit Short Course | 1-Term Format)

### FIRST AID & CPR

#### Flexible Delivery Options

- › **HLTAID011 Provide First Aid**
- › **HLTAID009 Provide cardiopulmonary resuscitation**

[VISIT PROGRAMS FOR SCHOOLS](#) 

The information contained in this 2024 Subject Selection Course Guide is accurate at the time of publishing.  
Visit the Binnacle Website for latest Binnacle Course Offerings.

# SIS20115 CERTIFICATE II IN SPORT AND RECREATION

Registered Training Organisation: Binnacle Training (RTO 31319)

## COURSE OVERVIEW & OUTLINE

Students participate in the delivery of a range of sport and recreation activities and programs within the school.

Graduates will be competent in a range of essential skills including; officiating games or competitions, coaching beginner participants to develop fundamental skills, effective communication skills, providing quality service to participants, and assisting with activity programs.

### This program also includes the following:

- › The nationally recognised First Aid competency - HLTAID011 Provide First Aid
- › Community Coaching - Essential Skills Course (non-accredited), issued by [Australian Sports Commission](#)
- › A range of career pathway options including club level official and/or coach, or pathway into SIS30115 Certificate III in Sport and Recreation (or SIS30321 Certificate III in Fitness)

A Language, Literacy and Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content and to identify support measures as required.

### Delivery Format:

1-Year Format

\*Packaged as a 4-Term Format however can be delivered over 2-Years

### Timetable Requirements:

1-Timetabled Line

### Units of Competency:

13 (8 Core Units, 5 Elective Units)

### Suitable Year Level(s):

Year 10 (or Year 11 or 12)

### Study Mode:

Combination of classroom and project-based learning, online learning (self-study) and practical work-related experience

### Cost (Fee-For-Service):

\$265.00 per person  
(+ \$55.00 First Aid)

### QCE Outcome:

Maximum 4 QCE Credits

## UNITS OF COMPETENCY

CODE	TITLE
HLTAID011	Provide First Aid
HLTWHS001	Participate in workplace health and safety
SISXEMR001	Respond to emergency situations
SISXIND001	Work effectively in sport, fitness and recreation environments
SISXCAI002	Assist with activity sessions
SISXIND002	Maintain sport, fitness and recreation industry knowledge
SISXCCS001	Provide quality service
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



## COURSE SCHEDULE

### SIS20115 CERTIFICATE II IN SPORT AND RECREATION

TERM 1	TOPICS
	<ul style="list-style-type: none"><li>› Binnacle Lounge Induction</li><li>› Introduction to Coaching Programs</li><li>› Introduction to the Sport, Fitness and Recreation (SFR) Industry</li></ul>
	PROGRAMS
	<ul style="list-style-type: none"><li>› Coaching Program (Student Delivery): Plan and Deliver Coaching Sessions</li><li>› SFR Coaching Program (Supervisor): Assist with Delivering Coaching Sessions</li></ul>
TERM 2	TOPICS
	<ul style="list-style-type: none"><li>› Perform Research and Create a Group Presentation</li><li>› Organise and Complete Work Tasks</li></ul>
	PROGRAMS
	<ul style="list-style-type: none"><li>› Group Nutrition Presentation: Create and Deliver a Presentation to your Peers</li><li>› Community SFR Program #1: Plan and Conduct Community SFR Sessions for Participants</li></ul>
TERM 3	TOPICS
	<ul style="list-style-type: none"><li>› Cardio and Conditioning Programs</li><li>› Anatomy and Physiology</li><li>› The SFR Industry</li></ul>
	PROGRAMS
	<ul style="list-style-type: none"><li>› One-on-One Cardio Program</li><li>› Group Conditioning Sessions for Adolescent Participants</li><li>› Respond to an Emergency Situation: Fire Evacuation Drill</li></ul>
TERM 4	TOPICS
	<ul style="list-style-type: none"><li>› Anatomy and Physiology</li><li>› First Aid Course: HLTAID011 Provide First Aid</li></ul>
	PROGRAMS
	<ul style="list-style-type: none"><li>› Coaching Program (Teacher Facilitated): Assist with Delivering Coaching Sessions</li><li>› Community SFR Program #2: Plan and Conduct Community SFR Sessions for Participants</li></ul>

Please note this 2024 Course Schedule is current at the time of publishing and should be used as a guide only. This document is to be read in conjunction with Binnacle Training's Program Disclosure Statement (PDS). The PDS sets out the services and training products Binnacle Training as RTO provides and those services carried out by the School as Third Party (i.e. the facilitation of training and assessment services). To access Binnacle's PDS, please visit: [binnacletraining.com.au/rto](https://binnacletraining.com.au/rto)

# SIS20321 CERTIFICATE II IN SPORT COACHING

Registered Training Organisation: Binnacle Training (RTO 31319)

## COURSE OVERVIEW & OUTLINE

This qualification provides a pathway to work in assistant coaching roles working or volunteering at community-based sports clubs and organisations in the Australian sport industry.

Individuals with this qualification use a range of basic coaching skills to engage participants in a specific sport. They work under the supervision of a coach.

### This program also includes the following:

- › The nationally recognised First Aid competency - HLTAID011 Provide First Aid
- › Community Coaching - Essential Skills Course (non-accredited), issued by [Australian Sports Commission](#)
- › A range of career pathway options including club level official and/or club assistant coach, or pathway into SIS30115 Certificate III in Sport and Recreation or SIS30321 Certificate III in Fitness

A Language, Literacy and Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content and to identify support measures as required.

### Delivery Format:

1-Year Format  
(Packaged as 3-Terms)

### Timetable Requirements:

1-Timetabled Line

### Units of Competency:

7 (3 Core Units, 4 Elective Units)

### Suitable Year Level(s):

Year 10 (or Year 11 or 12)

### Study Mode:

Combination of classroom and project-based learning, online learning (self-study) and practical work-related experience

### Cost (Fee-For-Service):

**\$265.00** per person  
(+ \$55.00 First Aid)

### QCE Outcome:

Maximum 4 QCE Credits

## UNITS OF COMPETENCY

CODE	TITLE
HLTAID011	Provide First Aid
SIRXWHS001	Work safely
SISSSCO002	Work in a community coaching role
SISSSCO001	Conduct sport coaching sessions with foundation level participants
BSBPEF302	Develop self-awareness
BSBTWK201	Work effectively with others
SISXEMR001	Respond to emergency situations

## COURSE SCHEDULE

### SIS20321 CERTIFICATE II IN SPORT COACHING

TERM 1	TOPICS
	<ul style="list-style-type: none"><li>› Sport Specific Coaching Program</li><li>› Self-awareness</li></ul>
	PROGRAMS
	<ul style="list-style-type: none"><li>› Coaching Program: Development Program</li></ul>
TERM 2	TOPICS
	<ul style="list-style-type: none"><li>› Community Coaching Programs</li><li>› Working Effectively with Others</li><li>› Work in a Community Coaching Role</li></ul>
	PROGRAMS
	<ul style="list-style-type: none"><li>› Community Coaching Program #1</li><li>› AIS Community Coaching Essential Skills (Online Course)</li></ul>
TERM 3	TOPICS
	<ul style="list-style-type: none"><li>› Respond to Emergencies</li><li>› Work Safely</li><li>› Provide First Aid</li></ul>
	PROGRAMS
	<ul style="list-style-type: none"><li>› Community Coaching Program #2</li><li>› First Aid Course: HLTAID011 Provide First Aid</li></ul>

Please note this 2024 Course Schedule is current at the time of publishing and should be used as a guide only. This document is to be read in conjunction with Binnacle Training's Program Disclosure Statement (PDS). The PDS sets out the services and training products Binnacle Training as RTO provides and those services carried out by the School as Third Party (i.e. the facilitation of training and assessment services). To access Binnacle's PDS, please visit: [binnacletraining.com.au/rto](http://binnacletraining.com.au/rto)

# DUAL QUALIFICATION: SIS30321 CERTIFICATE III IN FITNESS + SIS20115 CERTIFICATE II IN SPORT AND RECREATION (OR AS STANDALONE QUALIFICATION: SIS30321 CERTIFICATE III IN FITNESS)

Registered Training Organisation: Binnacle Training (RTO 31319)

## COURSE OVERVIEW & OUTLINE

This qualification provides a pathway to work as a Fitness Instructor in settings such as fitness facilities, gyms, and leisure and community centres. Students gain the entry-level skills required of a Fitness Professional (Group Exercise Instructor or Gym Fitness Instructor).

Students deliver programs within their school community including:

- Community fitness programs
- Strength and conditioning for athletes and teams
- 1-on-1 and group fitness sessions with male adults, female adults and older adult clients

This program also includes the following:

- The nationally recognised First Aid competency - HLTAID011 Provide First Aid
- Community Coaching - Essential Skills Course (non-accredited), issued by [Australian Sports Commission](#)
- A range of career pathway options including pathway into SIS40221 Certificate IV in Fitness at another provider

A Language, Literacy and Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content and to identify support measures as required.

**Delivery Format:**  
2-Year Format

**Timetable Requirements:**  
1-Timetabled Line

**Units of Competency:**  
Standalone Qualification -15 Units  
Dual Qualification - Additional 8 Units

**Suitable Year Level(s):**  
Year 11 and 12

**Study Mode:**  
Combination of classroom and project-based learning, online learning (self-study) and practical work-related experience

**Cost (Fee-For-Service):**  
\$365.00 per person  
(Cert II entry qualification  
= \$265.00 + Cert III Gap Fee = \$100.00)  
(+ \$55.00 First Aid)

**QCE Outcome:**  
Maximum 8 QCE Credits

## UNITS OF COMPETENCY

UNITS OF COMPETENCY <i>Certificate III in Fitness</i>	
HLTAID011	Provide First Aid
HLTWHS001	Participate in workplace health and safety
SISXEMR001	Respond to emergency situations
SISXIND001	Work effectively in sport, fitness and recreation environments
SISXIND002	Maintain sport, fitness and recreation industry knowledge
BSBSUS211	Participate in sustainable work practices
SISFFIT047	Use anatomy and physiology knowledge to support safe and effective exercise
BSBOPS304	Deliver and monitor a service to customers
BSBPEF301	Organise personal work priorities
SISFFIT035	Plan group exercise sessions
SISFFIT036	Instruct group exercise sessions
SISFFIT032	Complete pre-exercise screening and service orientation
SISFFIT033	Complete client fitness assessments
SISFFIT052	Provide healthy eating information
SISFFIT040	Develop and instruct gym-based exercise programs for individual clients

ADDITIONAL 8 UNITS OF COMPETENCY (OPTIONAL) <i>Part of the optional Certificate II in Sport and Recreation</i>	
SISXCAI002	Assist with activity sessions
SISXCCS001	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



## COURSE SCHEDULE

**DUAL QUALIFICATION: SIS30321 CERTIFICATE III IN FITNESS + SIS20115 CERTIFICATE II IN SPORT AND RECREATION**  
(OR AS STANDALONE QUALIFICATION: SIS30321 CERTIFICATE III IN FITNESS)

TERM 1	<b>TOPICS</b>
	<ul style="list-style-type: none"><li>› The Sport, Fitness &amp; Recreation (SFR) Industry</li><li>› Apply Knowledge of Coaching Practices</li></ul>
	<b>PROGRAMS</b>
TERM 2	<b>TOPICS</b>
	<ul style="list-style-type: none"><li>› Perform Research and Create a Group Presentation</li><li>› Organise and Complete Work Tasks</li></ul>
	<b>PROGRAMS</b>
TERM 3	<b>TOPICS</b>
	<ul style="list-style-type: none"><li>› Cardio and Conditioning Programs</li><li>› Anatomy and Physiology</li><li>› The SFR Industry</li></ul>
	<b>PROGRAMS</b>
TERM 4	<b>TOPICS</b>
	<ul style="list-style-type: none"><li>› Anatomy and Physiology</li><li>› First Aid Course: HLTAID011 Provide First Aid</li></ul>
	<b>PROGRAMS</b>
<b>QUALIFICATION SCHEDULED FOR FINALISATION</b>	
<b>SIS20115 CERTIFICATE II IN SPORT AND RECREATION</b>	
TERM 5	<b>TOPICS</b>
	<ul style="list-style-type: none"><li>› Anatomy and Physiology</li><li>› Health and Nutrition Consultations</li></ul>
	<b>PROGRAMS</b>
TERM 6	<b>TOPICS</b>
	<ul style="list-style-type: none"><li>› Screening and Health Assessments</li><li>› Specific Population Clients</li><li>› Older Clients</li></ul>
	<b>PROGRAMS</b>
TERM 7	<b>TOPICS</b>
	<ul style="list-style-type: none"><li>› Older Clients</li><li>› Specific Populations</li></ul>
	<b>PROGRAMS</b>

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# DUAL QUALIFICATION: SIS30115 CERTIFICATE III IN SPORT AND RECREATION + SIS20115 CERTIFICATE II IN SPORT AND RECREATION (OR AS STANDALONE QUALIFICATION: SIS30115 CERTIFICATE III IN SPORT AND RECREATION)

Registered Training Organisation: Binnacle Training (RTO 31319)

## COURSE OVERVIEW & OUTLINE

This qualification reflects the multi-skilled role of individuals in operational and customer support positions in the sport or community recreation industry. Students assist with facilitation of sport and recreation programs within their school community including:

- › Officiating games
- › Conducting coaching sessions
- › Community sport, fitness and recreation programs
- › Using digital technologies in sports environments

Available with a 'General' or 'Sport Specialty' Coaching and Officiating outcome - AFL, NRL, Netball, Rugby Union or Choose Your Own Sport!

### This program also includes the following:

- › The nationally recognised First Aid competency - HLTAID011 Provide First Aid
- › Community Coaching - Essential Skills Course (non-accredited) and Community Officiating General Principles Course (non-accredited), issued by [Australian Sports Commission](#)
- › A range of career pathway options including Club Level Official and/or Coach

A Language, Literacy and Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content and to identify support measures as required.

### Delivery Format:

2-Year Format

### Timetable Requirements:

1-Timetabled Line

### Units of Competency:

Standalone Qualification -15 Units  
(Plus Term 7 Add-On: 4 Units)  
Dual Qualification - Additional 6 Units

### Suitable Year Level(s):

Year 11 and 12

### Study Mode:

Combination of classroom and project-based learning, online learning (self-study) and practical work-related experience

### Cost (Fee-For-Service):

**\$335.00** per person  
(Cert II entry qualification  
= \$265.00 + Cert III Gap Fee = \$70.00)  
**(+ \$55.00 First Aid)**

### QCE Outcome:

Maximum 7 QCE Credits  
Completion of the Term 7 Add-on as well can result  
in a maximum 8 QCE Credits

## UNITS OF COMPETENCY

UNITS OF COMPETENCY <i>Certificate III in Sport and Recreation</i>	
HLTAID011	Provide First Aid
HLTWHS001	Participate in workplace health and safety
SISXEMR001	Respond to emergency situations
SISXIND001	Work effectively in sport, fitness and recreation environments
SISXCAI002	Assist with activity sessions
SISXIND002	Maintain sport, fitness and recreation industry knowledge
SISXCCS001	Provide quality service
BSBWOR204	Use business technology
BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control
SISXCAI003	Conduct non-instructional sport, fitness or 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
TERM 7 ADD-ON: UNITS OF COMPETENCY	
SISSSCO001	Conduct sport coaching sessions with foundation level participants
BSBPEF302	Develop self-awareness
BSBTWK201	Work effectively with others
HLTAID009	Provide cardiopulmonary resuscitation (Completed as part of Provide First Aid - HLTAID011 Certificate)

ADDITIONAL 6 UNITS OF COMPETENCY (OPTIONAL) <i>Part of the optional Certificate II in Sport and Recreation</i>	
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

## COURSE SCHEDULE

### DUAL QUALIFICATION: SIS30115 CERTIFICATE III IN SPORT AND RECREATION +

### SIS20115 CERTIFICATE II IN SPORT AND RECREATION

(OR AS STANDALONE QUALIFICATION: SIS30115 CERTIFICATE III IN SPORT AND RECREATION)

TERM 1	TOPICS
	<ul style="list-style-type: none"> <li>› Introduction to Training Programs</li> <li>› Introduction to the Sport, Fitness and Recreation (SFR) Industry</li> </ul>
	PROGRAMS
	<ul style="list-style-type: none"> <li>› Coaching Program (Student Delivery): Plan and Deliver Coaching Sessions</li> <li>› SFR Coaching Program (Supervisor): Assist with Delivering Coaching Sessions</li> </ul>
TERM 2	TOPICS
	<ul style="list-style-type: none"> <li>› Perform Research and Create a Group Presentation</li> <li>› Organise and Complete Work Tasks</li> </ul>
	PROGRAMS
	<ul style="list-style-type: none"> <li>› Group Nutrition Presentation: Create and Deliver a Presentation to your Peers</li> <li>› Community SFR Program #1: Plan and Conduct Community SFR Sessions for Participants</li> </ul>
TERM 3	TOPICS
	<ul style="list-style-type: none"> <li>› Cardio and Conditioning Programs</li> <li>› Anatomy and Physiology</li> <li>› The SFR Industry</li> </ul>
	PROGRAMS
	<ul style="list-style-type: none"> <li>› One-on-One Cardio Program</li> <li>› Group Conditioning Sessions for Adolescent Participants</li> <li>› Respond to an Emergency Situation: Fire Evacuation Drill</li> </ul>
TERM 4	TOPICS
	<ul style="list-style-type: none"> <li>› Anatomy and Physiology</li> <li>› Provide First Aid</li> </ul>
	PROGRAMS
	<ul style="list-style-type: none"> <li>› Coaching Program (Teacher Facilitated): Assist with Delivering Coaching Sessions</li> <li>› Sports Program: Plan and Conduct Sport Sessions for Participants</li> </ul>
QUALIFICATION SCHEDULED FOR FINALISATION	
SIS20115 CERTIFICATE II IN SPORT AND RECREATION	
TERM 5	TOPICS
	<ul style="list-style-type: none"> <li>› Plan and Conduct Sports Programs</li> <li>› Apply Knowledge of Officiating Practices</li> </ul>
	PROGRAMS
	<ul style="list-style-type: none"> <li>› Group Sports Program (Teacher Facilitated)</li> <li>› Use and Maintain Business Technology (Additional Project)</li> <li>› Community Officiating General Principles (Online Course)</li> </ul>
TERM 6	TOPICS
	<ul style="list-style-type: none"> <li>› Plan and Deliver a Sports Competition</li> <li>› Community SFR Program</li> </ul>
	PROGRAMS
	<ul style="list-style-type: none"> <li>› Community SFR Program #2: Plan and Conduct Community SFR Sessions for Participants</li> <li>› Round Robin Tournament</li> <li>› Online Course/ Online Learning (Online Courses)</li> </ul>
TERM 7 ADD ON (OPTIONAL)	TOPICS
	<ul style="list-style-type: none"> <li>› Sport-Specific Coaching Sessions</li> <li>› Personal Development</li> <li>› Workplace Performance</li> </ul>
	PROGRAMS
	<ul style="list-style-type: none"> <li>› Sport-Specific Coaching Program</li> </ul>

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# INTRODUCTION TO SPORT, FITNESS & RECREATION (4-UNIT SHORT COURSE)

Registered Training Organisation: Binnacle Training (RTO 31319)

## COURSE OVERVIEW & OUTLINE

This 4-Unit Short Course is a great Year 10 option for HPE or Sports Academy Programs prior to commencing Certificate III course.

Topics of study include sport coaching, personal development, self-awareness, healthy eating and fitness programs.

A Language, Literacy and Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content and to identify support measures as required.

**Delivery Format:**

2-Term Format

**Timetable Requirements:**

1-Timetabled Line

**Units of Competency:**

4 Units

**Suitable Year Level(s):**

Year 10 (or Year 11 or 12)

**Study Mode:**

Combination of classroom and project-based learning, online learning (self-study) and practical work-related experience

**Cost (Fee-For-Service):**

\$80.00 per person

**QCE Outcome:**

Maximum 2 QCE Credits

**Important Note:** 4-Units of Competency towards SIS30321 Certificate III in Fitness

## COURSE SCHEDULE

TERM 1	TOPICS
	<ul style="list-style-type: none"> <li>› Introduction to Sport and Recreation</li> <li>› Conducting Sport Coaching Sessions</li> <li>› Personal Development and Self-Awareness</li> </ul>
	PROGRAMS
	<ul style="list-style-type: none"> <li>› Plan and Deliver Sport-Specific Sessions</li> <li>› Create a Self-Awareness Action Plan</li> </ul>
UNITS OF COMPETENCY	
SISSSCO001	Conduct sport coaching sessions with foundation level participants
BSBPEF302	Develop self-awareness

TERM 2	TOPICS
	<ul style="list-style-type: none"> <li>› Introduction to Fitness</li> <li>› Nutrition and Energy Systems</li> <li>› Anatomy</li> <li>› Fitness Programs</li> </ul>
	PROGRAMS
	<ul style="list-style-type: none"> <li>› Community Fitness Program – Plan and Instruct Sessions for Peers</li> <li>› Create a Workplace Wellbeing Action Plan</li> </ul>
UNITS OF COMPETENCY	
BSBTWK201	Work effectively with others
BSBPEF201	Support personal wellbeing in the workplace

# INTRODUCTION TO SPORT (2-UNIT SHORT COURSE) OR INTRODUCTION TO FITNESS (2-UNIT SHORT COURSE)

Registered Training Organisation: Binnacle Training (RTO 31319)

## COURSE OVERVIEW & OUTLINE

These 1-Term Short Courses are the perfect fit for schools which are looking for a 1-Term option in their Year 10 HPE or Sports Academy Programs.

Introduction to Sport and Recreation (2-Unit Short Course) topics include:

- › Sport Coaching and Self-Awareness.

Introduction to Fitness (2-Unit Short Course) topics include:

- › Fitness Programs and Body Systems.

**Delivery Format:**

1-Term Format

**Timetable Requirements:**

1-Timetabled Line

**Units of Competency:**

2 Units

**Suitable Year Level(s):**

Year 10 (or Year 11 or 12)

**Study Mode:**

Combination of classroom and project-based learning, online learning (self-study) and practical work-related experience

**Cost (Fee-For-Service):**

\$55.00 per person

**QCE Outcome:**

0 QCE Credits

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# FIRST AID & CPR COURSES

**Registered Training Organisation:**  
**Binnacle Training (RTO 31319)**

Students learn to confidently manage emergency situations and provide first aid care to a casualty.

Qualifications offered by Binnacle Training that require HLTAID011 Provide First Aid:

- › SIS20115 Certificate II in Sport and Recreation
- › SIS30115 Certificate III in Sport and Recreation
- › SIS20321 Certificate II in Sport Coaching
- › SIS30321 Certificate III in Fitness

First Aid and CPR may also be delivered as a standalone short course - a Nationally recognised Statement of Attainment will be awarded.

Participants are required to undertake practical training and assessment at floor level which includes demonstrating CPR on a manikin for at least two minutes.

Participants must attend 100% of this first aid training and will also require suitable language, literacy and numeracy skills to complete the course.



## HLTAID011 PROVIDE FIRST AID

### Delivery Format:

Flexible Delivery Options

### Timetable Requirements:

- › School Term Delivery:  
12 x 70 min lessons
- › Two-Day Delivery:  
10 hours (2 x 5-hour days)
- › One-Day Delivery (Practical Only):  
The practical may be completed in approximately 5 hours

*IMPORTANT: All knowledge assessments must be completed by participants prior to this one-day delivery.*

### Suitable Year Level(s):

Year 10 (or Year 11 or 12)

### Study Mode:

Online and Practical Performance

### Cost (Fee-For-Service):

\$55.00 per person

### QCE Outcome:

0 QCE Credits

### UNITS OF COMPETENCY

HLTAID011	Provide First Aid
HLTAID010	Provide basic emergency life support
HLTAID009	Provide cardiopulmonary resuscitation

## HLTAID009 PROVIDE CARDIOPULMONARY RESUSCITATION

### Delivery Format:

Flexible Delivery Options

### Timetable Requirements:

- › School Term Delivery:  
5 x 70 min lessons
- › One-Day Delivery:  
Approximately 5 hours
- › Half-Day Delivery (Practical Only):  
The practical may be completed in approximately 3 hours

*IMPORTANT: All knowledge assessments must be completed by participants prior to this half-day delivery.*

### Suitable Year Level(s):

Year 10 (or Year 11 or 12)

### Study Mode:

Online and Practical Performance

### Cost (Fee-For-Service):

\$40.00 per person

### QCE Outcome:

0 QCE Credits

### UNITS OF COMPETENCY

HLTAID009	Provide cardiopulmonary resuscitation
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COURSE OVERVIEW

# BUSINESS & TOURISM PROGRAMS

1, 2 AND 3-YEAR PATHWAYS  
(YEAR 10, 11 AND 12)



**Binnacle**  
Training  
RTO CODE 31319

# BINNACLE PROGRAMS FOR SCHOOLS

## BUSINESS & TOURISM PROGRAMS

### BUSINESS

#### Standalone Qualifications

- › **BSB20120 Certificate II in Workplace Skills**  
(1-Year Format)
- › **BSB30120 Certificate III in Business**  
(2-Year Format)

### TOURISM

#### Standalone and Dual Qualifications

- › **SIT20122 Certificate II in Tourism**  
(1-Year Format)
- › **BSB30120 Certificate III in Business + SIT20122 Certificate II in Tourism**  
(2-Year Format)

### SHORT COURSES

#### 1-Term Options

- › **Inclusivity and Communication in the Workplace**  
(3-Unit Short Course | 1-Term Format)
- › **Technology in the Workplace**  
(2-Unit Short Course | 1-Term Format)
- › **FNSFLT311 Develop and Apply Knowledge of Personal Finances**  
(1-Term Format)

[VISIT PROGRAMS FOR SCHOOLS](#) 

The information contained in this 2024 Subject Selection Course Guide is accurate at the time of publishing. Visit the Binnacle Website for latest Binnacle Course Offerings.



# BSB20120 CERTIFICATE II IN WORKPLACE SKILLS

Registered Training Organisation: Binnacle Training (RTO 31319)

## COURSE OVERVIEW & OUTLINE

Students participate in the delivery of a range of project based activities and programs within their school community.

Graduates will be competent in a range of essential business skills including; self awareness/personal effectiveness, effective communication techniques, critical thinking and problem solving, time management, team work, workplace health and safety and participating in sustainable work practices.

### This program also includes:

- › A range of career pathway options including pathway into BSB30120 Certificate III in Business

A Language, Literacy and Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content and to identify support measures as required.

### Delivery Format:

1-Year Format

\*Packaged as a 4-Term Format however can be delivered over 2-Years

### Timetable Requirements:

1-Timetabled Line

### Units of Competency:

10 (5 Core units, 5 Elective units)

### Suitable Year Level(s):

Year 10 (or Year 11 or 12)

### Study Mode:

Combination of classroom and project-based learning, online learning (self-study) and practical work-related experience

### Cost (Fee-For-Service):

\$225.00 per person

### QCE Outcome:

Maximum 4 QCE Credits

## UNITS OF COMPETENCY

CODE	TITLE
BSBCMM211	Apply communication skills
BSBOPS201	Work effectively in business environments
BSBPEF202	Plan and apply time management
BSBSUS211	Participate in sustainable work practices
BSBWHS211	Contribute to health and safety of self and others
BSBPEF302	Develop self-awareness
BSBCRT201	Develop and apply thinking and problem solving skills
BSBTEC201	Use business software applications
BSBTEC202	Use digital technologies to communicate in a work environment
BSBTWK201	Work effectively with others



## COURSE SCHEDULE

### BSB20120 CERTIFICATE II IN WORKPLACE SKILLS

TERM 1	TOPICS
	<ul style="list-style-type: none"><li>› Introduction to the Business Services Industry</li><li>› Time Management</li><li>› Self-Awareness</li></ul>
	PROJECTS
	<ul style="list-style-type: none"><li>› Personal Effectiveness</li></ul>
TERM 2	TOPICS
	<ul style="list-style-type: none"><li>› Workplace Health and Safety</li><li>› Sustainable Work Practices</li><li>› Communication Skills</li></ul>
	PROJECTS
	<ul style="list-style-type: none"><li>› Operate Safely in the Work Environment (Incident Role Play)</li><li>› WHS Audit of the Go! Travel Office Space</li><li>› Communication in the Workplace</li></ul>
TERM 3	TOPICS
	<ul style="list-style-type: none"><li>› Software Applications</li><li>› Using Digital Technologies</li><li>› Working Effectively with Others</li></ul>
	PROJECTS
	<ul style="list-style-type: none"><li>› Travel Package Presentation</li><li>› Creating a Positive Work Environment - Travel Expert Team Games</li></ul>
TERM 4	TOPICS
	<ul style="list-style-type: none"><li>› Critical Thinking and Problem Solving</li></ul>
	PROJECTS
	<ul style="list-style-type: none"><li>› Problem Solving at Go! Travel</li></ul>

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# SIT20122 CERTIFICATE II IN TOURISM

Registered Training Organisation: Binnacle Training (RTO 31319)

## COURSE OVERVIEW & OUTLINE

Students participate in the delivery of a range of projects and activities within their school community.

Graduates will be competent in a range of essential Tourism and Business skills including; sourcing and presenting information, effective communication techniques, social and cultural sensitivity, digital technologies and software applications, working with others in business environments, workplace health and safety and participating in sustainable work practices.

**This program also includes the following:**

- A range of career pathway options including pathway into BSB30120 Certificate III in Business
- Participation in a Tourism-related Industry Discovery

A Language, Literacy and Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content and to identify support measures as required.

### Delivery Format:

1-Year Format  
(Packaged as 3-Terms)

### Timetable Requirements:

1-Timetabled Line

### Units of Competency:

11 (5 Core Units, 6 Elective Units)

### Suitable Year Level(s):

Year 10 (or Year 11 or 12)

### Study Mode:

Combination of classroom and project-based learning, online learning (self-study) and practical work-related experience

### Cost (Fee-For-Service):

\$225.00 per person

### QCE Outcome:

Maximum 4 QCE Credits

## UNITS OF COMPETENCY

CODE	TITLE
SITTIND003	Source and use information on the tourism and travel industry
SITXCOM006	Source and present information
CUA EVP211	Assist with the staging of public activities or events
BSBTEC201	Use business software applications
BSBTEC203	Research using the internet
SITXWHS005	Participate in safe work practices
SITXCOM008	Provide a briefing or scripted commentary
SITXCOM007	Show social and cultural sensitivity
SITXCCS009	Provide customer information and assistance
SITXCCS010	Provide visitor information
SITXCCS011	Interact with customers

## COURSE SCHEDULE

### SIT20122 CERTIFICATE II IN TOURISM

TERM 1	<b>TOPICS</b> <ul style="list-style-type: none"> <li>› Source, Use and Present Information</li> <li>› Research Using the Internet</li> <li>› Public Activities and Events</li> <li>› Business Software Applications</li> </ul>
	<b>PROJECTS</b> <ul style="list-style-type: none"> <li>› Ecotourism and the 'Invest in our Planet' Event</li> <li>› Tourism Business Industry Discovery</li> <li>› Travel Package Presentation</li> </ul>
TERM 2	<b>TOPICS</b> <ul style="list-style-type: none"> <li>› Safe Work Practices at the Go! Travel Office</li> <li>› Deliver a Safety Briefing</li> <li>› Social and Cultural Sensitivity</li> </ul>
	<b>PROJECTS</b> <ul style="list-style-type: none"> <li>› Participate in Safe Work Practices at Go! Travel</li> <li>› Deliver a Safety Briefing to Go! Travel Exhibitors</li> <li>› Show Social and Cultural Sensitivity in the Tourism Industry</li> </ul>
TERM 3	<b>TOPICS</b> <ul style="list-style-type: none"> <li>› Provide Information to Visitors and Customers</li> <li>› Interacting with Customers</li> </ul>
	<b>PROJECTS</b> <ul style="list-style-type: none"> <li>› Go! Travel 'VIP' Information Evening</li> <li>› Interact with Customers at the Go! Travel Agency</li> </ul>

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# DUAL QUALIFICATION: BSB30120 CERTIFICATE III IN BUSINESS + SIT20122 CERTIFICATE II IN TOURISM

Registered Training Organisation: Binnacle Training (RTO 31319)

## COURSE OVERVIEW & OUTLINE

The program will be delivered through class-based tasks as well as both simulated and real business environments at the school - involving the delivery of a range of projects and services within the school community.

Graduates will be competent in a range of essential business skills including; customer service, personal and team effectiveness, critical thinking, business technology and documents, sourcing and presenting information, workplace health and safety, social and cultural sensitivity and participating in sustainable work practices.

**This program also includes the following:**

- Student opportunities to design for a new product or service as part of our (non-accredited) Entrepreneurship Project - Binnacle Boss
- Participation in a Tourism-related Industry Discovery

A Language, Literacy and Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content and to identify support measures as required.

**Delivery Format:**  
2-Year Format

**Timetable Requirements:**  
1-Timetable Line

**Units of Competency:**  
Dual Qualification - 22 Units

**Suitable Year Level(s):**  
Year 11 and 12

**Study Mode:**  
Combination of classroom and project-based learning, online learning (self-study) and practical work-related experience

**Cost (Fee-For-Service):**  
**\$265.00** per person (Cert II entry qualification = \$225.00 + Cert III Gap Fee = \$40.00)

**QCE Outcome:**  
Maximum 10 QCE Credits

## UNITS OF COMPETENCY

CODE	TITLE	CODE	TITLE
SITTIND003	Source and use information on the tourism and travel industry	BSBPEF301	Organise personal work priorities
CUA EVP211	Assist with the staging of public activities or events	BSBPEF201	Support personal wellbeing in the workplace
SITXCOM006	Source and present information	BSBWHS311	Assist with maintaining workplace safety
BSBTEC201	Use business software applications	BSBSUS211	Participate in sustainable work practices
BSBTEC203	Research using the internet	BSBTWK301	Use inclusive work practices
SITXCCS009	Provide customer information and assistance	BSBXCM301	Engage in workplace communication
SITXWHS005	Participate in safe work practices	BSBXTW301	Work in a team
SITXCOM007	Show social and cultural sensitivity	BSBCRT311	Apply critical thinking skills in a team environment
SITXCCS011	Interact with customers	BSBTEC301	Design and produce business documents
SITXCCS010	Provide visitor information	BSBWRT311	Write simple documents
SITXCOM008	Provide a briefing or scripted commentary	BSBOPS304	Deliver and monitor a service to customers



## COURSE SCHEDULE

### BSB30120 CERTIFICATE III IN BUSINESS + SIT20122 CERTIFICATE II IN TOURISM

TERM 1	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Introduction to the Business Services / Tourism and Travel Industries</li> <li>› Personal Wellbeing in the Workplace</li> <li>› Organise Personal Work Priorities</li> </ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Wellbeing in the Workplace</li> </ul>
TERM 2	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Source, Use and Present Information</li> <li>› Research Using the Internet</li> <li>› Public Activities and Events</li> <li>› Business Software Applications</li> </ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Ecotourism in Australia</li> <li>› Tourism Industry Discovery</li> </ul>
TERM 3	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Workplace Health and Safety</li> <li>› Sustainable Work Practices</li> </ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Participate in Safe Work Practices at Go! Travel</li> <li>› WHS Processes at the 'Go! Regional' Travel Expo</li> </ul>
TERM 4	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Providing Information to Visitors and Customers</li> <li>› Interacting with Customers</li> <li>› Social and Cultural Sensitivity</li> </ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Go! Travel 'VIP' Information Evening</li> <li>› Interact with Customers at the Go! Travel Agency</li> <li>› Show Social and Cultural Sensitivity in the Tourism Industry</li> </ul>
<b>QUALIFICATION SCHEDULED FOR FINALISATION</b>	
<b>SIT20122 CERTIFICATE II IN TOURISM</b>	
TERM 5	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Inclusive Work Practices</li> <li>› Workplace Communication</li> <li>› Working in a Team</li> <li>› Critical Thinking Skills</li> </ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Inclusivity and Communication in the Workplace (Go! Travel Expo)</li> <li>› Critical Thinking at Go! Travel</li> </ul>
TERM 6	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Business Documents</li> </ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Binnacle Boss (Part 1) – Business Proposal</li> </ul>
TERM 7	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Deliver a Service</li> </ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Binnacle Boss (Part 2) - Market Day</li> </ul>

Please note this 2024 Course Schedule is current at the time of publishing and should be used as a guide only. This document is to be read in conjunction with Binnacle Training's Program Disclosure Statement (PDS). The PDS sets out the services and training products Binnacle Training as RTO provides and those services carried out by the School as Third Party (i.e. the facilitation of training and assessment services). To access Binnacle's PDS, please visit: [binnacletraining.com.au/rto](http://binnacletraining.com.au/rto)

# BSB30120 CERTIFICATE III IN BUSINESS

Registered Training Organisation: Binnacle Training (RTO 31319)

## COURSE OVERVIEW & OUTLINE

The program will be delivered through class-based tasks as well as both simulated and real business environments at the school - involving the delivery of a range of projects and services within the school community.

Graduates will be competent in a range of essential business skills including; personal management and effective communication techniques, customer service, leadership and innovation, critical thinking, business technology and documents, financial literacy, workplace health and safety, inclusive work practices and participating in sustainable work practices.

**This program also includes the following:**

- › Student opportunities to design for a new product or service as part of our (non-accredited) Entrepreneurship Project - Binnacle Boss

A Language, Literacy and Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content and to identify support measures as required.

**Delivery Format:**  
2-Year Format

**Timetable Requirements:**  
1-Timetable Line

*\*Please consult Binnacle Training to discuss Fast-Track options.*

**Units of Competency:**  
13 (6 Core Units, 7 Elective Units)

**Suitable Year Level(s):**  
Year 11 and 12

**Study Mode:**  
Combination of classroom and project-based learning, online learning (self-study) and practical work-related experience

**Cost (Fee-For-Service):**  
**\$265.00** per person  
Plus additional charge at the school's discretion: \$20 Binnacle Boss Project Start-Up Capital

**QCE Outcome:**  
Maximum 8 QCE Credits

## UNITS OF COMPETENCY

CODE	TITLE
BSBPEF201	Support personal wellbeing in the workplace
BSBPEF301	Organise personal work priorities
FNSFLT311	Develop and apply knowledge of personal finances
BSBWHS311	Assist with maintaining workplace safety
BSBSUS211	Participate in sustainable work practices
BSBXCM301	Engage in workplace communication
BSBTWK301	Use inclusive work practices
BSBXTW301	Work in a team
BSBCRT311	Apply critical thinking skills in a team environment
BSBTEC301	Design and produce business documents
BSBWRT311	Write simple documents
BSBTEC303	Create electronic presentations
BSBOPS304	Deliver and monitor a service to customers

**COURSE SCHEDULE**  
BSB30120 CERTIFICATE III IN BUSINESS

TERM 1	TOPICS
	<ul style="list-style-type: none"> <li>› Introduction to the Business Services Industry</li> <li>› Personal Wellbeing in the Workplace</li> <li>› Organise Personal Work Priorities</li> </ul>
	PROJECTS
	<ul style="list-style-type: none"> <li>› Wellbeing in the Workplace</li> </ul>
TERM 2	TOPICS
	<ul style="list-style-type: none"> <li>› Develop and Apply Knowledge of Personal Finances</li> </ul>
	PROJECTS
	<ul style="list-style-type: none"> <li>› Knowledge of Personal Finances</li> </ul>
TERM 3	TOPICS
	<ul style="list-style-type: none"> <li>› Workplace Health and Safety</li> <li>› Sustainable Work Practices</li> </ul>
	PROJECTS
	<ul style="list-style-type: none"> <li>› WHS Processes at the 'Go! Regional' Travel Expo</li> </ul>
TERM 4	TOPICS
	<ul style="list-style-type: none"> <li>› Inclusive Work Practices</li> <li>› Engage in Workplace Communication</li> </ul>
	PROJECTS
	<ul style="list-style-type: none"> <li>› Inclusivity and Communication in the Workplace</li> </ul>
TERM 5	TOPICS
	<ul style="list-style-type: none"> <li>› Work in a Team</li> <li>› Critical Thinking Skills</li> </ul>
	PROJECTS
	<ul style="list-style-type: none"> <li>› Critical Thinking at Go! Travel</li> </ul>
TERM 6	TOPICS
	<ul style="list-style-type: none"> <li>› Create Electronic Presentations</li> <li>› Creating Presentations Using PowerPoint</li> <li>› Write Simple Documents</li> </ul>
	PROJECTS
	<ul style="list-style-type: none"> <li>› Binnacle Boss (Part 1) – Business Proposal</li> </ul>
TERM 7	TOPICS
	<ul style="list-style-type: none"> <li>› Critical Thinking and Problem Solving</li> </ul>
	PROJECTS
	<ul style="list-style-type: none"> <li>› Binnacle Boss (Part 2) - Market Day / Entrepreneurship Expo</li> </ul>

Please note this 2024 Course Schedule is current at the time of publishing and should be used as a guide only. This document is to be read in conjunction with Binnacle Training's Program Disclosure Statement (PDS). The PDS sets out the services and training products Binnacle Training as RTO provides and those services carried out by the School as Third Party (i.e. the facilitation of training and assessment services). To access Binnacle's PDS, please visit: [binnacletraining.com.au/rto](http://binnacletraining.com.au/rto)

# INCLUSIVITY AND COMMUNICATION IN THE WORKPLACE (3-UNIT SHORT COURSE)

Registered Training Organisation: Binnacle Training (RTO 31319)

## COURSE OVERVIEW & OUTLINE

This 3-Unit Short Course provides students with an opportunity to participate in two practical projects where they will develop skills in communication and social and cultural awareness.

This is a wonderful course for preparing senior students for customer service related employment.

*\*These units of competency form part of Binnacle Training's Dual Qualification: BSB30120 Certificate III in Business + SIT20122 Certificate II in Tourism.*

A Language, Literacy and Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content and to identify support measures as required.

### Delivery Format:

1-Term Format

### Timetable Requirements:

1-Timetabled Line

### Units of Competency:

3 Units

### Suitable Year Level(s):

Year 10 (or Year 11 or 12)

### Study Mode:

Combination of classroom and self directed online learning

### Cost (Fee-For-Service):

\$70.00 per person

### QCE Outcome:

Maximum 1 QCE Credit

**Important Note:** 3-Units of Competency towards SIT20122 Certificate II in Tourism

## COURSE SCHEDULE

TERM 1	TOPICS
	<ul style="list-style-type: none"> <li>› Plan and Participate in Workplace Communication</li> <li>› Work Effectively with Individual Differences</li> <li>› Assess Use of Inclusive Practices</li> <li>› Communicate with Customers and Colleagues from Diverse Backgrounds</li> <li>› Address Cross-Cultural Misunderstandings</li> </ul>
	PROJECTS
	<ul style="list-style-type: none"> <li>› Inclusivity and Communication in the Workplace</li> <li>› 'Go! Regional' Travel Expo Display – Plan, Deliver and Review</li> <li>› Show Social and Cultural Sensitivity in the Tourism Industry</li> <li>› Interact with Customers</li> <li>› Handling Cross-Cultural Misunderstandings (role play)</li> </ul>
UNITS OF COMPETENCY	
BSBXC301	Engage in workplace communication
BSBTWK301	Use inclusive work practices
SITXCOM007	Show social and cultural sensitivity

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# TECHNOLOGY IN THE WORKPLACE (2-UNIT SHORT COURSE)

Registered Training Organisation: Binnacle Training (RTO 31319)

## COURSE OVERVIEW & OUTLINE

This 2-Unit Short Course provides students with an opportunity to use business software applications and use digital technologies to communicate in the workplace.

Students will plan, draft and finalise presentation designs to present to peers. Students will collaborate in teams using an array of digital communications. These are skills that will assist in many areas of future work and study.

*\*These units of competency form part of Binnacle Training's BSB20120 Certificate II in Workplace Skills.*

A Language, Literacy and Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content and to identify support measures as required.

### Delivery Format:

1-Term Format

### Timetable Requirements:

1-Timetabled Line

### Units of Competency:

2 Units

### Suitable Year Level(s):

Year 10 (or Year 11 or 12)

### Study Mode:

Combination of classroom and self directed online learning

### Cost (Fee-For-Service):

\$55.00 per person

### QCE Outcome:

0 QCE Credits

## COURSE SCHEDULE

TERM 1	TOPICS
	<ul style="list-style-type: none"><li>› Business Software Applications</li><li>› Select and Prepare to Use Technology</li><li>› Input and Process Information Data</li><li>› Finalise and Store Documents</li><li>› Methods of Digital Communication</li><li>› Send and Receive Digital Communications</li><li>› Managing Digital Communications</li></ul>
	PROJECTS
	<ul style="list-style-type: none"><li>› Travel Package Presentation</li></ul>
UNITS OF COMPETENCY	
BSBTEC201	Use digital software applications
BSBTEC202	Use digital technologies to communicate in a work environment

Please note this 2024 Course Schedule is current at the time of publishing and should be used as a guide only. This document is to be read in conjunction with Binnacle Training's Program Disclosure Statement (PDS). The PDS sets out the services and training products Binnacle Training as RTO provides and those services carried out by the School as Third Party (i.e. the facilitation of training and assessment services). To access Binnacle's PDS, please visit: [binnacletraining.com.au/rto](http://binnacletraining.com.au/rto)

# FNSFLT311 DEVELOP AND APPLY KNOWLEDGE OF PERSONAL FINANCES

Registered Training Organisation: Binnacle Training (RTO 31319)

## COURSE OVERVIEW & OUTLINE

This Short Course is all about students developing their money management skills.

Students are provided with a budget template required to set financial goals and are prompted to input budget data in accordance with a progressive real life scenario. This is a great course for preparing your senior students with Financial Literacy skills and knowledge.

*\*This unit of competency has been included by Binnacle Training as an 'imported elective' in the full qualification - BSB30120 Certificate III in Business*

A Language, Literacy and Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content and to identify support measures as required.

### Delivery Format:

1-Term or Flexible Delivery Options

### Timetable Requirements:

1-Timetabled Line

### Units of Competency:

1 Unit

### Suitable Year Level(s):

Year 10 (or Year 11 or 12)

### Study Mode:

Combination of classroom and self directed online learning

### Cost (Fee-For-Service):

\$55.00 per person

### QCE Outcome:

0 QCE Credits

## COURSE SCHEDULE

TERM 1	TOPICS
	<ul style="list-style-type: none"> <li>› Develop and Maintain Knowledge of Personal Finance Matters</li> <li>› Manage Personal Finances</li> <li>› Budgeting, Cash flow and Savings</li> <li>› Taxation Matters</li> <li>› Superannuation Matters</li> <li>› Debt Management</li> <li>› Employee Entitlements</li> <li>› Insurance Matters</li> <li>› Career choice, Education and Skills</li> <li>› Create a Personal Budget for the Future</li> </ul>
	PROJECTS
	<ul style="list-style-type: none"> <li>› Knowledge of Personal Finances</li> <li>› Establish your Financial Goals</li> <li>› Create a Budget for the Future (Part 1)</li> <li>› Create a Budget for the Future (Part 2)</li> </ul>
UNITS OF COMPETENCY	
FNSFLT311	Develop and apply knowledge of personal finances

Please note this 2024 Course Schedule is current at the time of publishing and should be used as a guide only. This document is to be read in conjunction with Binnacle Training's Program Disclosure Statement (PDS). The PDS sets out the services and training products Binnacle Training as RTO provides and those services carried out by the School as Third Party (i.e. the facilitation of training and assessment services). To access Binnacle's PDS, please visit: [binnacletraining.com.au/rto](http://binnacletraining.com.au/rto)

# COURSE SNAPSHOT BROCHURES

COURSE-SPECIFIC OVERVIEW INCLUDING CAREER PATHWAYS



## SPORT AND RECREATION

1, 2 & 3-Year Pathways

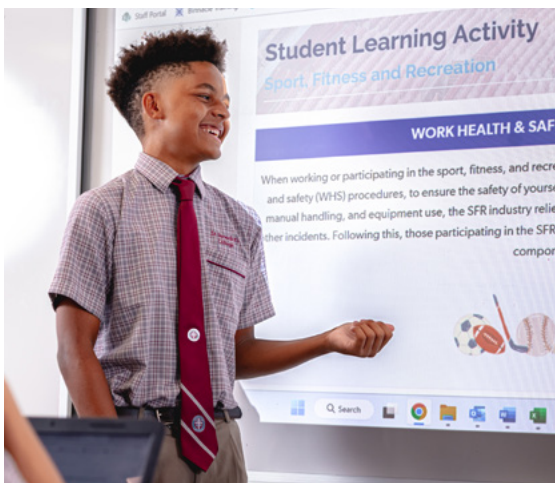
[FIND OUT MORE >](#)



## FITNESS

1, 2 & 3-Year Pathways

[FIND OUT MORE >](#)



## BUSINESS

1, 2 & 3-Year Pathways

[FIND OUT MORE >](#)



## TOURISM AND BUSINESS

1, 2 & 3-Year Pathways

[FIND OUT MORE >](#)

[VISIT SUPPORT CENTRE](#) 

# FUTURE LEARNING PATHWAYS

CERTIFICATE II	CERTIFICATE III	EMPLOYMENT PATHWAYS	HIGHER EDUCATION	FUTURE EMPLOYMENT PATHWAYS
Tourism	Business	Administration Assistant, Customer Service Officer	Certificate IV, Diploma or University Degree with another Education Provider	Small Business Owner or Business Manager, Marketing Coordinator, Accountant
Workplace Skills				
Sport and Recreation + Sport Coaching	Sport and Recreation	Sports Administration Officer, Club Level Official or Coach, Regional Sports Officer		Sport Program Manager, Development Officer, Recreation Officer
	Fitness	Fitness Instructor, Gym Supervisor, Group Trainer		Exercise Physiologist, Strength and Conditioning Coach, Exercise Specialist





# INFORMATION FOR VET MANAGERS & HEADS OF DEPARTMENT



**Binnacle**  
Training  
RTO CODE 31319



# WHAT DOES BINNACLE TAKE CARE OF?



- › RTO Compliance
- › Training and Assessment Strategy (TAS)
- › Maintenance and improvements of our Binnacle Lounge - Online Learning Management System (LMS)
- › The teachers' and student's learning experience is our highest priority
- › Assessment Validation
- › Teacher Marking Guides
- › Teacher Project Guidance
- › Enable Industry and VET Professional Development opportunities (Semester 1 Workshops and ViSC in Semester 2)
- › Facilitation of Industry Workplace Visits to all major regions across Queensland



# ARE YOU SUBJECT SELECTION READY?

Binnacle Training gives consent for partner schools to use our 2024 Subject Selection Course Guide as a tool to help you develop your Subject Selection Handbook and website information.

Please utilise our program-specific information outlined in this document and copy and paste the course-specific information to help you create your own Subject Selection Handbook.

Alternatively, you can also access additional program-specific information in our Course Snapshot Brochures which are located in the Support Centre at [binnacletraining.com.au/rto](https://binnacletraining.com.au/rto)

**The following FOUR Mandatory Inclusions must be included in your School's Subject Selection material when promoting a Binnacle Certificate Program to your students:**

- 1) RTO Name and Code (Binnacle Training RTO 31319)
- 2) Qualification Code and Title (specific to each program)
- 3) Binnacle Program Disclosure Statement (PDS) declaration
- 4) Language, Literacy and Numeracy (LLN) Skills Statement

**Optional inclusions:**

- › Binnacle Training Logo
- › Units of Competency List (in each program)

*\*Please note that the Subject Selection Material from the previous year must not be used. You must download the necessary Subject Selection documentation from the Binnacle Support Centre each year to ensure information being supplied to students and parents is accurate and up-to-date.*

[VISIT SUPPORT CENTRE](#) 

# MARKETING REQUIREMENTS

## FOR SUBJECT SELECTION - SUBMIT FOR APPROVAL

- › Your School (Third Party) is required to submit your Subject Selection Material (for each Binnacle Program you are set to offer), for Binnacle pre-approval. This is to be submitted with your signed Third Party Agreement in Term 1.
- › This includes subject information as positioned in your School Handbook and/or School Website. If your Subject Selection Material has already been finalised, please submit a copy for approval for future use.
- › In the event you (the school) make edits to Binnacle-supplied templates that impact or change the integrity of the document [e.g. reference to the training product(s), roles and responsibilities of Binnacle and the school in the delivery of the training product(s)], this must be submitted to Binnacle for pre-approval.

## MARKETING REQUIREMENTS FOR SCHOOL SUBJECT SELECTION MATERIAL (SUBJECT HANDBOOKS AND GUIDES)

	REQUIREMENT	EXAMPLE
MANDATORY INCLUSIONS:	RTO Full Name (Binnacle Training) and RTO Code (31319) This is to be listed alongside reference to the qualification code and title, per above	Binnacle Training RTO 31319
	Full qualification code and title must be used	BSB30120 Certificate III in Business
	Binnacle's Program Disclosure Statement (PDS) declaration	<b>PDS Declaration:</b> This document is to be read in conjunction with Binnacle Training's Program Disclosure Statement (PDS). The PDS sets out the services and training products Binnacle Training as RTO provides and those services carried out by the School as Third Party (i.e. the facilitation of training and assessment services). To access Binnacle's PDS, please visit: <a href="http://binnacletraining.com.au/rto">binnacletraining.com.au/rto</a>
	Language, Literacy and Numeracy (LLN) Skills statement. In particular, must specify:	A Language, Literacy and Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content and to identify support measures as required.
OPTIONAL INCLUSIONS:	Use our most recent Binnacle Training RTO Code Logo	
	List the units of competency in the Training Program (located in Support Centre)	Full Unit Code + Full Unit Name eg. HLTWHS001 Participate in workplace health and safety
IMPORTANT INFORMATION:	No reference to be made to the VETiS initiative, funded by the Queensland Government * For Schools delivering the SIS20115 Certificate II in Sport and Recreation	There must be <i>no reference</i> made to the Vocational Education and Training in Schools (VETiS) Initiative, funded by the QLD Government. While Binnacle Training is a Skills Assure Supplier (SAS) with the Queensland Government for the Certificate II in Sport and Recreation, due to the partner school being a "third party" in the delivery of training and assessment, this program must not be marketed as 'VETiS-funded' or 'VETiS funding eligible' by the third party. Importantly, please ensure there is: <ul style="list-style-type: none"> <li>› <u>NO</u> reference to Binnacle being a Skills Assure Supplier; and</li> <li>› <u>NO</u> reference to the Certificate II in Sport and Recreation (or any other qualification) as being VETiS funded with Binnacle Training.</li> </ul>

# MARKETING REQUIREMENTS (CONT'D)

## FOR SCHOOL WEBSITE (COURSE OFFERINGS REFERENCING BINNACLE TRAINING)

For School websites pertaining to Vocational Education Program offerings, it is vital that the School (Third Party) provides a clear delineation of the way their Vocational Education and Training (VET) courses are undertaken. This includes listing the Name and RTO Code of each provider.

**Vocational Education and Training (VET) courses can be undertaken in the following ways:**

- 1) [School Name] as Registered Training Organisation (RTO #[\_\_\_\_\_]).
- 2) External RTO delivered at [School Name].
- 3) External RTO delivered at External RTO premises.
- 4) School Based Traineeship or Apprenticeship.

## MARKETING REQUIREMENTS CHECKLIST - SCHOOL WEBSITES

	REQUIREMENT	EXAMPLE
MANDATORY INCLUSIONS:	RTO Full Name (Binnacle Training) and RTO Code (31319) This is to be listed alongside reference to the qualification code and title, per above	Binnacle Training RTO 31319
	Full qualification code and title must be used	BSB30120 Certificate III in Business
IMPORTANT INFORMATION:	If you feature your School's Subject Handbook (or Guide) on your website please make sure it is updated and features the most current information of the course.	
	Please reference the role of the the School, as Third Party, providing training and assessment services on behalf of Binnacle Training (RTO Code 31319).	
	If displaying your range of VET course offerings, provide a clear delineation of the way each course is undertaken, per above. This includes listing the RTO Code of each provider.	



# SUPPORT CENTRE

Our Support Centre is a comprehensive resource library for all relevant program and school documentation that will answer many of your questions. All documents are in PDF format and easily downloadable directly from our website.



## THE MOST COMMONLY ACCESSED DOCUMENTATION INCLUDES:

- › RTO Files
- › Third Party Agreement
- › Resource Requirements
- › Independent Contractor
- › Parent Acknowledgement
- › Invoicing Procedures
- › Subject Selection Information
- › Course Outline – First Aid
- › Forms
- › Key Binnacle Procedures
- › Career Expo Resources
- › LLN Screening
- › RTO Audit Information
- › Sport-Specific Accreditation
- › Student Information
- › Training & Assessment Strategy (TAS)

[VISIT SUPPORT CENTRE](#) 



# MAXIMISE YOUR SCHOOL'S SET PLAN AND CAREER EXPO

Our range of digital resources are designed to '**Make Life Easier for Teachers**' in preparing for, and getting the most out of your school's Subject Selection processes and events.

Teachers and VET Managers can find the resources listed below in the Support Centre.

- › 2024 Course Snapshot Brochures - Double-sided A4 page (for each Course offering)
- › Subject Selection Slideshow Presentation (PowerPoint Versions available)
  - 2024 Sport, Fitness and Recreation Programs
  - 2024 Business and Tourism Programs
- › Binnacle Training Logos

[VISIT SUPPORT CENTRE](#) 



# HIGHLIGHTS FROM PREVIOUS EVENTS









**Binnacle**  
Training

RTO CODE 31319

**CONTACT US**

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[binnacletraining.com.au](http://binnacletraining.com.au)



*Allowing Teachers  
to Teach*