



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 feel free to 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 Student Snapshots Brochures which are located in the Support Centre at 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	PDS Declaration: 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
	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"> › <u>NO</u> reference to Binnacle being a Skills Assure Supplier; and › <u>NO</u> reference to the Certificate II in Sport and Recreation (or any other qualification) as being VETiS funded with Binnacle Training.

MARKETING REQUIREMENTS

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.	