

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 REQUIREMENT
<p>Hold the Certificate IV in Training and Assessment (TAE40116 or its successor TAE40122)</p>
<p>Or hold the TAE40110 Certificate IV in Training and Assessment, plus the 2 core units from the TAE40116:</p> <ul style="list-style-type: none"> › Address adult language, literacy and numeracy (LLN) skills (TAELLN411 or equivalent); › Design and develop assessment tools (TAEASS502 or equivalent)
<p>Or hold a diploma or higher qualification in ‘adult’ education</p>
<p>TAE must be uploaded to your Binnacle Profile</p>

INDUSTRY QUALIFICATION AND VCU REQUIREMENT:
<p>Have vocational competencies (skills and knowledge) at least to the level being delivered and assessed. Must:</p> <ul style="list-style-type: none"> › Hold each unit of competency (including electives); OR › Demonstrate ‘equivalence’ to each unit of competency - by obtaining Third Party Verification from a nominated workplace supervisor (per unit)
<p>Vocational Competence Update – demonstration of vocational competence specific to each unit comprising the qualification(s) being delivered</p> <p>- Free, 100% online, provided by Binnacle - Industry Qualification required prior to VCU</p> <ul style="list-style-type: none"> › Used to support your ‘demonstration of equivalence’ › Must be at the same, or higher qualification level › Some qualifications e.g. Certificate III in Fitness require the Assessor to hold a higher qualification (i.e. Certificate IV in Fitness)
<p>Industry Qualification must be uploaded to your Binnacle Profile prior to commencement of the VCU</p>

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	<ul style="list-style-type: none">› Industry relevant work history (minimum one position within the previous 3 years)
Industry Currency	<ul style="list-style-type: none">› 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	<ul style="list-style-type: none">› 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**](#) 

SPORT, FITNESS & RECREATION COURSES

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	<p>Hold the Certificate IV in Training and Assessment (TAE40122, TAE40116 or TAE40110*) qualification:</p> <p>* If using the TAE40110 qualification, two core units must also be held:</p> <ol style="list-style-type: none"> 1. TAEASS502 Design and develop assessment tools (or equivalent); and 2. TAELLN411 Address adult language, literacy and numeracy (LLN) skills (or equivalent). <p>Or Hold a diploma or higher qualification in 'adult' education.</p>				
Industry Qualification	<p>Hold a Certificate IV in Fitness with a collective period of two years working in fitness instruction (or be a registered/ accredited practising exercise professional with a degree and experience).</p>	<p>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.</p>			
Vocational Competence	<p>Demonstrate vocational competence in each unit of competency.</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>				

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
Certificate IV in Training and Assessment	<p>Hold the Certificate IV in Training and Assessment (TAE40122, TAE40116 or TAE40110*) qualification:</p> <p>* If using the TAE40110 qualification, two core units must also be held:</p> <ol style="list-style-type: none"> 1. TAEASS502 Design and develop assessment tools (or equivalent); and 2. TAELLN411 Address adult language, literacy and numeracy (LLN) skills (or equivalent). <p>Or Hold a diploma or higher qualification in 'adult' education.</p>	
Industry Qualification	<p>Hold a current Provide First Aid Certificate (within 3 years) and CPR Certificate (within 12 months). These must remain current for each new class being delivered.</p>	
Statement of Service	<p>Complete a 'Statement of Service – First Aid Officer' (every two years).</p> <p>Verified by their Head of Department or line manager and is used to demonstrate First Aid related recent work history using verifiable evidence.</p>	

BUSINESS & TOURISM COURSES

VET AND INDUSTRY QUALIFICATION REQUIREMENTS

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



	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>Hold the Certificate IV in Training and Assessment (TAE40122, TAE40116 or TAE40110*) qualification:</p> <p>* If using the TAE40110 qualification, two core units must also be held:</p> <ol style="list-style-type: none"> 1. TAEASS502 Design and develop assessment tools (or equivalent); and 2. TAELLN411 Address adult language, literacy and numeracy (LLN) skills (or equivalent). <p>Or Hold a diploma or higher qualification in 'adult' education.</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>Demonstrate vocational competence in each unit of competency.</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>Tourism Deliverers Only - 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.

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).

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.

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 navigation menu includes 'Lounge Home', 'My Profile Not Current', 'Enrolments', 'My Learning', 'My VCU' (highlighted with a red circle), 'My Review', 'My Certificates', 'View Submissions', 'Course Content', 'Class Certificates', and 'Teacher Surveys'. The main content area shows two completed VCU entries:

Course	Class	VCU	Completion 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%