TRAINING AND ASSESSMENT STRATEGY

Name of RTO	Binnacle Training College Pty Ltd
RTO Number	31319

Binnacle Program	2024 Certificate III Sport, Aquatics and Recreation (6 Terms)
Training Product	SIS30122 Certificate III in Sport, Aquatics and Recreation (Standalone Qualification)

Training Package	Code	SIS	Title	Sport, Fitness and Recreation

PACKAGING RULES:

SIS30122 CERTIFICATE III IN SPORT, AQUATICS AND RECREATION

<u>15 units must be completed</u>, as follows:
- 6 core units
- 9 elective units, consisting of:
  - ▪ 7 units from the listed elective units
  - ▪ 2 units from the listed elective units, elsewhere in the SIS Training Package, or from any other current training package or accredited course.

Training Package Location	Training Package Release #	6.0	Release Date	13 Dec 2022

Go to details of certificate packaging rules on TGA:
https://training.gov.au/Training/Details/SIS30122

Download Training Package from TGA:
https://training.gov.au/Training/Details/SIS

Download Companion Volume implementation guide:
https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b

1	<u>Code:</u> SIS30122 <u>Title:</u> Certificate III in Sport, Aquatics and Recreation <u>Qualification Release #:</u> 1 <u>Release Date:</u> 13/12/2022

UNIT CODE	UNIT TITLE	SIS30122 Certificate III in Sport, Aquatics and Recreation	Scheduled for Finalisation	Qualified Trainer and Assessor	Evidence Gathering Techniques	Training & Assessment Arrangements (Fee for Service)
SISXIND011	Maintain sport, fitness and recreation industry knowledge	Core	Term 2	Teacher (T-P)	A, C, D	Sole trainer and assessor (Teacher-led delivery) – under the support of the Binnacle Program Management (PM) Team.
BSBPEF301	Organise personal work priorities	Elective - Imported	Term 2	Teacher (T-P)	A, C, D	
SISSPAR009	Participate in conditioning for sport	Elective - Listed	Term 2	Teacher (T-P)	A, C, D	
HLTWHS001	Participate in workplace health and safety	Core	Term 3	Teacher (T-P)	A, C, D	
SISXCCS004	Provide quality service	Core	Term 3	Teacher (T-P)	A, B, C, D	
SISXFAC006	Maintain activity equipment	Core	Term 3	Teacher (T-P)	A, C, D	
SISXEMR003	Respond to emergency situations	Core	Term 3	Teacher (T-P)	A, C, D	
HLTAID011	Provide First Aid	Elective - Listed	Term 4	Teacher (T-P)	A, B, C, D	
SISSSCO001	Conduct sport coaching sessions with foundation level participants	Elective - Listed	Term 4	Teacher (T-P)	A, B, C, D	
BSBTWK201	Work effectively with others	Elective - Imported	Term 4	Teacher (T-P)	A, C, D	
BSBPEF302	Develop self-awareness	Elective - Imported	Term 4	Teacher (T-P)	A, C, D	
BSBWHS308	Participate in WHS hazard identification, risk assessment and risk control processes	Core	Term 5	Teacher (T-P)	A, C, D	
SISXPLD004	Facilitate groups	Elective - Listed	Term 6	Teacher (T-P)	A, C, D	
SISXIND009	Respond to interpersonal conflict	Elective - Listed	Term 6	Teacher (T-P)	A, B, C, D	
SISXPLD002	Deliver recreation sessions	Elective - Listed	Term 6	Teacher (T-P)	A, C, D	

UNIT CODE	UNIT TITLE		Scheduled for Finalisation	Qualified Trainer and Assessor	Evidence Gathering Techniques	Training & Assessment Arrangements (Fee for Service)
BSBSUS211	Participate in sustainable work practices	Additional units available - Subject Only Training	Term 2	Teacher (T-P)	A, C, D	Online delivery – Introduction to the Sport, Fitness & Recreation Industry.
BSBPEF202	Plan and apply time management		Term 2	Teacher (T-P)	A, C, D	
SISOFLD001	Assist in conducting recreation sessions		Term 2	Teacher (T-P)	A, C, D	

OPTIONAL TERM 7 ADD-ON						
UNIT CODE	UNIT TITLE	SIS20321 Certificate II in Sport Coaching	Scheduled for Finalisation	Qualified Trainer and Assessor	Evidence Gathering Techniques	Training & Assessment Arrangements (Fee for Service)
HLTAID009	Provide cardiopulmonary resuscitation (completed as part of HLTAID011 Provide First Aid)	Elective - Imported	Term 7	Teacher (T-P)	A, D	Sole trainer and assessor (Teacher-led delivery) – under the support of the Binnacle Program Management (PM) Team.
BSBPEF201	Support personal wellbeing in the workplace	Elective - Imported	Term 7	Teacher (T-P)	A, C, D	
NOTE: The 'Term 7 Add-On' contains two units of competency (as new learning). These two units will be undertaken as part of, and reported to, the qualification: SIS20321 Certificate II in Sport Coaching (partial completion only) to be eligible for an additional 1 QCE credit (with a maximum of 8 QCE credits from the same training package contributing to a QCE). Please contact Binnacle Training if you wish to explore further options.						

HLTAID011	EVIDENCE GATHERING TECHNIQUES	EVIDENCE KEY	
Either delivered via the Binnacle Program with the Teacher as Trainer/Assessor (additional physical and human resource requirements of school); or delivered by an external provider as arranged by individual schools. HLTAID011 delivered as 'Fee-for-service' only i.e. not under Binnacle Training's SAS Agreement.	The following matrix identifies the type of evidence that may be collected to enable judgements to be made about a student's success in units of competency. Evidence gathering techniques may be adjusted to best suit the unit of competency requirements. Students may submit evidence to gain RPL for competencies.	A	Quiz and short answer
		B	Case studies and scenarios
		C	Project tasks
		D	Major programs and practicals

Binnacle-School Third-Party Arrangement	This Binnacle Training Program is delivered via a third-party arrangement with individual partner schools. Binnacle Training (Lead RTO) – Responsibilities: ☑ Provision of all requisite training and assessment resources, plus online learning – via Learning Management System (Binnacle Lounge). ☑ Ongoing program support, including dedicated Program Manager and Administration Officer. ☑ Outcomes of training and assessment. School (Third-Party) Responsibilities: ☑ Human Resources (Program Deliverer and at least one nominated back-up deliverer) ☑ Physical Resources (equipment and facilities) ☑ Facilitation of training and assessment services, on behalf of Binnacle Training as the RTO. School and cohort-specific information, required by Binnacle Training (as per the Standards for RTOs 2015 - Clauses 1.1 to 1.4 and 2.2 — Implementing, monitoring and evaluating training and assessment strategies and practices), is collected via the Binnacle Training Third-Party Agreement (Fillable) as completed by the Third-Party (School) and approved by Binnacle Training.
Target Group	This program is offered to senior high school students (commencing in Year 10 or Year 11) wanting to: • seek skills and an entry-level qualification for the Sport, Fitness & Recreation (SFR) industry; and • use the qualification as an articulation into: - a higher certification (e.g. Diploma of Sport); or - University (e.g. Bachelor of Sport & Exercise Science). **QLD SCHOOLS** This Program is packaged into a 6-Term format plus an optional 'Term 7 Add-On'. The qualification SIS30122 Certificate III in Sport, Aquatics and Recreation derives a maximum 7 credits towards the Queensland Certificate of Education (QCE). **8 QCE credits can be derived if the 'Term 7 Add-On' is completed.** The 'Term 7 Add-On' comprises 2 units of competency (new learning). These 2 units will be reported towards the separate qualification: SIS20321 Certificate II in Sport Coaching (partial completion only). For students who successfully complete the Certificate III in Sport, Aquatics and Recreation (Terms 1-6) plus the 'Term 7 Add-On' as 'new learning', this will derive the **maximum 8 QCE credits from the same training package**.
Entry Requirements	There are no formal training package entry requirements for this qualification, however a Language, Literacy & Numeracy (LLN) Screening process is undertaken at the time of initial enrolment to ensure students have the capacity to effectively engage with the content. Students require AQF level 3 written and spoken English and numeracy skills to be able to meet the Foundation Skill requirements within the units of the Certificate III qualification. The Certificate III in Sport, Aquatics and Recreation qualification is delivered as a 'Fee for Service' offering only as per the Binnacle-School invoicing arrangement. Students must have access to all physical resources (either individually or through resources supplied by the school) as outlined in the section 'Physical Resource Requirements' below.
Learning and Assessment Arrangements	**DURATION** The program content has been packaged into 6 terms [based on delivery across **one line on the timetable (minimum 3 lessons per week, i.e. 210 minutes per week) over 2 years**]. A blended-delivery model will be used whereby students will have access to: • Trainer-led classroom delivery of content. • Online modules that house learning content (within the Binnacle Lounge).

- Assessment activities to be completed online within the Binnacle Lounge.
- Assessment activities and projects to be completed in the classroom and/or student-led environment.
- Participation in an Industry Discovery – at a SFR-related workplace (recommended, however, not compulsory).

This program uses single unit and clustered assessment.

Assessment and training will be conducted at the school. Assessment methodologies will vary according to specific requirements of the Units of Competency. A range of methods will be used, including:

- Knowledge quizzes, short answer questions and other project/case study reports.
- Skills demonstrations, reports, documents, observations.
- Simulated assessment environment (SFR-related industry) – located at the school - for demonstration of skills (practical observations).

Under supervision, students will instruct a range of SFR programs members of the school community (peers and other students e.g. lower year levels).

'VOLUME OF LEARNING' AND 'AMOUNT OF TRAINING'

Volume of Learning (VoL)* per the Australian Qualifications Framework volume of learning indicators:

Certificate III = 1 – 2 years (1200 – 2400 hours)

** VoL describes how long a learner who does not hold any of the competencies identified in the relevant units of competency or modules would take to develop all of the required skills and knowledge. Further, the VoL includes all teaching, learning and assessment activities that are required to be undertaken by the typical student to achieve the learning outcomes. These activities may include some or all of the following: guided learning (such as classes, lectures, tutorials, online study or self-paced study guides), individual study, research, learning activities in the workplace and assessment activities.
(AQF, Volume of Learning).*

Amount of Training (AoT) for this program consists of classroom learning, self-study and practical work-related experience.

Classroom learning = 266 hours (1 study line over 2 years - 3.5 hours x 76 weeks).

There is also an element of self-study (formative activities scheduled for students to undertake outside of class time). These activities are used by students to enhance their understanding of the content and are undertaken prior to assessment for that particular module or topic of study. Across this 2-year program, Binnacle has devoted an additional 70 minutes per week (the equivalent of one additional lesson per week) for these formative activities.

Self-Study (Formative Activities) Hours = 89 hours (i.e. 1.17 hours x 76 weeks)

An additional 40 hours of practical work-related experience is undertaken by students across the program. While some of these hours may be achieved during devoted class lessons, due to the nature of SFR programs some practical experience may be undertaken outside of these class hours.

Practical Experience (Industry Discovery) = 6 hours

TOTAL AMOUNT OF TRAINING (AoT) = 361 hours (266 + 89 + 6)

Binnacle rationalises the VoL hours gap (i.e. VoL 1200 hours LESS AoT 361 hours = 839 hours) by:

- Students entering the subject with a large base of foundational skills and knowledge from prior and concurrent learning (e.g. Years 8-10 HPE and other sporting/fitness involvement, including as an athlete/player).
- There is a large amount of overlap (clustering) of units across the terms.
- There is an element of self-study that students may undertake to deepen their own understanding of the content.

Learning and Assessment Arrangements	**ORGANISATION**
	The program will be delivered using class-based learning as well as a real SFR environment located at the school which involves delivering a range of SFR programs to adolescent and child participants.
	A range of teaching and learning strategies will be used to deliver the competencies including:
	• Practical tasks
	• Client interactions
	• Group work
	• Programs within the school (generally a minimum of two different SFR programs per term)
	• Practical experience within the school and outside of the school
	Evidence contributing towards each competency will be collected throughout the program. This evidence will be used to make judgements of competency that are aligned with, and reflect, the requirements of each unit of competency.

Learning and Assessment Arrangements	**LANGUAGE, LITERACY AND NUMERACY ASSISTANCE**
	Support is available to all students and can be organised - through the deliverer - on a case-by-case and as needed basis throughout the program.
	'Reasonable adjustment' is offered for most assessment items. This is indicated in the assessment table at the top of each assessment and is allocated based on the unit of competency requirements.

Learning and Assessment Arrangements	**OPPORTUNITY FOR RPL AND CREDIT TRANSFER**
	Recognition of Prior Learning (RPL) is an assessment process that evaluates an individual's informal learning to determine the extent to which that individual has achieved the required competency outcomes.
	Credit Transfer is applying credit for a unit of competency that has previously been completed (successfully) by a student. Credit Transfer is offered both at enrolment and throughout the training program. A verified copy of the student's Qualification and/or Statement of Attainment listing the units of competency that have previously been completed is required as evidence for Credit Transfer.
	Both RPL and Credit Transfer are available to students. Due to students being of high school age, usually with limited prior qualifications or work history, students typically undergo a train-to-assess pathway. An RPL assessment pathway will require verifiable evidence of a student's prior learning (e.g. Statement of Attainment for previously completed superseded units).

Learning and Assessment Arrangements	**COURSE STRUCTURE**	
	TERM 1	Topics: • Introduction to Coaching Programs • Introduction to the Sport, Fitness and Recreation (SFR) Industry Programs: • Coaching Program (Student Delivery): Plan & Deliver Coaching Sessions • SFR Coaching Program (Supervisor): Assist with Delivering Coaching Sessions
	TERM 2	Topics: • Introduction to Community Programs • Introduction to Conditioning Programs Programs: • Community SFR Program: Assist with Delivering Community SFR Sessions • Conditioning Program: Participate in Conditioning Sessions
	TERM 3	Topics: • Working in the SFR Industry • Providing Quality Service in the SFR Industry Programs:

		● Group Conditioning Sessions: Plan and Deliver Group Conditioning Sessions ● One-on-One Cardio Program: Plan and Deliver a Cardio Program
	TERM 4	Topics: ● Anatomy and Physiology - The Musculoskeletal system ● First Aid Course: HLTAID011 Provide First Aid Programs: ● Recreational Group Exercise Program

Learning and Assessment Arrangements	**TERM 5**	Topics: ● Plan and Conduct Sports Programs ● Apply Knowledge of Officiating Practices Programs: ● Group Sports Program (Teacher Facilitated) ● Use and Maintain Business Technology (Additional Project) ● Community Officiating General Principles (Online Course)
	TERM 6	Topics: ● Plan and Deliver a Sports Competition ● Community SFR Program Programs: ● Community SFR Program #2: Plan & Conduct Community SFR Sessions for Participants ● Round Robin Tournament *The Certificate III in Sport, Aquatics and Recreation (SIS30122) is scheduled to be finalised at the end of Term 6.*
	OPTIONAL TERM 7 ADD-ON	Topics: ● Sport-Specific Coaching Sessions ● Personal Development ● Workplace Performance Programs: ● Sport-Specific Coaching Program The 'Term 7 Add-On' contains two units of competency (as new learning). These two units will be reported to the qualification: SIS20321 Certificate II in Sport Coaching (partial completion only).

Learning Resources	Students are provided with a full Course Content kit that is specific to each term of study which includes: ● Unit Plan ● Lectures ● Online Activities ● Exercise Bank ● Videos ● Work templates and other work-related documents (e.g. policy manuals)

Consultation with Industry	Key industry partners consulted in the development and ongoing refinement of this strategy are listed below. Binnacle meets with each of the listed industry partners for regular advice, ongoing program support and guidance. These industry engagement activities focus on Training and Assessment Strategy, resources, and current industry skills of trainers and assessors. **Industry Partners** ● Redcliffe Dolphins Rugby League Club ● Renegade Conditioning ● Fit College ● Andrew Rickertt - Job Skills Queensland ● National Institute of First Aid Trainers (NIFAT) Consultation/engagement approaches include: ● Regular meetings (e.g. weekly consultation meetings)

	- Teleconferences - Program development/validation meetings - Program development projects

Assessment Validation Process	**The processes used to validate assessment in this course are:**
	
	1. **Validation by Industry:**
	   - An internal review conducted annually with an industry representative to check that the standards expected of students are consistent with current industry practice.
	   - The internal review will examine the learning and assessment strategy and identify areas for improvement.
	   - The internal review will also evaluate all assessment instruments to ensure that they are appropriate for the units of competency and reflect the unit requirements (i.e. elements, performance criteria, performance evidence, knowledge evidence and assessment conditions).
	   - Validation for each unit of competency includes:
	     – Pre-assessment validation (to confirm assessment process and instruments meet the requirements of the Principles of Assessment); **completed every 24 months (minimum)**; and
	     – Post-assessment validation (to confirm assessment evidence provided by the students and the judgement of that evidence meets the requirements of the Rules of Evidence). **Completed every 3 years (minimum).**
	
	2. **Assessment Instrument Review:**
	   - A Binnacle Program Development Specialist and an industry expert will review all assessment instruments to ensure that they are appropriate for the units of competency and reflect the unit requirements (i.e. elements, performance criteria, performance evidence, knowledge evidence and assessment conditions) with improvements noted and acted upon. **Completed annually.**

School Physical Resource Requirements	Refer to: School Physical Resource Requirements: 2024 Sport, Fitness and Recreation Programs *Available at Binnacle Support Centre (Select: Resource Requirements)*

Teacher Human Resource Requirements	Refer to: 2024 Certificate III in Sport, Aquatics and Recreation – Resource Requirements *Available at Binnacle Support Centre (Select: Resource Requirements)*

Pathways	The Certificate III in Sport, Aquatics and Recreation will be used predominantly by students seeking to enter the SFR industry and/or as an alternative entry into University. **QLD SCHOOLS:** Graduates may be able to use their Certificate III in Sport, Aquatics and Recreation to improve their chances of gaining tertiary entrance. Students eligible for an Australian Tertiary Admission Rank (ATAR) may be able to use their completed Certificate III to contribute towards their ATAR. For further information please visit https://www.qcaa.qld.edu.au/parents-carers/senior-secondary Students may also choose to continue their study by completing a higher-level SFR qualification (e.g. Diploma of Sport) through another Registered Training Organisation.

Foundation Skills	Foundation Skills are the combination of communication skills and generic, non-technical skills and capabilities considered essential to meet the complexities of life in a modern society. 'Communication' skills included in Foundation Skills are English language, literacy and numeracy (LLN). All units of competency within new streamlined Training Packages have Foundation Skills either embedded in the unit performance requirements or listed explicitly.

	Each unit of competency selected to comprise this program has Foundation Skills that are relevant to the context of the learning outcomes and are applicable to work and life situations.

Student Feedback	Student feedback is collected and analysed. Feedback from students in relation to assessment processes, methods and instruments will be collated, analysed and improvements made in the light of student suggestions. Formal surveys/questionnaires as well as informal processes at the end of each unit of work will be used to gather data. Throughout the course, data is collected in relation to Quality Indicators. Binnacle Training also has a published Complaints and Appeals Policy which provides students and others with avenues to make a complaint or to appeal a decision (including assessment decisions) directly with Binnacle Administration.

Date for data analysis: December (annually) |

AVETMISS Reporting	Students are enrolled in the relevant units of competency and the results are forwarded at the end of each term (as a minimum) to the Queensland Department of Employment, Small Business and Training (DESBT) indicating if competency has been attained or is continuing. Binnacle Program Management and Administration staff verify that accurate and up-to-date information is recorded.

QLD SCHOOLS: Permission is provided to DESBT for student results to be forwarded to the Queensland Curriculum & Assessment Authority (QCAA). |

Student Records	Student results show the unit code, title and date achieved. The final assessment outcome for each unit of competency will be retained for a period of 30 years. Once all units are recorded as competent, a qualification or a statement of attainment will be issued.

All completed assessment items - demonstrating sufficient evidence of how assessment decisions were made - for individual students will be retained for whichever is the longer period:
- until the appeal period ends; or
- for a period of six months from the date on which the judgement of competence for the student was made; or
- the duration of the student's enrolment.

A master copy of all versions of the assessment tools will be retained for seven years. |