

STATEMENT OF ENGAGEMENT

2025 Program Information Form

As a key part of the Binnacle Training onboarding process, the Statement of Engagement provides Binnacle Training with the essential information required in preparation for your school to deliver one or more of our 2025 programs. The Binnacle Training '2025 Third-Party Agreement' which outlines the full responsibilities of both Binnacle Training (as the lead RTO) and the School (as the Third Party) will be available prior to Term 1, 2025.

1. SCHOOL DETAILS

Name of School			
School Address			
Name of Principal		Email	
Name of VET Manager		Email	
Your Nominated Binnacle Training School Contact		Email	

2. NEW CERTIFICATE PROGRAM(S) AND/OR SHORT COURSE(S)

Select the new program(s) that your school intends to deliver to a new student cohort in 2025.

Tourism

Dual Qualification: BSB30120 Certificate III in Business + SIT20122 Certificate II in Tourism (7 Terms)

SIT20122 Certificate II in Tourism

3-Unit Short Course: Inclusivity and Communication in the Workplace (1 Term)

Business

BSB30120 Certificate III in Business (7 Terms)

BSB20120 Certificate II in Workplace Skills (4 Terms)

1-Unit Short Course: FNSFLT311 Develop and apply knowledge of personal finances (1 Term)

2-Unit Short Course: Technology in the Workplace (1 Term)

Fitness

SIS30321 Certificate III in Fitness (with optional entry qualification: SIS20122 Certificate II in Sport and Recreation) (7 Terms)

Sport

SIS30122 Certificate III in Sport, Aquatics and Recreation (with optional entry qualification: SIS20122 Certificate II in Sport and Recreation) (6 Terms, plus optional 'Term 7 Add-On')

SIS20122 Certificate II in Sport and Recreation (4 Terms)

SIS20321 Certificate II in Sport Coaching (4 Terms)

4-Unit Short Course: Introduction to Sport, Fitness & Recreation (2 Terms)

First Aid

First Aid Course – HLTAID011 Provide First Aid

'CPR Only' Course - HLTAID009 Provide cardiopulmonary resuscitation



Outline the intended start date for your selected program(s).

3. TEACHER HR REQUIREMENTS

Each program deliverer must have/complete the following:



- **TAE.** The teacher must currently hold, or will complete prior to student enrolment, the Certificate IV in Training and Assessment (TAE40122, TAE40116 or TAE40110*) qualification.

* Where the teacher holds TAE40110, two new core units must also be held:

- TAEASS502 Design and develop assessment tools (or equivalent); and
- TAE LLN411 Address adult language, literacy and numeracy (LLN) skills (or equivalent)

OR

The teacher must be a registered secondary school teacher who currently holds, or will complete prior to student enrolment, one of the following Skill Sets:

- [TAESS00019](#) Assessor Skill Set (comprises 3 of the 12 units from the full TAE qualification)
- [TAESS00024](#) VET Delivered to School Students Teacher Enhancement Skill Set (comprises 5 of the 12 units from the full TAE qualification: Assessor Skill Set per above + 2 additional units)

OR

The teacher must hold a diploma or higher qualification in “adult” education.

- **INDUSTRY QUALIFICATION.** The teacher must first hold an industry qualification i.e. VET qualification (at the qualification level or higher) and/or degree in that industry area. Additionally,
 - **Certificate III in Fitness** ‘program deliverers’ must hold a Certificate IV in Fitness (or be a registered/accredited practising exercise professional).
 - **Certificate II in Tourism** ‘program deliverers’ (dual qualification and standalone programs) must specifically hold a ‘Tourism, Hospitality or Events’ relevant VET qualification (Certificate II or higher) and/or degree.
 - **VCU.** Teachers are required to complete a (free) non-accredited Vocational Competence Update (VCU) which is used to demonstrate current knowledge and skills specific to each unit of competency within the qualification being delivered. Teachers will need to either:
 - hold the unit of competency (same unit code or equivalent) OR
 - demonstrate equivalence (in skills and knowledge) using verifiable evidence. This ‘demonstration of equivalence’ requires a third-party verifier which can be a supervisor or HOD in the school environment (must be in an industry context) plus, for select units only, other supporting evidence (e.g. completed risk assessment).
- * All 2025 Certificate II in Tourism deliverers must have undertaken a recent Tourism-related industry placement (minimum 1 day) prior to commencement of their VCU and course delivery.

BACK UP DELIVERER. At least one back-up teacher (per program offered) must meet these HR requirements prior to commencing as a Binnacle program deliverer.

PLEASE LIST ALL EXPECTED DELIVERERS AND THEIR QUALIFICATIONS (evidence will be required):

1.

Deliverer Name				Email	
Binnacle Training Program					
TAE	Yes No	Skill Set	Yes No	Industry Qualification(s) (Code and Title)	

2.

Deliverer Name				Email	
Binnacle Training Program					
TAE	Yes No	Skill Set	Yes No	Industry Qualification(s) (Code and Title)	

3.

Deliverer Name				Email	
Binnacle Training Program					
TAE	Yes No	Skill Set	Yes No	Industry Qualification(s) (Code and Title)	

4.

Deliverer Name				Email	
Binnacle Training Program					
TAE	Yes No	Skill Set	Yes No	Industry Qualification(s) (Code and Title)	

5.

Deliverer Name				Email	
Binnacle Training Program					
TAE	Yes No	Skill Set	Yes No	Industry Qualification(s) (Code and Title)	

For teachers that **do not** yet hold a current TAE (Certificate IV in Training and Assessment) or Approved Skill Set (TAESS00019 or TAESS00024), please summarise your school's plan to ensure that this has been completed prior to program commencement (course provider, proposed dates etc).

NOTE: In this circumstance, a '[Notice of Intention to Obtain a TAE](#)' is required to be completed and uploaded to the teacher's Binnacle Profile prior to enrolling students into a class in Term 1, 2025.

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4. SCHOOL PHYSICAL RESOURCE REQUIREMENTS

Your school (as a third party) must meet the physical resource requirements, **including access to real clients/participants**, as listed on the respective Resource Checklist linked in the summary table below. Students are required to access all course resources online on Binnacle’s custom-built Learning Management System, the Binnacle Lounge.

Resource Requirements	Summary of Key School Physical Resource Requirements
<p>2025 Certificate III in Business + Certificate II Tourism</p> <p>***</p> <p>2025 Certificate II in Tourism</p>	<ul style="list-style-type: none"> ● Business facilities and resources, including a simulated Tourism-related industry environment - located at the school. <ul style="list-style-type: none"> - A simulated ergonomic office environment (Tourism-related) and workplace equipment including front desk. - Access to ‘customer groups’ within the school from a range of social and cultural groups (for project delivery). - Access to facilities suitable for hosting events. ● Facilitating an Industry Discovery - at a Tourism-related workplace. <ul style="list-style-type: none"> - Students participate in a minimum of one industry discovery day (Tourism-related), preferable in Semester 1.
<p>2025 Certificate III in Business</p> <p>***</p> <p>2025 Certificate II in Workplace Skills</p>	<ul style="list-style-type: none"> ● Business facilities and resources - located at the school. <ul style="list-style-type: none"> - A simulated ergonomic office environment (Business-related) and workplace equipment including front desk. - Access to ‘customer groups’ within the school (for project delivery). - Access to facilities suitable for hosting events (e.g. function room or school hall)
<p>2025 Certificate III in Fitness</p>	<ul style="list-style-type: none"> ● A Fitness (Gym) Facility - located on the school premises with a range of exercise equipment. ● Access to older adult clients (aged 55+). Each student will be instructing: <ul style="list-style-type: none"> - 2 x 1-on-1 gym-based sessions; plus - 1 x group exercise session. ● Access to adult clients (both males and females aged 18+). Each student will be instructing: <ul style="list-style-type: none"> - 4 x 1-on-1 gym-based sessions; plus - 2 x group exercise sessions. <p><u>Note:</u> This ‘access to adult and older adults’ is required only in the second year of the program i.e. Terms 6-7. The additional sessions for adult clients (aged 18+) can be made up of teachers and/or other students within the school.</p>
<p>2025 Certificate III in Sport, Aquatics and Recreation /</p> <p>2025 Certificate II in Sport and Recreation /</p> <p>2025 Certificate II in Sport Coaching /</p> <p>Short Course: Introduction to Sport, Fitness and Recreation</p>	<ul style="list-style-type: none"> ● Sport and Recreation facilities and equipment - located at the school. ● Access to a range of participant groups (which may include peers, lower year level students or primary school students) for Sport and Recreation program delivery).
<p>2025 First Aid & CPR</p>	<ul style="list-style-type: none"> ● First Aid training equipment - located at the school. Including, but not limited to: <ul style="list-style-type: none"> - Adult CPR Manikins (1 per 4 students), Infant CPR Manikins (1 per 4 students), CPR Face Shield or Clean Face (1 per student for each manikin), AED Trainer - EpiPen Trainers, Asthma Puffers (Placebo) and Spacers - Triangular Bandages and Roller Bandages (1 per student) - Workplace compliant First Aid Kit

Please describe actions to be taken to ensure these key physical resource requirements are met prior to program delivery.

5. THIRD PARTY MARKETING

Upon this Statement of Engagement being completed and signed by both School (Third Party) and Binnacle Training (RTO 31319), Binnacle Training gives you consent to use the subject selection materials provided (for marketing Binnacle's programs) in line with Binnacle's Marketing Requirements policies. These documents can be downloaded from our [SUPPORT CENTRE](#) (Quicklink: Subject Selection Information):

- Marketing Requirements for School Subject Selection Material; and
- Marketing Requirements for School Website.

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 2025 Third-Party Agreement in Term 1. This includes subject information as positioned in your school handbook and/or school website. In the event you (the school) make edits to Binnacle supplied marketing materials that impact or change the integrity of the document this must be submitted to Binnacle for pre-approval. This pre-approval process will ensure that your (current and future) subject guide marketing of Binnacle programs meets strict compliance requirements set by ASQA as the regulator.

Tick to confirm

I acknowledge I will be required to provide a copy of our school's subject selection material that is going to be placed in the school subject selection book and/or school website (for each certificate program our school is set to offer); plus, any applicable school website marketing pertaining to VET course offerings (where relevant).

6. SIGN-OFF

SCHOOL (THIRD PARTY) VET MANAGER		BINNACLE TRAINING	
School		Organisation	Binnacle Training
Name		Name	
Position		Position	
Email		Email	
Phone		Phone	
Declaration	<p>I, the undersigned, agree to the provisions outlined in this Statement of Engagement.</p> <p>I support the implementation of this program/s at my school.</p> <p>I understand a separate 2025 Third-Party Agreement will be issued from Term 1 2025 and must be in place prior to commencement of delivery.</p>	Declaration	I, the undersigned, agree to the provisions outlined in this Agreement.
Signature		Signature	
Date		Date	

Once completed, please return this form to your Binnacle Program Manager.