

SCHOOL AS INDEPENDENT CONTRACTOR THIRD PARTY AGREEMENT

This document represents an Agreement between:


Binnacle Training College Pty Ltd
RT0 31319

ABN: 96 115 517 952
PO Box 2559
North Ipswich QLD 4305

AND

'School as Independent Contractor' (Third Party)	
Australian Business Number (ABN)	
Physical Address	

IMPORTANT TIPS FOR COMPLETING THIS AGREEMENT

1	To view this document, please ensure you have 'Adobe Acrobat Reader DC' installed on your device.	 Adobe Acrobat Reader DC
2	Before completing this document, please save to your computer first. This will allow the Agreement to be digitally completed and emailed back to Binnacle.	
3	<i>Once Steps 1-2 have been completed:</i> Please ensure you have read the full Third Party Agreement document before signing and returning this Agreement to Binnacle.	

CONTENTS

	Checklist (✓ if applicable)	FILLABLE SECTIONS	Page(s)
1	<input checked="" type="checkbox"/>	‘School as Independent Contractor’ (Third Party) VET Manager and Finance Contact	<u>3</u>
2	<input checked="" type="checkbox"/>	Program Area: FIRST AID Anticipated Programs / Program Deliverers Training and Assessment Strategy Information (‘School as Independent Contractor’-specific) Marketing and Insurance Requirements for ‘School as Independent Contractor’ – First Aid Resource Requirements – Actions to Take ‘School as Independent Contractor’ Program Manager (First Aid) - Sign Off	<u>5</u>
3	<input checked="" type="checkbox"/>	Principal Sign-Off	<u>9</u>

'SCHOOL AS INDEPENDENT CONTRACTOR' (THIRD PARTY) PROGRAM MANAGER

PLEASE NOTE: The School (Third Party) VET Manager listed will be typically the school's VET Coordinator and/or Senior School or VET HOD.

BINNACLE TRAINING – VET SUPPORT MANAGER*	
Name	Binnacle Training
Contact	Justine Scott
Position	VET Support Manager
Email	programs@binnacletraining.com.au
Phone	1300 303 715

'SCHOOL AS INDEPENDENT CONTRACTOR' (THIRD PARTY) – VET MANAGER	
Independent Contractor	
Program Manager	
Position	
Email	
Phone	

* In addition to Binnacle's VET Support Manager, each 'School as Independent Contractor' (Third Party) will also be allocated a Binnacle Program Manager and Administration Officer. Our Program Managers are trained teachers who have previously taught the Binnacle program. You will be notified of your allocated Binnacle Program Manager and Administration Officer at the time of this Third Party Agreement being formalised.

'SCHOOL AS INDEPENDENT CONTRACTOR' (THIRD PARTY) FINANCE CONTACT

Please select applicable item(s) from the following :

All invoices are to be sent directly to the Program Manager as listed above.

All invoices are to be sent to the Finance Officer (per details below) with the designated Program Manager CC'd into all correspondence.

All invoices are to be sent directly to the Finance Officer (per details below).

A Purchase Order number is required prior to invoicing.

'SCHOOL AS INDEPENDENT CONTRACTOR' (THIRD PARTY) FINANCE CONTACT	
Name	
Email (e.g. accounts@)	
Alternate Email (e.g. Finance Officer's work email account)	
Phone	

IMPORTANT

ANTICIPATED PROGRAM AREAS AND CUSTOM TRAINING & ASSESSMENT STRATEGY INFORMATION ASSOCIATED WITH THIS AGREEMENT

Actions to take:

1. Select which 2022 Binnacle First Aid program(s) you are set to offer.
2. List your Program Deliverer(s).
3. Complete the Training & Assessment Strategy information ('School as Independent Contractor'-specific), including 'actions to take' regarding any requisite human resources (e.g. CPR refresher teacher training) and/or physical resources (e.g. equipment items) that are yet to be completed and/or sourced.
4. Submit your School's Marketing Material (i.e. Course Outline, or similar), plus any applicable Website Marketing pertaining to each Binnacle First Aid and CPR program offering, for Binnacle pre-approval.
5. Submit your School's proof of insurance (i.e. Certificate of Currency, or similar) plus official statement from insurance provider regarding school staff being covered for the **occupation of First Aid training to other adults**.
6. List your nominated 'School as Independent Contractor' Program Manager* and have them sign off to confirm the information specified within the ('School as Independent Contractor'-specific) Training & Assessment Strategy.

* The 'School as Independent Contractor' (Third Party) Program Manager cannot be the nominated deliverer of a program, unless there is multiple (two or more) listed Program Deliverers. It is recommended the Program Manager of the 'School as Independent Contractor' (Third Party) be in one (or more) of the following positions: Head of Department (HOD); Assistant Principal – Curriculum; Senior School or VET HOD; and have a direct working relationship with the Program Deliverer(s) and Binnacle Training.

PROGRAM AREA: FIRST AID

Binnacle Program	First Aid including CPR (HLTAID011) CPR Only (HLTAID009)
Anticipated Teachers (Program Deliverers)	
NAME	EMAIL

Binnacle Program	First Aid including CPR (HLTAID011) CPR Only (HLTAID009)
Anticipated Teachers (Program Deliverers)	
NAME	EMAIL

IMPORTANT: Each Program Deliverer must hold a current Certificate IV in Training and Assessment [i.e. TAE40116, or TAE40110 + the two new core units TAEASS502 (or equivalent) and TAELN411 (or equivalent)] prior to official enrolment of students into the program. A certified copy of this qualification is required to be uploaded to that teacher's Binnacle Profile (i.e. Staff Profile), located within their Binnacle Lounge.

TRAINING & ASSESSMENT STRATEGY INFORMATION ('SCHOOL AS INDEPENDENT CONTRACTOR'-SPECIFIC) – 2022 FIRST AID

The following 'School as Independent Contractor-specific' information is vital for Binnacle Training to use in order to fully satisfy *RTO Standards 2015 - Clauses 1.1 to 1.4 and 2.2—Implementing, monitoring and evaluating training and assessment strategies and practices*. This information will be used to accompany Binnacle Training's "shell" Training and Assessment Strategy, available at <https://www.binnacletraining.com.au/rto>

TARGET GROUP	<p>Teachers and other school staff</p> <p>Non-school participants (i.e. adults in the community). If yes - please specify:</p>
ADDITIONAL FIRST AID FACILITIES & RESOURCES <i>(i.e. in addition to those 'mandatory requirements' as listed on Resource Checklist as per www.binnacletraining.com.au/rto (Select: Resource Checklist))</i>	<p>Additional facilities and resources – for example, if your school has access to additional external facilities to support training delivery – please specify. If no additional facilities and resources, please record N/A.</p>
ADDITIONAL INFORMATION	<p>Please record other 'School as Independent Contractor'-specific information for incorporating in Binnacle's Training & Assessment Strategy (TAS). If no additional information, please record N/A.</p>

MARKETING AND INSURANCE REQUIREMENTS FOR 'SCHOOL AS INDEPENDENT CONTRACTOR' – FIRST AID

<p>MARKETING MATERIAL – FOR BINNACLE PRE-APPROVAL</p>	<p>For each Binnacle First Aid and CPR Program you are set to offer:</p> <p>Please submit – to accompany this Signed Agreement - your Marketing Material (e.g. course outline) for each Binnacle First Aid Program selected above. <i>Please refer to Binnacle’s supplied ‘Course Outline – First Aid’ templates for Independent Contractors at www.binnacletraining.com.au/rto (Select: Independent Contractor).</i></p> <p>This pre-approval process will ensure your (current and future) course outline marketing of Binnacle First Aid programs meets strict compliance requirements set by ASQA as regulator.</p> <p>I have included our School’s (as Third Party) First Aid and CPR Marketing Material (e.g. course outline).</p> <p>Our School (as Third Party) does not have any Marketing Material specific to First Aid and CPR.</p>
<p>SCHOOL WEBSITE MARKETING (if applicable) – FOR BINNACLE PRE-APPROVAL</p>	<p>For each Binnacle First Aid and CPR Program you are set to offer:</p> <p>Please record your specific webpage(s) where reference to this VET course is made, if applicable.</p> <p><i>Please refer to Binnacle’s ‘Marketing Requirements for Independent Contractors – First Aid’ at www.binnacletraining.com.au/rto (Select: Independent Contractor)</i></p> <p>This pre-approval process will ensure your (current and future) marketing of Binnacle programs meets strict compliance requirements set by ASQA as regulator.</p> <p>Webpages (URL):</p> <p><i>If no specific webpage(s), please record N/A.</i></p>
<p>PROOF OF INSURANCE PLUS STATEMENT FROM INSURANCE PROVIDER REGARDING FIRST AID TRAINING TO OTHER ADULTS – FOR BINNACLE PRE-APPROVAL</p>	<p>Please submit – to accompany this Signed Agreement - your School’s proof of insurance. You must provide both:</p> <ol style="list-style-type: none"> 1. A certificate of currency on terms satisfactory to Binnacle prior to engagement. The following (minimum) levels of cover are required: <ul style="list-style-type: none"> • Public Liability - \$10 million • Professional Indemnity - \$1 million 2. An official document from your School’s insurance provider (i.e. Certificate of Currency, or similar) that specifies the nominated deliverer/s (i.e. school staff) as being covered for the occupation of first aid training to other adults. <p><u>NOTE:</u> This official statement from School’s insurance provider is requested as an added protection measure.</p> <p>I have included my School’s proof of insurance with the minimum level of cover stipulated above.</p> <p>I have included an official document from my School’s insurance provider that specifies the nominated deliverer/s (i.e. school staff) as being covered for the occupation of first aid training to other adults.</p>

RESOURCE REQUIREMENTS – ACTIONS TO TAKE (IF APPLICABLE)

<p style="text-align: center;">HUMAN RESOURCES ACTION(S) TO BE TAKEN</p> <p><i>Include here any teacher training required (e.g. Cert IV TAE, CPR Refresher).</i></p>	<p>If you are not currently meeting the HUMAN RESOURCE requirements as outlined in the ‘Binnacle Third Party Agreement (Appendix 2)’, please describe action(s) to be taken to ensure these are met prior to program delivery.</p> <p>If your school is currently meeting these requirements, please record N/A.</p>
<p style="text-align: center;">PHYSICAL RESOURCES ACTION(S) TO BE TAKEN</p> <p><i>Include here any First Aid training equipment items required.</i></p> <p><u>NOTE:</u> Items available at Binnacle Shop.</p>	<p>If you are not currently meeting the PHYSICAL RESOURCE requirements as outlined in the ‘Binnacle Third Party Agreement (Appendix 2)’, please describe action(s) to be taken to ensure these are met prior to program delivery.</p> <p>If your school is currently meeting these requirements, please record N/A.</p>

‘School as Independent Contractor’ Program Manager (First Aid) - Sign Off

SCHOOL (THIRD PARTY)			
School as Independent Contractor			
School Program Manager (First Aid)		Position	
Email		Phone	
Declaration	<p>I confirm the above Training and Assessment Strategy Information (‘School as Independent Contractor’-specific) to be implemented within Binnacle’s Training and Assessment Strategy.</p> <p><u>I agree</u> the Resource Requirements (see Appendix 2 of full Third Party Agreement), specific to each program listed above, are met; or in cases where one or more items listed on the Resource Requirements aren’t met, that a summary of action/s to be taken have been outlined above and will be actioned prior to program commencement.</p> <p><u>I have supplied</u> our school’s Marketing Material, as applicable, plus applicable School Website Marketing for Binnacle pre-approval, for each Binnacle First Aid Program selected above.</p> <p><u>I have supplied</u> our school’s proof of insurance, plus statement from insurance provider regarding First Aid training to other adults, for Binnacle pre-approval.</p> <p><u>I understand</u> the Agreement will take effect from the date of Principal Sign-Off and ends on 31 December 2023.</p>		
Signature		Date	

PRINCIPAL SIGN-OFF

This document represents an Agreement between:

Binnacle Training College Pty Ltd

AND

--

For the provision of advice on training and assessment, the quality assurance of assessment, and the issuance of AQF qualifications and/or Statement of Attainment.

LEAD RTO	
Organisation	Binnacle Training
Name/Title	Aaron Bulow – Chief Executive Officer
Email	aaron.bulow@binnacletraining.com.au
Declaration	I declare that I have the authority to enter into a partnership arrangement for and on half of Binnacle Training. I, the undersigned, agree to the provisions outlined in this Agreement.
Signature	
Date	

INDEPENDENT CONTRACTOR (THIRD PARTY)	
Name	
Email	
Declaration	<p><u>I declare</u> that I have the authority to enter into an Agreement for and on behalf of the ‘School as Independent Contractor’ above. I, the undersigned, agree to the provisions outlined in this Agreement.</p> <p><u>I agree</u> the First Aid Resource Requirements (see Appendix 2 of the full Third Party Agreement) are met; or in cases where one or more items listed on the Resource Requirements aren’t met, that a summary of action/s to be taken have been outlined above and will be actioned prior to program commencement.</p> <p><u>I understand</u> the Agreement will take effect from the date of Principal Sign-Off and ends on 31 December 2023.</p>
Signature	
Date	