



4 STAGES OF ENROLMENT

Each student enrolment with Binnacle Training involves four key stages:

- **STAGE 1: Enrolment Application** - Students complete an online enrolment form - including personal details such as their Unique Student Identifier (USI) and will then gain personalised access to the Binnacle Lounge (Learning Management System).
- **STAGE 2: Pre-Enrolment Pack** – Accessed within the Binnacle Lounge, students are inducted with Binnacle Training as the RTO and into the respective training products. This includes a Language, Literacy & Numeracy (LLN) diagnostic to identify support measures as required.
- **STAGE 3: Commencement of Training (Term 1)** - This is initial student enrolment where training and assessment is commenced.
- **STAGE 4: Official Enrolment (Term 2)** - This is official student enrolment (pending all requirements being met) into the respective training products.

ENROLMENT APPLICATION

Each student that enters the subject must complete their Enrolment Application with Binnacle Training via the following steps:

1. The teacher is to obtain the enrolment link and code from Binnacle Lounge → Enrolments.
2. The link and code are provided to all students in the class.
3. Students use the link and enter the class code to access the Enrolment Application (online enrolment form).
4. Once completed, students will receive an email with login details for their Binnacle Lounge account to access all course learning and assessment resources in the 'My Learning' area – online learning and assessment resources.

IMPORTANT

All students undertaking VET must have a Unique Student Identifier (USI). Check with your VET Coordinator or Head of Senior School to confirm if each student has already obtained their USI.



If a student does not have a USI:

Create one via the following link (note, this is required prior to completing the online enrolment form):

<https://portal.usi.gov.au/student/>

To create a USI, each student must have one item of ID from the list below:

- ✓ Driver's Licence
- ✓ Medicare Card (this includes a current family Medicare card with the student's name listed)
- ✓ Australian Passport
- ✓ Visa with Non-Australian Passport (please note that the school must be CRICOS registered and the Binnacle Program included in the scope of the CRICOS registration to enrol an international student)
- ✓ Birth Certificate (Australian)

QLD SCHOOLS: All students must also have their 10-digit LUI number in order to submit their online enrolment. School administration should have these on record.

LLN SCREENING (WITHIN PRE-ENROLMENT PACK)

It is a requirement of Binnacle Training as a Registered Training Organisation (RTO) to identify and provide Language, Literacy & Numeracy (LLN) support to students, as required. As per the LLN Tab within the Pre-Enrolment Pack, students will undertake an LLN Self-Assessment. This includes access to a short LLN quiz they may wish to undertake before completing the self-assessment.

Teachers also have access to additional LLN Screening activities, aligned with the foundational skill requirements of the course, in order to assist with identifying applicable LLN support measures that may be required for individual students.

These recommendations for support (if applicable), are recorded by the teacher within the LLN tab.