TRAINING AND ASSESSMENT STRATEGY

Name of RTO	Binnacle Training College Pty Ltd
RTO Number	31319

Binnacle Program	2023 Certificate III Sport and Recreation + Certificate II Sport and Recreation (6 Terms)		
Training Product	SIS30115 Certificate III in Sport and Recreation + SIS20115 Certificate II in Sport and Recreation (Dual Qualification)		
Training Package	Code	SIS	Title	Sport, Fitness and Recreation

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PACKAGING RULES:

SIS30115 CERTIFICATE III IN SPORT AND RECREATION

<u>15 units must be completed</u>, as follows:

- 9 core units
- 6 elective units, consisting of:
  - ▪ 3 units from the listed elective units
  - ▪ 3 units from the listed elective units, elsewhere in the SIS Training Package, or from any other current training package or accredited course.

SIS20115 CERTIFICATE II IN SPORT AND RECREATION

<u>13 units must be completed</u>, as follows:

- 8 core units
- 5 elective units, consisting of:
  - ▪ 2 units from 'General Electives' list
  - ▪ 3 units 'General Electives' list, elsewhere in SIS, or any other current Training Package or accredited course.
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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/SIS30115
https://training.gov.au/Training/Details/SIS20115

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>: SIS30115 <u>Title</u>: Certificate III in Sport and Recreation <u>Qualification Release #</u>: 2 <u>Release Date</u>: 04/04/2022 **SIS30115 superseded on 12/Dec/2022:** ● Students must complete SIS30115 by **31/Dec/2024 (extended transition expiry)** or transition to the new SIS30122 Certificate III in Sport and Recreation (pending addition to Binnacle Training scope) ● SIS30115 is superseded by SIS30122 and is deemed Non Equivalent.
2	<u>Code</u>: SIS20115 <u>Title</u>: Certificate II in Sport and Recreation <u>Qualification Release #</u>: 2 <u>Release Date</u>: 04/04/2022

	SIS20115 superseded on 12/Dec/2022: ● Students must complete SIS20115 by **31/Dec/2024 (extended transition expiry)** or transition to the new SIS20122 Certificate II in Sport and Recreation (pending addition to Binnacle Training scope) ● SIS20115 is superseded by SIS20122 and is deemed Non Equivalent.

UNIT CODE	UNIT TITLE	SIS20115 Certificate II in Sport and Recreation	SIS30115 Certificate III in Sport and Recreation	Scheduled for Finalisation	Qualified Trainer and Assessor	Evidence Gathering Techniques	Training & Assessment Arrangements (VETiS funded)	Training & Assessment Arrangements (Fee for Service)
BSBWOR202	Organise and complete daily work activities	Core		Term 2	Binnacle T&A	A, C, D	Online delivery – nominated Binnacle Trainer and Assessor; with no delivery and assessment by a Third-Party for students accessing their VETiS subsidy for the VETiS-funded Certificate II in Sport and Recreation.	Online delivery; with assessment conducted by Third-Party (Teacher as Assessor) - under the support of the Binnacle Program Management (PM) Team.
BSBTEC201	Use business software applications	Imported Elective		Term 2	Binnacle T&A	A, C, D		
BSBTEC202	Use digital technologies to communicate in a work environment	Imported Elective		Term 2	Binnacle T&A	A, C		
BSBTEC203	Research using the internet	Imported Elective		Term 2	Binnacle T&A	A, C		
ICTICT203	Operate application software packages	General Elective		Term 2	Binnacle T&A	A, C, D		
BSBSUS201	Participate in environmentally sustainable work practices	General Elective		Term 2	Binnacle T&A	A, C, D		
SISXCAI002	Assist with activity sessions	Core	Imported Elective	Term 4	Teacher (T-P)	A, C, D	Sole trainer and assessor (Teacher-led delivery) – under the support of the Binnacle Program Management (PM) Team.	Sole trainer and assessor (Teacher-led delivery) – under the support of the Binnacle Program Management (PM) Team.
SISXCCS001	Provide quality service	Core	Core	Term 4	Teacher (T-P)	A, B, C, D		
HLTAID011	Provide First Aid	Core	Core	Term 4	Teacher (T-P)	A, B, D		
HLTWHS001	Participate in workplace health and safety	Core	Core	Term 3	Teacher (T-P)	A, C		
SISXEMR001	Respond to emergency situations	Core	Core	Term 4	Teacher (T-P)	A, C		
SISXIND001	Work effectively in sport, fitness and recreation environments	Core	Imported Elective	Term 4	Teacher (T-P)	A, C, D		
SISXIND002	Maintain sport, fitness and recreation industry knowledge	Core	Imported Elective	Term 4	Teacher (T-P)	A, C		
BSBWOR204	Use business technology		General Elective	Term 6	Teacher (T-P)	A, B, C, D	N/A – Fee for Service Only	
BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control		Core	Term 6	Teacher (T-P)	A, C, D		
SISXCAI003	Conduct non-instructional sport, fitness or recreation sessions		Core	Term 6	Teacher (T-P)	A, D		
ICTWEB201	Use social media tools for collaboration and engagement		Core	Term 6	Teacher (T-P)	A, B, C		
SISXCAI006	Facilitate groups		General Elective	Term 6	Teacher (T-P)	A, B, D		
BSBWOR301	Organise personal work priorities and development		Core	Term 6	Teacher (T-P)	A, C, D		
BSBADM307	Organise schedules		General Elective	Term 6	Teacher (T-P)	A, C, D		
SISXCAI004	Plan and conduct programs		Core	Term 6	Teacher (T-P)	A, D		
OPTIONAL TERM 7 ADD-ON								
SISSSCO001	Conduct sport coaching sessions with foundation level participants			Term 7	Teacher (T-P)	A, D		
BSBPEF302	Develop self-awareness			Term 7	Teacher (T-P)	A, C, D		

NOTE: The 'Term 7 Add-On' contains two units of competency (as new learning) and will be 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.
	☑ **Skills Assure Supplier (SAS) specific:** Upholding "The 50% Limit" regarding delivery of training and/or assessment services by a third party. "The 50% Limit" applies only to students accessing their VETiS subsidy for the VETiS-funded qualification on Binnacle Training's SAS delivery schedule (SIS20115 Certificate II in Sport and Recreation).
	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'. As per the summary table below, the Dual Qualification derives 7 QCE credits (4 + 3).

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 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**.

SIS20115 Certificate II in Sport and Recreation (13 units)	SIS30115 Certificate III in Sport and Recreation (8/15 units; 7 overlapping units reported as Credit Transfer)	Expected Total QCE credits (assuming 90% or greater new learning)	Comments
4	3*	7	* Maximum 3 Credits obtained from Certificate III (50% new learning)

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 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.

Skills Assure Supplier (SAS)	The Certificate II in Sport and Recreation (SIS20115) qualification is currently eligible for funding under the Queensland Government's Vocational Education and Training in Schools (VETiS) initiative. Binnacle Training is a Skills Assure Supplier (SAS) for the SIS20115 Certificate II in Sport and Recreation qualification.

The Queensland Government's VET Investment Budget will provide funding for students to complete one VETiS qualification on the Priority Skills List whilst attending secondary school (in Years 10, 11 and 12).

Binnacle Training also offers the Certificate II in Sport and Recreation (SIS20115) as a 'Fee for Service' program for schools, as per the Binnacle-school invoicing arrangement. At the time of enrolment, eligible students will choose whether or not they wish to access the VETiS subsidy specific to the VETiS-funded qualification.

"The 50% Limit" on delivery of training and/or assessment services by a third party:

As outlined in the [SAS Third Party Arrangements Directive](#), a prohibited subcontract is where a third party (e.g. School) is subcontracted to deliver more than 50% of the services associated with any qualification listed in the supplier's Delivery Schedule. "The 50% Limit" applies <u>only to</u>:

- Students accessing their VETiS subsidy for the VETiS-funded qualification on Binnacle Training's SAS delivery schedule (SIS20115 Certificate II in Sport and Recreation) who enrol from 1 July 2021.
- The delivery of training and/or assessment services by a third party under Binnacle Training's SAS Agreement i.e. <u>does not apply to 'Fee-for-Service'</u>.

Binnacle Training engages third parties (individual high schools) in the delivery of training and assessment services specific to the VETiS-funded qualification: Certificate II in Sport and Recreation. Binnacle Training will manage "The 50% limit" at a student level – whereby Binnacle Training will itself deliver and assess half of the units of competency associated with the VETiS-funded qualification (i.e. no delivery and assessment by the third party for half of the units).

Refer to the table on page 2: 'Qualified Trainer and Assessor' (per unit of competency) which illustrates these units of competency (6 in total) to be delivered by Binnacle Training staff (online delivery). |

Learning and Assessment Arrangements	**<u>DURATION</u>**

The program content has been packaged into <u>6 terms</u> [based on delivery across **one line on the timetable (minimum 3 lessons per week, i.e. 210 minutes per week) over 2 years**]. All evidence requirements pertaining to the entry qualification SIS20115 Certificate II in Sport and Recreation are scheduled across Terms 1-4. Terms 5-7 evidence requirements are aligned only to SIS30115 Certificate III in Sport and Recreation.

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 an 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 II = 0.5 – 1 year (600 – 1200 hours)
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 <u>all of the required skills and knowledge</u>. Further, the VoL includes <u>all</u> 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 = <u>266</u> 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 = <u>89</u> 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) = <u>6</u> hours

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

Binnacle rationalises the VoL hours gap (i.e. VoL 1800 hours LESS AoT 361 hours = 1439 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	**<u>ORGANISATION</u>** 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	**<u>LANGUAGE, LITERACY AND NUMERACY ASSISTANCE</u>** 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	**<u>OPPORTUNITY FOR RPL AND CREDIT TRANSFER</u>** **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	<u>Topics</u>: ● Binnacle Lounge Induction ● The Sport, Fitness & Recreation (SFR) Industry ● Apply Knowledge of Coaching Practices <u>Programs</u>: ● Coaching Program (Student Delivery): Plan & Deliver Coaching Sessions ● SFR Coaching Program (Supervisor): Assist with Delivering Coaching Sessions
	TERM 2	<u>Topics</u>: ● Perform Research & Create a Group Presentation ● Organise & Complete Work Tasks <u>Programs</u>: ● Group Nutrition Presentation: Create & Deliver a Presentation to your Peers ● Community SFR Program #1: Plan and Conduct Community SFR Sessions for Participants
	TERM 3	<u>Topics</u>: ● Cardio & Conditioning Programs ● Anatomy & Physiology ● The SFR Industry <u>Programs</u>: ● One-on-One Cardio Program ● Group Conditioning Sessions for Adolescent Participants
	TERM 4	<u>Topics</u>: ● Anatomy & Physiology ● First Aid Course: HLTAID011 Provide First Aid <u>Programs</u>: ● Coaching Program (Teacher Facilitated): Assist with Delivering Coaching Sessions *The Certificate II in Sport and Recreation (SIS20115) entry qualification is scheduled to be finalised at the end of Term 4. HLTAID011 Provide First Aid is required in order to complete this qualification. Students are provided the option to complete the Certificate II in Sport and Recreation only (exit point).*

Learning and Assessment Arrangements	**TERM 5**	<u>Topics</u>: ● Plan & Conduct Sports Programs ● Apply Knowledge of Officiating Practices <u>Programs</u>: ● Group Sports Program (Teacher Facilitated) ● Community Officiating General Principles (Online Course)

	TERM 6	Topics: ● Plan & Deliver a Sports Competition ● Community SFR Program Programs: ● Community SFR Program #2: Plan & Conduct Community SFR Sessions for Participants ● Round Robin Tournament ● Online Learning (Online Courses) *The Certificate III in Sport and Recreation (SIS30115) 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 ● Self-Awareness Action Plan 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: 2023 Certificate III in Sport and Recreation – Resource Requirements *Available at Binnacle Support Centre (Select: Resource Requirements)*

Teacher Human Resource Requirements	Refer to: 2023 Certificate III in Sport and Recreation – Resource Requirements *Available at Binnacle Support Centre (Select: Resource Requirements)*

Pathways	The Certificate III in Sport 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 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.
	Skills Assure Supplier Specific Requirements
	Binnacle Training will keep a complete record of training and assessment, including copies of the Qualifications and Statements of Attainment issued to each student, for **6 years from the end of the term** [i.e. the earlier of either: a) the date of Agreement termination; or b) the date that the last Program under the Agreement ends].
	Fee-for-Service (non SAS)
	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.