



**Binnacle**  
Training

RTO CODE 31319



## **ABSTRACT**

This document contains important information for Binnacle Training students about:

- The program outline and inclusions
- The assessment completion process
- Career pathways
- Binnacle Training Third-Party Arrangements
- Student enrolment

# **STUDENT INFORMATION**

**SIS20321 Certificate II in Sport  
Coaching**

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# 1. Program Inclusions

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This program is offered as a senior school subject and incorporates the nationally recognised qualification: **SIS20321 Certificate II in Sport Coaching**. This course has been scheduled across one year (packaged into 4 terms).

The course covers the skills and knowledge required for entering the Sport and Recreation industry as an Assistant Coach and includes:

- The industry-recognised First Aid Certificate – HLTAID011 Provide First Aid
- Conducting sport coaching sessions with foundation level participants
- Organising personal work priorities
- Working in a community coaching role
- Working safely in sport coaching environments
- Responding to emergency situations
- Developing and updating knowledge of coaching practices

## 2. Program Outline

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The program involves developing the entry level skills and knowledge to ‘hit the ground running’ as an employee in the sport and recreation industry. This learning involves practical experience as an ‘Assistant Coach’ and will take place in a range of settings, including the classroom, outdoors and the Sport, Fitness and Recreation (SFR) facilities at the school.

Assessment activities include practical and knowledge tasks throughout the program. Knowledge tasks generally take the form of short answer quizzes and research tasks that are completed online. Many of the practical tasks will also involve completing an industry document e.g. a Session Plan.

## 3. Completing Assessments

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All assessment resources are online (practical components are completed in an SFR environment e.g. the school gym) and each term has a specific number of assessment tasks.

Assessment completion will be regularly reviewed by the trainer and assessor and if incomplete or not yet satisfactory, it may be necessary to finalise the assessment outside of class time (e.g. during exam block) before the next school term commences.

Completed assessment and associated documentation will be stored online in the Binnacle Lounge for the trainer and assessor to mark (‘Satisfactory’ or ‘Not Yet Satisfactory’).

Students will need to provide/have access to a computer, laptop or tablet device with an internet connection.

<p><b>1. Students complete the assessment each term:</b></p>	<ul style="list-style-type: none"> <li>• Knowledge assessments completed online in your Binnacle Lounge.</li> <li>• Demonstrate required skills in practical tasks.</li> <li>• Access to training resources to assist with assessment are provided in the respective assessment tab.</li> </ul>
<p><b>2. Assessor marks your assessment:</b></p>	<ul style="list-style-type: none"> <li>• Some knowledge assessment items are 'auto-marked' by the Binnacle Lounge learning platform.</li> <li>• The assessor will mark your other assessment items (e.g. project, practical and case study).</li> <li>• The sign-off page in each term is where feedback is provided and the outcome of each assessment item recorded.</li> </ul>

### 3.1. Student Misconduct with Online Assessment and Disciplinary Procedures

Some assessment question types allow for students to submit evidence that may be the same or similar to that of another person or source e.g. a group session plan for a project upload or a response to a knowledge question copied from a website or a presentation. Outside of these occasions, Binnacle Training must ensure the evidence contributing to a unit of competency is authentic, i.e. able to be proved as their own work.

Cheating or copying/plagiarising material from another person or resource is strictly prohibited. The below statement is included in the sign-off for each term:

I, the Candidate:

- Confirm the authenticity of the work submitted as my own, unless otherwise authorised by the assessment conditions.

In addition to an assessor checking for copying and/or plagiarised material, Binnacle Training as the Registered Training Organisation undertakes regular reviews of student assessment evidence.

As outlined in our Participant Handbook (Section 8 - Student Misconduct & Disciplinary Procedures), **Binnacle Training will not tolerate misconduct under any circumstance and a student may be asked to leave the program with no refund for misconduct such as cheating or plagiarising material.**

## 4. Units of Competency in this Program

The following table illustrates when units of competency are scheduled for finalisation. Training commences in Term 1 across all units listed.

	UNIT CODE	UNIT TITLE
<b>TERMS 1-4</b>	SISXIND011	Maintain sport, fitness and recreation industry knowledge
	BSBPEF301	Organise personal work priorities
	SIRXWHS001	Work safely
	SISXEMR003	Respond to emergency situations
	SISSCO002	Work in a community coaching role
	SISSCO001	Conduct sport coaching sessions with foundation level participants

	UNIT CODE	UNIT TITLE
<b>FIRST AID</b>	HLTAID011	Provide First Aid

**Qualification scheduled for finalisation: SIS20321 CERTIFICATE II IN SPORT COACHING**

**NOTE:** HLTAID011 Provide First Aid is delivered as Fee-for-Service with Binnacle Training or delivered by an external provider as arranged by your school.

## 5. Career Pathways

Graduates of SIS20321 Certificate II in Sport Coaching may explore a sport-specific Club Level Coach or Official pathway (e.g. referee or umpire), by completing a sport-specific coach or official accreditation with the respective national/state sporting organisation.

Students who complete SIS20321 Certificate II in Sport Coaching with Binnacle Training may wish to consider one of the following pathway qualifications through another RTO, or through Binnacle Training as a Senior Subject depending on your school's Third Party arrangement with Binnacle Training:

- SIS30122 Certificate III in Sport, Aquatics and Recreation
- SIS30321 Certificate III in Fitness



Figure 1. Training and Employment Pathways from SIS20321 Certificate II in Sport Coaching

## 6. Binnacle Training Third-Party Arrangements

As the RTO, Binnacle Training engages individual secondary schools under a third-party arrangement to provide physical and human resources to deliver training and conduct assessment.

**Binnacle Training Responsibilities:** Enrolling students into the VET course, training and assessment outcomes, issuing certificates and testamurs, and ensuring that the VET course is on its scope of registration at all times.

**School Responsibilities (as the third party):** The provision of adequate physical (equipment and facilities) and human resources (program deliverer), and facilitating training and assessment services on behalf of Binnacle Training including the provision of student support services such as language, literacy and numeracy (LLN) assistance.

## 7. Student Enrolment

Student enrolment into the program requires the school to have a current third-party agreement in place (enrolment is unable to be finalised until this requirement has been met).

## 8. Language, Literacy and Numeracy Skills

A Language, Literacy and Numeracy (LLN) screening process is undertaken within the Pre-Enrolment Pack to ensure that students have the capacity to effectively engage with the content and to identify support measures as required. The following examples provide a snapshot of the reading, writing, numeracy and verbal communication skills that would be expected in order to satisfy competency requirements:

<b>Reading</b>	<ul style="list-style-type: none"> <li>• Read and understand workplace health and safety policies and procedures.</li> <li>• Interpret workplace safety signs and emergency evacuation plans.</li> <li>• Identify and interpret information to determine task requirements.</li> <li>• Interpret detailed and potentially unfamiliar organisational procedures for emergency response.</li> <li>• Read and comprehend the workplace policies and procedures manual.</li> </ul>
<b>Writing</b>	<ul style="list-style-type: none"> <li>• Complete required documentation using organisational formats.</li> <li>• Compose simple documents for others to read.</li> <li>• Use fundamental sentence structure to record accurate factual information about emergency responses in template incident reports.</li> <li>• Create records on observations, experiences and thoughts.</li> <li>• Prepare documents to monitor and reflect on performance.</li> <li>• Record attendance.</li> </ul>
<b>Verbal Communication</b>	<ul style="list-style-type: none"> <li>• Use age-appropriate language to engage foundation level participants.</li> <li>• Use clear and unambiguous verbal and non-verbal communication to make intent known.</li> <li>• Ask questions and actively listen to clarify health and safety information and instructions.</li> <li>• Present information and seek advice using language and features appropriate to audience.</li> <li>• Participate in discussions using listening and questioning to elicit views of others and to clarify or confirm understanding.</li> <li>• Discuss risk management issues with relevant stakeholders.</li> </ul>
<b>Numeracy</b>	<ul style="list-style-type: none"> <li>• Estimate time and space requirements for sport-specific session activities.</li> </ul>

## 9. Definitions and Interpretations

**Program.** The course(s) or qualifications(s) in its entirety.

**Registered Training Organisation (RTO).** A training organisation that has authorisation to train and assess nationally recognised qualifications on its scope of registration.

**School (third party).** The secondary school/college that is providing the physical and human resources to deliver training and conduct assessment on behalf of, and in the name of, Binnacle Training as the external RTO.

**Training Product.** Any qualification, unit of competency, or group of competencies packaged together as a Binnacle Program.

For further information please access the [Program Disclosure Statement](#) in full.