

TRAINING AND ASSESSMENT STRATEGY

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| Name of RTO | Binnacle Training College Pty Ltd |
| RTO Number | 31319 |

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| Binnacle Program | 2025 Certificate III Fitness + Certificate II in Sport and Recreation (7 Terms) | | | |
| Training Product | SIS30321 Certificate III in Fitness + SIS20122 Certificate II in Sport and Recreation (Dual Qualification) | | | |
| Training Package | Code | SIS | Title | Sport, Fitness and Recreation |
| | <p>PACKAGING RULES:</p> <p>SIS30321 CERTIFICATE III IN FITNESS <u>15 units must be completed</u>, as follows:</p> <ul style="list-style-type: none"> • 11 core units • 4 elective units, consisting of: <ul style="list-style-type: none"> ▪ 2 units from the listed elective units ▪ 2 units from the listed elective units, elsewhere in the SIS Training Package, or from any other current training package or accredited course. <p>SIS2012215 CERTIFICATE II IN SPORT AND RECREATION <u>10 units must be completed</u>, as follows:</p> <ul style="list-style-type: none"> • 6 core units • 4 elective units, consisting of: <ul style="list-style-type: none"> ▪ 2 units from the listed electives units ▪ 2 units from the listed electives units, elsewhere in SIS, or any other current Training Package or accredited course. | | | |
| Training Package Location | Training Package Release # | 6.1 | Release Date | 24/03/2025 |
| | <p>Go to details of certificate packaging rules on TGA: https://training.gov.au/Training/Details/SIS30321 http://training.gov.au/Training/Details/SIS20122</p> <p>Download Training Package from TGA: http://training.gov.au/Training/Details/SIS</p> <p>Download Companion Volume implementation guide: https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b</p> | | | |
| | 1 | <p>Code: SIS30321 Title: Certificate III in Fitness</p> <p>Qualification Release #: 2</p> <p>Release Date: 24/03/2025</p> | | |
| 2 | <p>Code: SIS20122 Title: Certificate II in Sport and Recreation</p> <p>Qualification Release #: 1</p> <p>Release Date: 13/12/2022</p> | | | |

| UNIT CODE | UNIT TITLE | SIS20122 Certificate II in Sport and Recreation | SIS30321 Certificate III in Fitness | Scheduled for Finalisation | Qualified Trainer and Assessor | Evidence Gathering Techniques | Training & Assessment Arrangements (VETiS funded) | Training & Assessment Arrangements (Fee for Service) | |
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| SISXIND011 | Maintain sport, fitness and recreation industry knowledge | Core | Elective - Imported | 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. | |
| BSBSUS211 | Participate in sustainable work practices | Elective - Listed | Elective - Listed | Term 2 | Binnacle T&A | A, C, D | | | |
| BSBPEF202 | Plan and apply time management | Elective - Imported | | Term 2 | Binnacle T&A | A, C, D | | | |
| BSBPEF301 | Organise personal work priorities | Elective - Listed | Core | Term 2 | Binnacle T&A | A, C, D | | | |
| SISSPAR009 | Participate in conditioning for sport | Elective - Imported | | Term 2 | Binnacle T&A | A, C, D | | | |
| HLTWH001 | Participate in workplace health and safety | Core | Core | Term 3 | Teacher (T-P) | A, C, D | Sole trainer and assessor (Teacher facilitated face-to-face delivery) – under the support of the Binnacle Program Management (PM) Team. | Sole trainer and assessor (Teacher facilitated face-to-face delivery) – under the support of the Binnacle Program Management (PM) Team. | |
| SISXCCS004 | Provide quality service | Core | Elective - Imported | Term 3 | Teacher (T-P) | A, B, C, D | | | |
| SISXFAC006 | Maintain activity equipment | Core | | Term 3 | Teacher (T-P) | A, B, D | | | |
| SISXEMR003 | Respond to emergency situations | Core | Elective - Listed | Term 3 | Teacher (T-P) | A, C, D | | | |
| SISOFLD001 | Assist in conducting recreation sessions | Core | | Term 4 | Teacher (T-P) | A, C, D | | | |
| HLTAID011 | Provide First Aid | | Core | Term 4 | Teacher (T-P) | A, C | N/A – Fee for Service only | | |
| SISFFIT047 | Use anatomy and physiology knowledge to support safe and effective exercise | | Core | Term 5 | Teacher (T-P) | A, C, D | | | |
| SISFFIT052 | Provide healthy eating information | | Core | Term 5 | Teacher (T-P) | A, B, C, D | | | |
| BSBOPS304 | Deliver and monitor a service to customers | | Core | Term 7 | Teacher (T-P) | A, B, C, D | | | |
| SISFFIT032 | Complete pre-exercise screening and service orientation | | Core | Term 7 | Teacher (T-P) | A, C, D | | | |
| SISFFIT033 | Complete client fitness assessments | | Core | Term 7 | Teacher (T-P) | A, C, D | | | |
| SISFFIT035 | Plan group exercise sessions | | Core | Term 7 | Teacher (T-P) | A, C, D | | | |
| SISFFIT036 | Instruct group exercise session | | Core | Term 7 | Teacher (T-P) | A, C, D | | | |
| SISFFIT040 | Develop and instruct gym-based exercise programs for individual clients | | Core | Term 7 | Teacher (T-P) | A, B, C, D | | | |
| HLTAID011 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. | | EVIDENCE GATHERING TECHNIQUES 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. | | | | | | | EVIDENCE KEY |
| | | | | | | | 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 (SIS20122 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. Certificate IV in Fitness); or
 - University (e.g. Bachelor of Sport & Exercise Science).

Fitness Industry Expectations - Employees 18+ Years

Employers in the fitness industry generally expect their employees to be at least 18 years of age to hold a position that assumes duty of care for participants. As a 2-year program, Binnacle Training ensures that learners will be approaching - or will have turned - 18 years of age by the expected course (SIS30321) completion date.

QLD SCHOOLS

Upon successful completion, students are certified with a maximum 8 Queensland Certificate of Education (QCE) credits as follows:

| SIS20122 Certificate II in Sport and Recreation (10 units) | SIS30321 Certificate III in Fitness (9/15 units; 6 overlapping units reported as Credit Transfer) | Expected Total QCE credits (assuming 90% or greater new learning) | Comments |
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| 4 | 4* | 8 | * Maximum 4 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.

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| <p>The Certificate III in Fitness qualification is delivered as a 'Fee for Service' offering only as per the Binnacle-School invoicing arrangement.</p> <p>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.</p> |
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| <p>Skills Assure Supplier (SAS)</p> | <p>The Certificate II in Sport and Recreation (SIS20122) 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 SIS20122 Certificate II in Sport and Recreation qualification.</p> <p>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).</p> <p>Binnacle Training also offers the Certificate II in Sport and Recreation (SIS20122) 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.</p> <hr style="border-top: 1px dashed black;"/> <p>"The 50% Limit" on delivery of training and/or assessment services by a third party:</p> <p>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>:</p> <ul style="list-style-type: none"> • Students accessing their VETiS subsidy for the VETiS-funded qualification on Binnacle Training's SAS delivery schedule (SIS20122 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>. <p>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).</p> <p>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).</p> |
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| <p>Learning and Assessment Arrangements</p> | <p><u>DURATION</u></p> <p>The program content has been packaged into <u>7 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 SIS20122 Certificate II in Sport and Recreation are scheduled across Terms 1-4. Terms 5-7 evidence requirements are aligned only to SIS30321 Certificate III in Fitness.</p> <p>A blended-delivery model will be used whereby students will have access to:</p> <ul style="list-style-type: none"> • 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 a Fitness-related workplace (recommended, however, not compulsory). <p>This program uses single unit and clustered assessment.</p> |
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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 (Fitness-related industry) – located at the school - for demonstration of skills (practical observations).

Under supervision, students will instruct a range of fitness programs as well as completing practical experience (may be outside of their timetabled subject) to deliver a range of fitness activities and exercise programs to members of the school community (students and staff). Students will also work in the gym facility at the school with authentic clients, which will involve delivering exercise programs to a range of clients, including adult males (18+ years), adult females (18+ years) and older adult clients (55+ years).

'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 all of the required skills and knowledge. Further, the VoL includes all 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 = 266 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 = 89 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 client fitness training some practical experience will be undertaken outside of these class hours.

Practical Work-related Experience = 40 hours

TOTAL AMOUNT OF TRAINING (AoT) = 395 hours (266 + 89 + 40)

Binnacle rationalises the VoL hours gap (i.e. VoL 1800 hours LESS AoT 395 hours = 1405 hours) by:

- Students entering the subject with a large base of foundational skills and knowledge from prior and concurrent learning (e.g. Years 9-10 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.

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| Learning and Assessment Arrangements | <p><u>ORGANISATION</u></p> <p>The program will be delivered using class-based learning as well as a real fitness environment (including a gym) located at the school which involves delivering a range of fitness programs to adolescent, adult and older adult clients.</p> <p>A range of teaching and learning strategies will be used to deliver the competencies including:</p> <ul style="list-style-type: none"> ● Practical tasks ● Client interactions ● Group work ● Programs within the school (generally a minimum of two different fitness programs per term) ● Practical experience within the school fitness centre (i.e. group exercise, outdoor fitness, one-on-one gym programs) <p>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.</p> |
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| Learning and Assessment Arrangements | <p><u>LANGUAGE, LITERACY AND NUMERACY ASSISTANCE</u></p> <p>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.</p> <p>‘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.</p> |
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| Learning and Assessment Arrangements | <p><u>OPPORTUNITY FOR RPL AND CREDIT TRANSFER</u></p> <p>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.</p> <p>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.</p> <p>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).</p> |
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| Learning and Assessment Arrangements | COURSE STRUCTURE | |
| TERM 1 | <p><u>Topics:</u></p> <ul style="list-style-type: none"> ● Introduction to the Sport, Fitness and Recreation (SFR) Industry ● Introduction to Coaching Programs, Laws and Legislation <p><u>Programs:</u></p> <ul style="list-style-type: none"> ● Assist with Delivering Coaching Sessions (Supervisor Delivery) ● Plan and Deliver Coaching Sessions (Student Delivery) | |
| TERM 2 | <p><u>Topics:</u></p> <ul style="list-style-type: none"> ● Introduction to Community Programs ● Introduction to Conditioning Programs <p><u>Programs:</u></p> <ul style="list-style-type: none"> ● Community SFR Program (Student Delivery) ● Participate in Conditioning Sessions (Supervisor Delivery) | |
| TERM 3 | <p><u>Topics:</u></p> <ul style="list-style-type: none"> ● Working in the SFR Industry - WHS and Provide Quality Service ● Introduction to Anatomy and Physiology - The Cardiovascular System | |

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| | | <u>Programs:</u> <ul style="list-style-type: none"> Plan and Deliver Group Conditioning Sessions Plan and Deliver a One-on-one Cardio Program |
| | TERM 4 | <u>Topics:</u> <ul style="list-style-type: none"> Anatomy and Physiology - The Musculoskeletal system First Aid Course: HLTAID011 Provide First Aid <u>Programs:</u> <ul style="list-style-type: none"> Recreational Group Exercise Program <p><i>The Certificate II in Sport and Recreation (SIS20122) entry qualification is scheduled to be finalised at the end of Term 4. Students are provided the option to complete the Certificate II in Sport and Recreation only (exit point).</i></p> |

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| Learning and Assessment Arrangements | TERM 5 | <u>Topics:</u> <ul style="list-style-type: none"> Anatomy and Physiology - Body Systems and Exercise Health and Nutrition Consultations <u>Programs:</u> <ul style="list-style-type: none"> One-on-One Gym Program (Adolescent Client) Plan and Conduct Sessions (Scenario Clients) |
| | TERM 6 | <u>Topics:</u> <ul style="list-style-type: none"> Screening and Health Assessments Specific Population Clients (including Older Clients) <u>Programs:</u> <ul style="list-style-type: none"> Fitness Orientation Program: Client Orientation Group Training Program: Plan and Instruct a Group Session |
| | TERM 7 | <u>Topics:</u> <ul style="list-style-type: none"> N/A (Practical Term) <u>Programs:</u> <ul style="list-style-type: none"> Group Exercise and Gym-based One-on-One and Group Sessions: <ul style="list-style-type: none"> Female and Male Adults aged 18+; and Older adults aged 55+ |

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| Learning Resources | <p>Students are provided with a full Course Content kit that is specific to each term of study which includes:</p> <ul style="list-style-type: none"> Unit Plan Lectures Online Activities Exercise Bank Videos Work templates and other work-related documents (e.g. policy manuals) |
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| Practical Experience | <p>Students will undertake a minimum of 40 hours of practical fitness training experience (i.e. training clients – group exercise and gym instruction) across the program.</p> |
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| Consultation with Industry | <p>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.</p> <p><u>Industry Partners</u></p> <ul style="list-style-type: none"> Redcliffe Dolphins Rugby League Club Renegade Conditioning Fit College Andrew Rickertt - Job Skills Queensland |
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| | <ul style="list-style-type: none"> National Institute of First Aid Trainers (NIFAT) <p>Consultation/engagement approaches include:</p> <ul style="list-style-type: none"> Regular meetings (e.g. weekly consultation meetings) Teleconferences Program development/validation meetings Program development projects |
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| Assessment Validation Process | <p>The processes used to validate assessment in this course are:</p> <p>1. Validation by Industry:</p> <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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). <p>2. Assessment Instrument Review:</p> <ul style="list-style-type: none"> 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. |
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| School Physical Resource Requirements | <p><u>Refer to:</u> School Physical Resource Requirements</p> <p>Available at Binnacle Support Centre (Select: Resource Requirements)</p> |
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| Teacher Human Resource Requirements | <p><u>Refer to:</u> Human Physical Resource Requirements</p> <p>Available at Binnacle Support Centre (Select: Resource Requirements)</p> <p>Nominated trainer/s are listed against each unit of competency required to be completed in order for the student to achieve the qualification. Binnacle Training's Schools and Teacher Information Register records all trainer and assessor details.</p> |
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| Pathways | <p>The Certificate III in Fitness will be used predominantly by students seeking to enter the SFR industry and/or as an alternative entry into University.</p> <p>QLD SCHOOLS: Graduates may be able to use their Certificate III in Fitness 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</p> <p>Students may also choose to continue their study by completing the Certificate IV in Fitness through another Registered Training Organisation.</p> |
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| <p>Foundation Skills</p> | <p>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).</p> <p>All units of competency within new streamlined Training Packages have Foundation Skills either embedded in the unit performance requirements or listed explicitly.</p> <p>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.</p> |
| <p>Student Feedback</p> | <p>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.</p> <p>Date for data analysis: December (annually)</p> |
| <p>AVETMISS Reporting</p> | <p>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.</p> <p>QLD SCHOOLS: Permission is provided to DESBT for student results to be forwarded to the Queensland Curriculum & Assessment Authority (QCAA).</p> |
| <p>Student Records</p> | <p>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.</p> <p>Skills Assure Supplier Specific Requirements</p> <p>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].</p> <p>Fee-for-Service (non SAS)</p> <p>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:</p> <ul style="list-style-type: none"> • 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. <p>A master copy of all versions of the assessment tools will be retained for seven years.</p> |