**Units of Competency**

**Why study this course?**

This qualification reflects the role of individuals who assist with the delivery of sport and recreation activities and who complete a range of customer contact duties. Students participate in the delivery of a range of sport and recreation activities and programs within the school.

**Students will acquire skills in:**

* Officiating games or school competitions
* Coaching beginner participants to develop fundamental skills
* Effective communication skills
* Providing quality service to participants

**Pathway options may include:**

* Club level official or club level coach (When combined with individual sport’s National Officiating / Coaching Accreditation Scheme (NOAS/NCAS) technical requirements)
* Pathway into Certificate III in Sport, Aquatics and Recreation, Certificate III in Fitness or Certificate III in Sport Coaching

**What will students achieve?**

* SIS20122 Certificate II in Sport and Recreation (Maximum 4 QCE Credits)
* Community Coaching - Essential Skills Course (nonaccredited), issued by Australian Sports Commission
* Recommended ‘optional’ additional training - the nationally recognised First Aid competency - HLTAID011 Provide First Aid

### **CERTIFICATE II IN SPORT AND RECREATION (SIS20122)**

Delivered in conjunction with binnacle training (RTO 31319)

|  |  |
| --- | --- |
| **Code** | **Title** |
| SISXIND011 | Maintain sport, fitness and recreation knowledge |
| BSBPEF202 | Plan and apply time management |
| BSBPEF301 | Organise personal work priorities |
| BSBSUS211 | Participate in sustainable work practices |
| SISSPAR009 | Participate in conditioning for sport |
| HLTWHS001 | Participate in workplace health and safety |
| SISXFAC006 | Maintain activity equipment |
| SISOFLD001 | Assist in conducting recreation sessions |
| SISXCCS004 | Provide quality service |
| SISXEMR003 | Respond to emergency situations |
| HLTAID011 | Provide First Aid (Optional Additional) |

**How will the students be assessed?**

Program delivery will combine both class-based tasks and practical components in a real sport and recreation environment at the school. This involves the delivery of a range of practicals within their school community. A range of teaching/learning strategies will be used to deliver the competencies. These include:

* Practical tasks
* Hands-on activities including client interactions.
* Group projects.
* e-Learning projects

**Fees**

**$395.00** Binnacle Training Fees

**Entry Requirements**

Nil.

**Language, Literacy and Numeracy Skills**

A Language, Literacy and Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content and to identify support measures as required.

**Product Disclosure Statement**

This Course Outline is to be read in conjunction with Binnacle Training’s Program Disclosure Statement (PDS). Please note that some training and assessment services are delivered by the School (as Third Party) and the PDS sets out the services and training products Binnacle Training as RTO provides and those services carried out by the School as Third Party (i.e. the facilitation of training and assessment services). To access Binnacle’s PDS, please visit: www.binnacletraining.com.au/rto

### **CERTIFICATE II IN SPORT AND RECREATION (SIS20122)**

Delivered in conjunction with binnacle training (RTO 31319)

**Units of Competency**

**Why study this course?**

This qualification provides a pathway to work in assistant coaching roles working or volunteering at community-based sports clubs and organisations in the Australian sport industry. Individuals with this qualification use a range of basic coaching skills to engage participants in a specific sport. They work under the supervision of a coach.

**Students will acquire skills in:**

* Planning coaching sessions
* Coaching foundation level participants
* Officiating games and competitions
* Work Safely in the Sport, Fitness and Recreation Industry

**Pathway options may include:**

* Assistant coach or club level coach or official (When combined with individual sport’s National Officiating / Coaching Accreditation Scheme (NOAS/NCAS) technical requirements)
* Pathway into Certificate III in Sport, Aquatics and Recreation, Certificate III in Fitness or Certificate III in Sport Coaching

**What will students achieve?**

* SIS20321 Certificate II in Sport Coaching (max. 4 QCE Credits)
* The nationally recognised First Aid competency - HLTAID011 Provide First Aid
* Community Coaching - Essential Skills Course (non-accredited), issued by Australian Sports Commission

### **CERTIFICATE II IN SPORT COACHING (SIS20321)**

Delivered in conjunction with binnacle training (RTO 31319)

|  |  |
| --- | --- |
| **Code** | **Title** |
| SIRXWHS001 | Work safely |
| SISSSCO002 | Work in a community coaching role |
| SISSSCO001 | Conduct sport coaching sessions with foundation level participants |
| SISXIND011 | Maintain sport, fitness and recreation industry knowledge |
| BSBPEF301 | Organise personal work priorities |
| SISXEMR003 | Respond to emergency situations |
| HLTAID011 | Provide First Aid |

**How will the students be assessed?**

Program delivery will combine both class-based tasks and practical components in a real sport and coaching environment at the school. This involves the delivery of a range of practicals within their school community. A range of teaching/learning strategies will be used to deliver the competencies. These include:

* Practical tasks
* Hands-on activities including client interactions.
* Group projects.
* e-Learning projects

**Fees**

**$395.00** Binnacle Training Fees

**Entry Requirements**

Nil.

**Language, Literacy and Numeracy Skills**

A Language, Literacy and Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content and to identify support measures as required.

**Product Disclosure Statement**

This Course Outline is to be read in conjunction with Binnacle Training’s Program Disclosure Statement (PDS). Please note that some training and assessment services are delivered by the School (as Third Party) and the PDS sets out the services and training products Binnacle Training as RTO provides and those services carried out by the School as Third Party (i.e. the facilitation of training and assessment services). To access Binnacle’s PDS, please visit: www.binnacletraining.com.au/rto

### **CERTIFICATE II IN SPORT COACHING (SIS20321)**

### Delivered in conjunction with binnacle training (RTO 31319)

**Units of Competency**

**Why study this course?**

This qualification provides a pathway to work as a fitness instructor in settings such as fitness facilities, gyms, and leisure and community centres. Students gain the entry-level skills required of a Fitness Professional (Group Exercise Instructor or Gym Fitness Instructor). Students facilitate programs within their school community including:

* Community fitness programs
* Strength and conditioning for athletes and teams
* 1-on-1 and group fitness sessions with male adults, female adults and older adult clients.

**Students will acquire skills in:**

* Client screening and health assessment
* Planning and instructing fitness programs
* Deliver 1-on-1 and group fitness programs
* Exercise science and nutrition
* Anatomy and physiology

**Pathway options may include:**

* Group exercise instructor or gym fitness instructor
* Pathway into Certificate IV in Fitness or University degree

**What will students achieve?**

* SIS30321 Certificate III in Fitness (max. 8 QCE Credits)
* Entry qualification: SIS20122 Certificate II in Sport and Recreation
* The nationally recognised First Aid competency - HLTAID011 Provide First Aid
* Community Coaching - Essential Skills Course (nonaccredited), issued by Australian Sports Commission
* Successful completion of the Certificate III in Fitness may contribute towards a student’s Australian Tertiary Admission Rank (ATAR)

### **CERTIFICATE III IN FITNESS (SIS30321) + OPTIONAL CERTIFICATE II IN SPORT AND RECREATION (SIS20122)**

Delivered in conjunction with binnacle training (RTO 31319)

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** | **Title** | **Code** | **Title** |
| HLTWHS001 | Participate in workplace health and safety | SISFFIT035 | Plan group exercise sessions |
| BSBPEF301 | Organise personal work priorities | SISFFIT036 | Instruct group exercise sessions |
| SISXIND011 | Maintain sport, fitness and recreation industry knowledge | SISFFIT032 | Complete pre-exercise screening and service orientation |
| BSBOPS304 | Deliver and monitor a service to customers | SISFFIT033 | Complete client fitness assessments |
| BSBSUS211 | Participate in sustainable work practices | SISFFIT052 | Provide healthy eating information |
| BSBPEF202 | Plan and apply time management\* | SISFFIT040 | Develop and instruct gym-based exercise programs for individual clients |
| SISSPAR009 | Participate in conditioning for sport\* | SISFFIT047 | Use anatomy and physiology knowledge to support safe and effective exercise |
| SISXCCS004 | Provide quality service | HLTAID011 | Provide First Aid |
| SISXEMR003 | Respond to emergency situations | SISXFAC006 | Maintain activity equipment\* |
| SISOFLD001 | Assist in conducting recreation sessions\* |  | |
| \* For students not enrolled in entry qualification SIS20122 Certificate II in Sport and Recreation - these will be issued as a separate Statement of Attainment (Subject Only Training) | | | |

**How will the students be assessed?**

Program delivery will combine both class-based tasks and practical components in a real sport and fitness environment at the school. This involves the delivery of a range of practicals within their school community and to adult (18+) and older adult (55+) clients. A range of teaching/learning strategies will be used to deliver the competencies. These include:

* Practical tasks
* Hands-on activities including client interactions.
* Group projects.
* e-Learning projects

**Fees**

**$495.00** Binnacle Training Fees

**Entry Requirements**

Nil.

**Language, Literacy and Numeracy Skills**

A Language, Literacy and Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content and to identify support measures as required.

**Product Disclosure Statement**

This Course Outline is to be read in conjunction with Binnacle Training’s Program Disclosure Statement (PDS). Please note that some training and assessment services are delivered by the School (as Third Party) and the PDS sets out the services and training products Binnacle Training as RTO provides and those services carried out by the School as Third Party (i.e. the facilitation of training and assessment services). To access Binnacle’s PDS, please visit: www.binnacletraining.com.au/rto

### **CERTIFICATE III IN FITNESS (SIS30321) + OPTIONAL CERTIFICATE II IN SPORT AND RECREATION (SIS20122)**

### Delivered in conjunction with binnacle training (RTO 31319)

**Units of Competency**

**Why study this course?**

This qualification provides a pathway to work as a fitness instructor in settings such as fitness facilities, gyms, and leisure and community centres. Students gain the entry-level skills required of a Fitness Professional (Group Exercise Instructor or Gym Fitness Instructor). Students facilitate programs within their school community including:

* Community fitness programs
* Strength and conditioning for athletes and teams
* 1-on-1 and group fitness sessions with male adults, female adults and older adult clients.

**Students will acquire skills in:**

* Client screening and health assessment
* Planning and instructing fitness programs
* Deliver 1-on-1 and group fitness programs
* Exercise science and nutrition
* Anatomy and physiology

**Pathway options may include:**

* Group exercise instructor or gym fitness instructor
* Pathway into Certificate IV in Fitness or University degree

**What will students achieve?**

* SIS30321 Certificate III in Fitness (max. 8 QCE Credits)
* The nationally recognised First Aid competency - HLTAID011 Provide First Aid
* Community Coaching - Essential Skills Course (nonaccredited), issued by Australian Sports Commission
* Successful completion of the Certificate III in Fitness may contribute towards a student’s Australian Tertiary Admission Rank (ATAR)

### **CERTIFICATE III IN FITNESS (SIS30321)**

### Delivered in conjunction with binnacle training (RTO 31319)

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** | **Title** | **Code** | **Title** |
| HLTWHS001 | Participate in workplace health and safety | SISFFIT035 | Plan group exercise sessions |
| BSBPEF301 | Organise personal work priorities | SISFFIT036 | Instruct group exercise sessions |
| SISXIND011 | Maintain sport, fitness and recreation industry knowledge | SISFFIT032 | Complete pre-exercise screening and service orientation |
| BSBOPS304 | Deliver and monitor a service to customers | SISFFIT033 | Complete client fitness assessments |
| BSBSUS211 | Participate in sustainable work practices | SISFFIT052 | Provide healthy eating information |
| SISXCCS004 | Provide quality service | SISFFIT040 | Develop and instruct gym-based exercise programs for individual clients |
| SISXEMR003 | Respond to emergency situations | SISFFIT047 | Use anatomy and physiology knowledge to support safe and effective exercise |
| HLTAID011 | Provide First Aid |  | |

**How will the students be assessed?**

Program delivery will combine both class-based tasks and practical components in a real sport and fitness environment at the school. This involves the delivery of a range of practicals within their school community and to adult (18+) and older adult (55+) clients. A range of teaching/learning strategies will be used to deliver the competencies. These include:

* Practical tasks
* Hands-on activities including client interactions.
* Group projects.
* e-Learning projects

**Fees**

**$495.00** Binnacle Training Fees

**Entry Requirements**

Nil.

**Language, Literacy and Numeracy Skills**

A Language, Literacy and Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content and to identify support measures as required.

**Product Disclosure Statement**

This Course Outline is to be read in conjunction with Binnacle Training’s Program Disclosure Statement (PDS). Please note that some training and assessment services are delivered by the School (as Third Party) and the PDS sets out the services and training products Binnacle Training as RTO provides and those services carried out by the School as Third Party (i.e. the facilitation of training and assessment services). To access Binnacle’s PDS, please visit: www.binnacletraining.com.au/rto

### **CERTIFICATE III IN FITNESS (SIS30321)**

### Delivered in conjunction with binnacle training (RTO 31319)

**Units of Competency**

**Why study this course?**

This qualification provides a pathway to work as a fitness instructor in settings such as fitness facilities, gyms, and leisure and community centres. Students gain the entry-level skills required of a Fitness Professional (Group Exercise Instructor or Gym Fitness Instructor). Students facilitate programs within their school community including:

* Community fitness programs
* Strength and conditioning for athletes and teams
* 1-on-1 and group fitness sessions with male adults, female adults and older adult clients.

**Students will acquire skills in:**

* Client screening and health assessment
* Planning and instructing fitness programs
* Deliver 1-on-1 and group fitness programs
* Exercise science and nutrition
* Anatomy and physiology

**Pathway options may include:**

* Group exercise instructor or gym fitness instructor
* Pathway into Certificate IV in Fitness or University degree

**What will students achieve?**

* SIS30321 Certificate III in Fitness (max. 8 QCE Credits)
* Entry qualification: SIS20321 Certificate II in Sport Coaching
* The nationally recognised First Aid competency - HLTAID011 Provide First Aid
* Community Coaching - Essential Skills Course (nonaccredited), issued by Australian Sports Commission
* Successful completion of the Certificate III in Fitness may contribute towards a student’s Australian Tertiary Admission Rank (ATAR)

### **CERTIFICATE III IN FITNESS (SIS30321) + CERTIFICATE II IN SPORT COACHING (SIS20321)**

Delivered in conjunction with binnacle training (RTO 31319)

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** | **Title** | **Code** | **Title** |
| HLTAID011 | Provide First Aid | BSBOPS304 | Deliver and monitor a service to customers |
| HLTWHS001 | Participate in workplace health and safety | BSBPEF301 | Organise personal work priorities |
| SISXEMR003 | Respond to emergency situations | SISFFIT035 | Plan group exercise sessions |
| SISXIND011 | Maintain sport, fitness and recreation industry knowledge | SISFFIT036 | Instruct group exercise sessions |
| SIRXWHS001 | Work safely | SISFFIT032 | Complete pre-exercise screening and service orientation |
| BSBSUS211 | Participate in sustainable work practices | SISFFIT033 | Complete client fitness assessments |
| SISSSCO001 | Conduct sport coaching sessions with foundation level participants | SISFFIT040 | Develop and instruct gym-based exercise programs for individual clients |
| SISSSCO002 | Work in a community coaching role | SISFFIT047 | Use anatomy and physiology knowledge to support safe and effective exercise |
| SISSPAR009 | Participate in conditioning for sport | SISFFIT052 | Provide healthy eating information |

**How will the students be assessed?**

Program delivery will combine both class-based tasks and practical components in a real sport and fitness environment at the school. This involves the delivery of a range of practicals within their school community and to adult (18+) and older adult (55+) clients. A range of teaching/learning strategies will be used to deliver the competencies. These include:

* Practical tasks
* Hands-on activities including client interactions.
* Group projects.
* e-Learning projects

**Fees**

**$495.00** Binnacle Training Fees

**Entry Requirements**

Nil.

**Language, Literacy and Numeracy Skills**

A Language, Literacy and Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content and to identify support measures as required.

**Product Disclosure Statement**

This Course Outline is to be read in conjunction with Binnacle Training’s Program Disclosure Statement (PDS). Please note that some training and assessment services are delivered by the School (as Third Party) and the PDS sets out the services and training products Binnacle Training as RTO provides and those services carried out by the School as Third Party (i.e. the facilitation of training and assessment services). To access Binnacle’s PDS, please visit: www.binnacletraining.com.au/rto

### **CERTIFICATE III IN FITNESS (SIS30321) + CERTIFICATE II IN SPORT COACHING (SIS20321)**

### Delivered in conjunction with binnacle training (RTO 31319)

**Units of Competency**

**Why study this course?**

This qualification reflects the role of individuals with well-developed skills and knowledge to deliver recreational services. Students assist with facilitation of sport and recreation programs within their school community including:

* Officiating games
* Conducting coaching sessions
* Community sport, fitness and recreation programs.

**Students will acquire skills in:**

* Officiating games or competitions
* Coaching beginner participants to develop fundamental skills
* Effective communication skills
* Use digital technologies in sports environments

**Pathway options may include:**

* Club level coach or official (When combined with individual sport’s National Officiating / Coaching Accreditation Scheme (NOAS/NCAS) technical requirements)
* Pathway into Certificate IV in Fitness, Diploma in Sport or University degree

**What will students achieve?**

* SIS30122 Certificate III in Sport, Aquatics and Recreation (max. 6 QCE Credits). Completing the ‘Term 7 Part 2 Add-On’ as well can result in a maximum 8 QCE Credits
* Entry qualification: SIS20122 Certificate II in Sport and Recreation (only in Dual Qualification)
* The nationally recognised First Aid competency - HLTAID011 Provide First Aid
* Community Coaching - Essential Skills Course (nonaccredited), issued by Australian Sports Commission
* Successful completion of the Certificate III in Sport, Aquatics and Recreation may contribute towards a student’s Australian Tertiary Admission Rank (ATAR)

### **CERTIFICATE III IN SPORT, AQUATICS AND RECREATION (SIS30122) + OPTIONAL CERTIFICATE II IN SPORT AND RECREATION (SIS20122)**

Delivered in conjunction with binnacle training (RTO 31319)

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** | **Title** | **Code** | **Title** |
| HLTAID011 | Provide First Aid | BSBPEF302 | Develop self-awareness |
| SISXIND011 | Maintain sport, fitness and recreation knowledge | BSBTWK201 | Work effectively with others |
| BSBPEF301 | Organise personal work priorities | SISSSCO001 | Conduct sport coaching sessions with foundation level participants |
| SISSPAR009 | Participate in conditioning for sport | SISOFLD001 | Assist in conducting recreation sessions\* |
| BSBPEF202 | Plan and apply time management\* | SISXPLD004 | Facilitate groups |
| BSBSUS211 | Participate in sustainable work practices\* | BSBWHS308 | Participate in WHS hazard identification, risk assessment and risk control processes |
| HLTWHS001 | Participate in workplace health and safety | HLTAID009 | Provide cardiopulmonary resuscitation |
| SISXFAC006 | Maintain activity equipment | SISXPLD002 | Deliver recreation sessions |
| SISXCCS004 | Provide quality service | SISXEMR003 | Respond to emergency situations |
| \* For students not enrolled in entry qualification SIS20122 Certificate II in Sport and Recreation - these will be issued as a separate Statement of Attainment (Subject Only Training) | | | |

### **CERTIFICATE III IN SPORT, AQUATICS AND RECREATION (SIS30122) + OPTIONAL CERTIFICATE II IN SPORT AND RECREATION (SIS20122)**

### Delivered in conjunction with binnacle training (RTO 31319)

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** | **Title** | **Code** | **Title** |
| ***Optional Term 7 Add-on Units of competency*** | | | |
| SIRXWHS001 | Work safely | SISXIND009 | Respond to interpersonal conflict |
| HLTAID010 | Provide basic emergency life support (completed as part of HLTAID011 Provide First Aid) | BSBOPS304 | Deliver and monitor a service to customers |

**How will the students be assessed?**

Program delivery will combine both class-based tasks and practical components in a real sport and recreation environment at the school. This involves the delivery of a range of practicals within their school community. A range of teaching/learning strategies will be used to deliver the competencies. These include:

* Practical tasks
* Hands-on activities including client interactions.
* Group projects.
* e-Learning projects

**Fees**

**$495.00** Binnacle Training Fees

**Entry Requirements**

Nil.

**Language, Literacy and Numeracy Skills**

A Language, Literacy and Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content and to identify support measures as required.

**Product Disclosure Statement**

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**Units of Competency**

**Why study this course?**

This qualification reflects the role of individuals who apply the skills and knowledge to coach participants up to an intermediate level in a specific sport. Students assist with facilitation of sport and coaching programs within their school community including:

* Officiating games
* Conducting individual and team coaching sessions
* Delivering conditioning sessions

**Students will acquire skills in:**

* Officiating games or competitions
* Coaching beginner and intermediate participants to develop skills
* Effective communication skills
* Managing risks in an SFR environment

**Pathway options may include:**

* Club level coach or official (When combined with individual sport’s National Officiating / Coaching Accreditation Scheme (NOAS/NCAS) technical requirements)
* Pathway into Certificate IV in Fitness, Diploma in Sport or University degree

**What will students achieve?**

* SIS30521 Certificate III in Sport Coaching plus entry qualification: SIS20321 Certificate II in Sport Coaching (8 QCE Credits max)
* The nationally recognised First Aid competency - HLTAID011 Provide First Aid
* Community Coaching - Essential Skills Course (nonaccredited), issued by Australian Sports Commission
* Successful completion of the Certificate III in Fitness may contribute towards a student’s Australian Tertiary Admission Rank (ATAR)

### **CERTIFICATE III IN SPORT COACHING (SIS30521) + CERTIFICATE II IN SPORT COACHING (SIS20321)**

Delivered in conjunction with binnacle training (RTO 31319)

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** | **Title** | **Code** | **Title** |
| HLTAID011 | Provide First Aid | SISXEMR003 | Respond to emergency situations |
| SISXIND011 | Maintain sport, fitness and recreation knowledge | BSBOPS403 | Apply business risk management processes |
| BSBPEF301 | Organise personal work priorities | SISSSCO001 | Conduct sport coaching sessions with foundation level participants |
| SISSPAR009 | Participate in conditioning for sport | SISSSCO002 | Work in a community coaching role |
| SIRXWHS001 | Work safely | SISSSCO003 | Meet participant coaching needs |
| BSBSUS211 | Participate in sustainable work practices | SISSSCO005 | Continuously improve coaching skills and knowledge |
| HLTWHS001 | Participate in workplace health and safety | SISSSCO012 | Coach sport participants up to an intermediate level |

**How will the students be assessed?**

Program delivery will combine both class-based tasks and practical components in a real sport and coaching environment at the school. This involves the delivery of a range of practicals within their school community. A range of teaching/learning strategies will be used to deliver the competencies. These include:

* Practical tasks
* Hands-on activities including client interactions.
* Group projects.
* e-Learning projects

**Fees**

**$495.00** Binnacle Training Fees

**Entry Requirements**

Nil.

**Language, Literacy and Numeracy Skills**

A Language, Literacy and Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content and to identify support measures as required.

**Product Disclosure Statement**

This Course Outline is to be read in conjunction with Binnacle Training’s Program Disclosure Statement (PDS). Please note that some training and assessment services are delivered by the School (as Third Party) and the PDS sets out the services and training products Binnacle Training as RTO provides and those services carried out by the School as Third Party (i.e. the facilitation of training and assessment services). To access Binnacle’s PDS, please visit: www.binnacletraining.com.au/rto

### **CERTIFICATE III IN SPORT COACHING (SIS30521) + CERTIFICATE II IN SPORT COACHING (SIS20321)**

### Delivered in conjunction with binnacle training (RTO 31319)

**Why study this course?**

Students learn to confidently manage emergency situations and provide first aid care to a casualty. It is suitable for both people in a workplace and members of the public who want first aid training. Binnacle Training recommends, in line with Australian Resuscitation Council guidelines, that First Aid skills are recertified every 3 years, and CPR skills are recertified every 12 months. Participants are required to undertake practical training and assessment at floor level which includes demonstrating CPR on a manikin for at least two minutes. Participants must attend 100% of this first aid training and will also require suitable language, literacy and numeracy skills to complete the course.

**Students will acquire skills in:**

* Performing CPR, including use of an Automated External Defibrillator (AED)
* Providing initial treatment for injuries, trauma, bites and stings
* Managing a range of conditions including Asthma, Anaphylaxis, Shock and Hypothermia

**Qualifications that require HLTAID011:**

* SIS20321 Certificate II in Sport Coaching
* SIS30321 Certificate III in Fitness
* SIS30122 Certificate III in Sport, Aquatics and Recreation

**What will students achieve?**

* The nationally recognised First Aid competency - HLTAID011 Provide First Aid

**How will the students be assessed?**

Program delivery will combine both class-based tasks and practical components in a real business environment at the school. This involves the delivery of a range of projects and services within their school community. A range of teaching/learning strategies will be used to deliver the competencies. These include:

* Practical tasks
* Knowledge assessments
* e-Learning modules

**Fees**

**$75.00** Binnacle Training Fees

**Entry Requirements**

Nil.

**Language, Literacy and Numeracy Skills**

A Language, Literacy & Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content. Please refer to Binnacle Training’s Student Information document for a snapshot of reading, writing and numeracy skills that would be expected in order to satisfy competency requirements.

**Product Disclosure Statement**

This Subject Outline is to be read in conjunction with Binnacle Training’s Program Disclosure Statement (PDS). The PDS sets out the services and training products Binnacle Training provides, and those services carried out by the ‘Partner School’ (i.e., the delivery of training and assessment services).

### **HLTAID011 PROVIDE FIRST AID**

Delivered in conjunction with binnacle training (RTO 31319)

**Why study this course?**

Students learn the skills to recognise and manage a casualty who is unconscious and not breathing. CPR is a lifesaving technique which can sustain life until an ambulance arrives. Binnacle Training recommends, in line with Australian Resuscitation Council guidelines, that CPR skills are recertified every 12 months. Participants are required to undertake practical training and assessment at floor level which includes demonstrating CPR on a manikin for at least two minutes. Participants must attend 100% of this first aid training and will also require suitable language, literacy and numeracy skills to complete the course.

**Students will acquire skills in:**

* Performing CPR, including use of an Automated External Defibrillator (AED)

**What will students achieve?**

* The nationally recognised First Aid competency - HLTAID009 Provide cardiopulmonary resuscitation

**How will the students be assessed?**

Program delivery will combine both class-based tasks and practical components in a real business environment at the school. This involves the delivery of a range of projects and services within their school community. A range of teaching/learning strategies will be used to deliver the competencies. These include:

* Practical tasks
* Knowledge assessments
* e-Learning modules

**Fees**

**$50.00** Binnacle Training Fees

**Entry Requirements**

Nil.

**Language, Literacy and Numeracy Skills**

A Language, Literacy & Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content. Please refer to Binnacle Training’s Student Information document for a snapshot of reading, writing and numeracy skills that would be expected in order to satisfy competency requirements.

**Product Disclosure Statement**

This Subject Outline is to be read in conjunction with Binnacle Training’s Program Disclosure Statement (PDS). The PDS sets out the services and training products Binnacle Training provides, and those services carried out by the ‘Partner School’ (i.e., the delivery of training and assessment services).

### **HLTAID009 PROVIDE CARDIOPULMONARY RESUSCITATION**

Delivered in conjunction with binnacle training (RTO 31319)

**Units of Competency**

**Why study this course?**

This qualification reflects the role of individuals in a variety of entry-level Business Services job roles. The program will be delivered through class-based tasks as well as both simulated and real business environments at the school - involving the delivery of a range of projects and activities within the school community. An excellent work readiness program where students develop a range of essential workplace skills.

**Students will acquire skills in:**

* Personal effectiveness
* Communication in the workplace
* Using digital technologies in business environments
* Critical thinking and problem solving
* Time management
* Teamwork
* Self-awareness
* Workplace health and safety
* Sustainability

**Pathway options may include:**

* Pathway to Certificate III in Business or a Certificate IV or Diploma of Business

**What will students achieve?**

* BSB20120 Certificate II in Workplace Skills
* Maximum of four (4) credits towards a student’s QCE

### **CERTIFICATE II IN WORKPLACE SKILLS (BSB20120)**

Delivered in conjunction with binnacle training (RTO 31319)

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** | **Title** | **Code** | **Title** |
| BSBPEF202 | Plan and apply time management | BSBPEF201 | Support personal wellbeing in the workplace |
| BSBWHS211 | Contribute to the health and safety of self and others | BSBSUS211 | Participate in sustainable work practices |
| BSBCMM211 | Apply communication skills | BSBTEC201 | Use business software applications |
| BSBTEC203 | Research using internet | BSBOPS201 | Work effectively in business environments |
| BSBTWK201 | Work effectively with others | BSBWHS311 | Assist with maintaining workplace safety |

**How will the students be assessed?**

Program delivery will combine both class-based tasks and practical components in a real business environment at the school. This involves the delivery of a range of projects and services within their school community. A range of teaching/learning strategies will be used to deliver the competencies. These include:

* Practical tasks
* Hands-on activities including customer interactions.
* Group projects.
* e-Learning projects

**Fees**

**$345.00** Binnacle Training Fees

**Entry Requirements**

Nil.

**Language, Literacy and Numeracy Skills**

A Language, Literacy & Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content. Please refer to Binnacle Training’s Student Information document for a snapshot of reading, writing and numeracy skills that would be expected in order to satisfy competency requirements.

**Product Disclosure Statement**

This Subject Outline is to be read in conjunction with Binnacle Training’s Program Disclosure Statement (PDS). The PDS sets out the services and training products Binnacle Training provides, and those services carried out by the ‘Partner School’ (i.e., the delivery of training and assessment services).

### **CERTIFICATE II IN WORKPLACE SKILLS (BSB20120)**

Delivered in conjunction with binnacle training (RTO 31319)

**Units of Competency**

**Why study this course?**

This qualification provides a pathway to work in many tourism and travel industry sectors including travel agencies, holiday parks and resorts, attractions, and any small tourism business. The program will be delivered through class-based tasks as well as both simulated and real business and tourism environments at the school - involving the delivery of a range of projects and activities within the school community.

**Students will acquire skills in:**

* Communication
* Customer service
* Safe and sustainable work practices
* Source and present information
* Social and cultural sensitivity
* Digital technologies and software applications
* Working effectively in business environments

**Pathway options may include:**

* Pathway to Certificate III in Tourism or Business, or a Certificate IV or Diploma pathway

**What will students achieve?**

* SIT20122 Certificate II in Tourism
* Maximum of four (4) credits towards a student’s QCE

### **CERTIFICATE II IN TOURISM (SIT20122)**

Delivered in conjunction with binnacle training (RTO 31319)

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** | **Title** | **Code** | **Title** |
| SITTIND003 | Source and use information on the tourism and travel industry | CUAEVP211 | Assist with the staging of public activities or events |
| SITXCOM006 | Source and present information | BSBTEC203 | Research using the internet |
| BSBTEC201 | Use business software applications | SITXCOM008 | Provide a briefing or scripted commentary |
| SITXWHS005 | Participate in safe work practices | SITXCCS010 | Provide visitor information |
| SITXCOM007 | Show social and cultural sensitivity | SITXCCS011 | Interact with customers |
| SITXCCS009 | Provide customer information and assistance |  | |

**How will the students be assessed?**

Program delivery will combine both class-based tasks and practical components in a real or simulated Tourism business environment at the school. This involves the delivery of a range of projects and services within their school community. A range of teaching/learning strategies will be used to deliver the competencies. These include:

* Practical tasks
* Hands-on activities including customer interactions.
* Group projects.
* e-Learning projects

**Fees**

**$345.00** Binnacle Training Fees

**Entry Requirements**

Nil.

**Language, Literacy and Numeracy Skills**

A Language, Literacy & Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content. Please refer to Binnacle Training’s Student Information document for a snapshot of reading, writing and numeracy skills that would be expected in order to satisfy competency requirements.

**Product Disclosure Statement**

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### **CERTIFICATE II IN TOURISM (SIT20122)**

Delivered in conjunction with binnacle training (RTO 31319)

**Units of Competency**

**Why study this course?**

The Certificate II in Tourism entry qualification provides a pathway to work in many tourism and travel industry sectors including travel agencies, holiday parks and resorts, attractions, and any small tourism business. The Certificate III in Business qualification reflects the role of individuals in a variety of Business Services job roles. The program will be delivered through class-based tasks as well as both simulated and real business and tourism environments at the school - involving the delivery of a range of projects and services within the school community. This program also includes student opportunities to design for a new product or service as part of our (non-accredited) Entrepreneurship Project - Binnacle Boss

**Students will acquire skills in:**

* Customer service
* Personal and teamwork effectiveness
* Critical and creative thinking
* Inclusivity and effective communication
* WHS and sustainability
* Business technology and documentation
* Source and present information

**Pathway options may include:**

* Pathway to Certificate IV or Diploma in Business, or University Degree pathway

**What will students achieve?**

* BSB30120 Certificate III in Business plus SIT20122 Certificate II in Tourism (10 QCE Credits max)
* Successful completion of the Certificate III in Business may contribute towards a student’s Australian Tertiary Admission Rank (ATAR)

### **CERTIFICATE III IN BUSINESS (BSB30120) + CERTIFICATE II IN TOURISM (SIT20122)**

Delivered in conjunction with binnacle training (RTO 31319)

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** | **Title** | **Code** | **Title** |
| SITTIND003 | Source and use information on the tourism and travel industry | CUAEVP211 | Assist with the staging of public activities or events |
| BSBPEF301 | Organise personal work priorities | SITXCOM006 | Source and present information |
| BSBPEF201 | Support personal wellbeing in the workplace | BSBTEC201 | Use business software applications |
| BSBWHS311 | Assist with maintaining workplace safety | BSBTEC203 | Research using the internet |
| BSBSUS211 | Participate in sustainable work practices | SITXCCS009 | Provide customer information and assistance |
| BSBTWK301 | Use inclusive work practices | SITXWHS005 | Participate in safe work practices |
| BSBXCM301 | Engage in workplace communication | SITXCOM007 | Show social and cultural sensitivity |
| BSBXTW301 | Work in a team | SITXCCS011 | Interact with customers |
| BSBCRT311 | Apply critical thinking skills in a team environment | SITXCCS010 | Provide visitor information |
| BSBTEC301 | Design and produce business documents | SITXCOM008 | Provide a briefing or scripted commentary |
| BSBWRT311 | Write simple documents |  | |
| **Optional additional units of competency** | | | |
| BSBCMM411 | Make presentations\* | BSBPEF402 | Develop personal work priorities\* |

**How will the students be assessed?**

Program delivery will combine both class-based tasks and practical components in a real or simulated Tourism and Business environment at the school. This involves the delivery of a range of projects and services within their school community. A range of teaching/learning strategies will be used to deliver the competencies. These include:

* Practical tasks
* Hands-on activities including customer interactions.
* Group projects.
* e-Learning projects

**Fees**

**$395.00** Binnacle Training Fees

**Entry Requirements**

Nil.

**Language, Literacy and Numeracy Skills**

A Language, Literacy & Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content. Please refer to Binnacle Training’s Student Information document for a snapshot of reading, writing and numeracy skills that would be expected in order to satisfy competency requirements.

**Product Disclosure Statement**

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### **CERTIFICATE III IN BUSINESS (BSB30120) + CERTIFICATE II IN TOURISM (SIT20122)**

Delivered in conjunction with binnacle training (RTO 31319)

**Units of Competency**

**Why study this course?**

This qualification reflects the role of individuals in a variety of Business Services job roles. The program will be delivered through class-based tasks as well as both simulated and real business environments at the school - involving the delivery of a range of projects and services within the school community. This program also includes student opportunities to design for a new product or service as part of our (non-accredited) Entrepreneurship Project - Binnacle Boss. An excellent work readiness program where students develop a range of essential workplace skills.

**Students will acquire skills in:**

* Leadership, innovation and creative thinking
* Customer service and teamwork
* Inclusivity and effective communication
* WHS and sustainability
* Financial literacy
* Business documentation

**Pathway options may include:**

* Pathway to Certificate IV or Diploma in Business, or University Degree pathway

**What will students achieve?**

* BSB30120 Certificate III in Business plus BSB20120 Certificate II in Workplace Skills (8 QCE credits max)
* Successful completion of the Certificate III in Business may contribute towards a student’s Australian Tertiary Admission Rank (ATAR

### **CERTIFICATE III IN BUSINESS (BSB30120) + CERTIFICATE II IN WORKPLACE SKILLS (BSB20120)**

Delivered in conjunction with binnacle training (RTO 31319)

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** | **Title** | **Code** | **Title** |
| BSBPEF201 | Support personal wellbeing in the workplace | BSBXTW301 | Work in a team |
| BSBPEF301 | Organise personal work priorities | BSBCRT311 | Apply critical thinking skills in a team environment |
| FNSFLT311 | Develop and apply knowledge of personal finances | BSBTEC301 | Design and produce business documents |
| BSBWHS311 | Assist with maintaining workplace safety | BSBWRT311 | Write simple documents |
| BSBSUS211 | Participate in sustainable work practices | BSBTEC201 | Use business software applications |
| BSBXCM301 | Engage in workplace communication | BSBTEC203 | Research using the internet |
| BSBTWK301 | Use inclusive work practices | BSBWHS211 | Contribute to the health and safety of others |
| BSBTWK201 | Work effectively with others | BSBOPS201 | Work effectively in business environments |
| BSBPEF202 | Plan and apply time management | BSBCMM211 | Apply communication skills |
| **Optional additional units of competency** | | | |
| BSBCMM411 | Make presentations\* | BSBPEF402 | Develop personal work priorities\* |

**How will the students be assessed?**

Program delivery will combine both class-based tasks and practical components in a real or simulated Business environment at the school. This involves the delivery of a range of projects and services within their school community. A range of teaching/learning strategies will be used to deliver the competencies. These include:

* Practical tasks
* Hands-on activities including customer interactions.
* Group projects.
* e-Learning projects

**Fees**

**$395.00** Binnacle Training Fees

**Entry Requirements**

Nil.

**Language, Literacy and Numeracy Skills**

A Language, Literacy & Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content. Please refer to Binnacle Training’s Student Information document for a snapshot of reading, writing and numeracy skills that would be expected in order to satisfy competency requirements.

**Product Disclosure Statement**

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### **CERTIFICATE III IN BUSINESS (BSB30120) + CERTIFICATE II IN WORKPLACE SKILLS (BSB20120)**

Delivered in conjunction with binnacle training (RTO 31319)

**Why study this course?**

This qualification reflects the role of individuals in a variety of Business Services job roles. The program will be delivered through class-based tasks as well as both simulated and real business environments at the school - involving the delivery of a range of projects and services within the school community. This program also includes student opportunities to design for a new product or service as part of our (non-accredited) Entrepreneurship Project - Binnacle Boss. An excellent work readiness program where students develop a range of essential workplace skills.

**Students will acquire skills in:**

* Leadership, innovation and creative thinking
* Customer service and teamwork
* Inclusivity and effective communication
* WHS and sustainability
* Financial literacy
* Business documentation

**Pathway options may include:**

* Pathway to Certificate IV or Diploma in Business, or University Degree pathway

**What will students achieve?**

* BSB30120 Certificate III in Business (8 QCE credits max)
* Successful completion of the Certificate III in Business may contribute towards a student’s Australian Tertiary Admission Rank (ATAR

**Units of Competency**

### **CERTIFICATE III IN BUSINESS (BSB30120)**

Delivered in conjunction with binnacle training (RTO 31319)

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** | **Title** | **Code** | **Title** |
| BSBPEF201 | Support personal wellbeing in the workplace | BSBXTW301 | Work in a team |
| BSBPEF301 | Organise personal work priorities | BSBCRT311 | Apply critical thinking skills in a team environment |
| FNSFLT311 | Develop and apply knowledge of personal finances | BSBTEC301 | Design and produce business documents |
| BSBWHS311 | Assist with maintaining workplace safety | BSBWRT311 | Write simple documents |
| BSBSUS211 | Participate in sustainable work practices | BSBTEC201 | Use business software applications |
| BSBXCM301 | Engage in workplace communication | BSBTEC203 | Research using the internet |
| BSBTWK301 | Use inclusive work practices |  | |
| **Optional additional units of competency** | | | |
| BSBCMM411 | Make presentations\* | BSBPEF402 | Develop personal work priorities\* |

**How will the students be assessed?**

Program delivery will combine both class-based tasks and practical components in a real or simulated Business environment at the school. This involves the delivery of a range of projects and services within their school community. A range of teaching/learning strategies will be used to deliver the competencies. These include:

* Practical tasks
* Hands-on activities including customer interactions.
* Group projects.
* e-Learning projects

**Fees**

**$395.00** Binnacle Training Fees

**Entry Requirements**

Nil.

**Language, Literacy and Numeracy Skills**

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### **CERTIFICATE III IN BUSINESS (BSB30120)**

Delivered in conjunction with binnacle training (RTO 31319)