



**Binnacle**  
Training

RTO CODE 31319



## ABSTRACT

This document contains important information for Binnacle Training students about:

- The program outline and inclusions
- Vocational Education and Training in Schools (VETiS) funding eligibility
- The assessment completion process
- Career pathways
- Binnacle Training Third-Party Arrangements
- Student enrolment

# STUDENT INFORMATION

**SIS20122 Certificate II in Sport  
and Recreation**

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# 1. Program Inclusions

This program is offered as a senior school subject and incorporates the nationally recognised qualification: **SIS20122 Certificate II in Sport and Recreation**. 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 a Sport/Activity Assistant or a Community Level Official or Coach and includes:

- Developing sport, fitness and recreation industry knowledge
- Following health and safety standards in the workplace
- Responding to emergency situations
- Developing and updating knowledge of coaching practices
- Delivering community sport, fitness and recreation programs
- Providing quality customer service
- Conducting risk assessments for sport and fitness activities

## 1.1. Certificate II in Sport and Recreation as an Entry Qualification

SIS20122 Certificate II in Sport and Recreation as delivered by Binnacle Training may be offered as either a standalone course (see Figure 1) or utilised as an 'entry qualification' with either of the following 'Fee for Service' qualifications in a 2-year delivery format:

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

Several units of competency in the Certificate II in Sport and Recreation (SIS20122) overlap with the Certificate III in Fitness (SIS30321) and Certificate III in Sport, Aquatics and Recreation (SIS30122), as shown in Figure 2 and Figure 3 below.

**Qualifications delivered by Binnacle Training available at your school is dependent on the school (third party) having a current third-party arrangement in place with Binnacle Training for the respective qualification(s). Refer to Section 7 'Binnacle Training Third-Party Arrangements'.**

Qualification	Terms of Training/Assessment	
	Terms 1-4	Terms 5-7
SIS20122 Certificate II in Sport and Recreation	Total 10 units	N/A <i>Course can be extended over 2 years (competency-based).</i>

**Figure 1. SIS20122 Certificate II in Sport and Recreation as a Standalone Course**

Qualification	Terms of Training/Assessment	
	Terms 1-4	Terms 5-7
SIS20122 Certificate II in Sport and Recreation	Total 10 units	N/A
SIS30122 Certificate III in Sport, Aquatics and Recreation*	Total 15 units: <ul style="list-style-type: none"><li>• <u>Terms 1-4</u>: 11 units scheduled for completion (all overlapping with SIS20122)</li><li>• <u>Terms 5-6</u>: 4 units scheduled for completion</li></ul> Optional Term 7 Add-On also available = 2 additional units.	

\* For more information regarding SIS30122 Certificate III in Sport, Aquatics and Recreation as delivered by Binnacle Training, please refer to the Student Information document specific to this qualification.

**Figure 2. SIS20122 Certificate II in Sport and Recreation as an entry qualification with SIS30122 Certificate III in Sport, Aquatics and Recreation**

Qualification	Terms of Training/Assessment	
	Terms 1-4	Terms 5-7
SIS20122 Certificate II in Sport and Recreation	Total 10 units	N/A
SIS30321 Certificate III in Fitness*	Total 15 units: <ul style="list-style-type: none"><li>• <u>Terms 1-4</u>: 7 units scheduled for completion (5 of which overlap with SIS20122)</li><li>• <u>Terms 5-7</u>: 8 units scheduled for completion</li></ul>	

\* For more information regarding SIS30321 Certificate III in Fitness as delivered by Binnacle Training, please refer to the Student Information document specific to this qualification.

**Figure 3. SIS20122 Certificate II in Sport and Recreation as an entry qualification with SIS30321 Certificate III in Fitness**

## 2. VETiS Funding Eligibility

### Vocational Education and Training in Schools initiative funded by the Queensland Government

The Queensland Government's VET Investment Budget will provide funding for students to complete one VETiS qualification listed on the [Priority Skills List](#) whilst attending secondary school (years 10, 11 and 12). Qualifications are primarily at the Certificate I and II level and are those that have been identified by industry as leading to employment.

Binnacle Training is approved as a Skills Assure Supplier (SAS) to deliver the nationally recognised qualification: **Certificate II in Sport and Recreation** as a Vocational Education and Training in Schools (VETiS) funded qualification.

Under the SAS system, funding follows the eligible student to their chosen SAS qualification and is paid directly to the SAS provider upon submission of the student's validated training data.

## 2.1. Funding Eligibility

To be eligible to access a VETiS qualification funded by the Queensland Government, prospective students must:

- Be currently enrolled in secondary school, in year 10, 11 or 12.
- Permanently reside in Queensland.
- Be an Australian citizen, an Australian permanent resident (including humanitarian entrant), a temporary resident with the necessary visa and work permits on the pathway to permanent residence, or a New Zealand citizen.

VETiS qualifications funded by the VET investment budget **are fee-free for students.**

### FEE-FREE FOR VETiS STUDENTS

**For all eligible students who:**

- a) 'opt in' to the Certificate II in Sport and Recreation with Binnacle Training as a VETiS funded qualification, and
- b) meet the VETiS funding eligibility requirements:

**Binnacle will waive ALL Certificate II participant fees as invoiced to the school.**

**Under the Binnacle Third-Party Arrangement with schools, this means that the school should not pass on any fees pertaining to the VETiS-funded Certificate II qualification, which has been subsidised through VETiS, to the student.**

If you have previously utilised your VETiS subsidy with another **completed** qualification then you are ineligible for this program to be offered as a VETiS-funded qualification, however, you are still able to enrol into the Binnacle Certificate II in Sport and Recreation as a 'fee for service' student.

If you have a concurrent enrolment with another VETiS funded qualification, please advise Binnacle Training. We will consult your School VET Manager to confirm your funding eligibility for this qualification.

At the time of enrolment into this qualification, you will be given the option to either:

- Select this program as a VETiS-funded qualification; or
- Advise Binnacle that you choose not to use this program as a VETiS-funded qualification [e.g. you have previously completed an alternative qualification as VETiS-funded].

## 2.2. Training and Employment Survey

Each eligible student who accesses their VETiS subsidy may be surveyed by the department seeking information on their training experience.

For further information, please refer to the [Queensland Government's VETiS information](#) developed specifically for the VETiS program (see link below) or contact Binnacle administration.

### 3. 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 ‘Activity Assistant’ and will take place in a range of settings, including the classroom, outdoors and the sport, fitness and recreation 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).

### 4. Completing Assessments

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All assessment resources are online (practical components are completed in a Sport, Fitness and Recreation (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.

<b>1. Students complete the assessment each term:</b>	<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>
<b>2. Assessor marks your assessment:</b>	<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>

## 4.1. 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.**



## 5. 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 1-2</b> (Binnacle Online Delivery)	SISXIND011	Maintain sport, fitness and recreation industry knowledge
	SISSPAR009	Participate in conditioning for sport
	BSBPPEF301	Organise personal work priorities
	BSBSUS211	Participate in sustainable work practices
	BSBPPEF202	Plan and apply time management

	UNIT CODE	UNIT TITLE
<b>TERMS 3-4</b>	HLTWHS001	Participate in workplace health and safety
	SISOFLD001	Assist in conducting recreation sessions
	SISXCCS004	Provide quality service
	SISXEMR003	Respond to emergency situations
	SISXFAC006	Maintain activity equipment

**Qualification scheduled for finalisation: SIS20122 CERTIFICATE II IN SPORT AND RECREATION**

**For students accessing their VETiS subsidy for this qualification (Certificate II in Sport and Recreation):** Your school, as third party, will only be utilised to facilitate the delivery of training and assessment services for five units of competency (out of the total 10 units of competency) in Certificate II in Sport and Recreation as scheduled for completion in Terms 3-4:

	UNIT CODE	UNIT TITLE
<b>TERMS 3-4</b>	HLTWHS001	Participate in workplace health and safety
	SISOFLD001	Assist in conducting recreation sessions
	SISXCCS004	Provide quality service
	SISXEMR003	Respond to emergency situations
	SISXFAC006	Maintain activity equipment

The remaining five units of competency (scheduled for completion in Terms 1-2), will be delivered solely by Binnacle Training (where the delivery mode is online).



## 6. Career Pathways

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Graduates of SIS20122 Certificate II in Sport and Recreation may explore a sport-specific Club Level Official (e.g. referee or umpire) or Club Level Coach pathway, by completing a sport-specific coach or official accreditation with the respective national/state sporting organisation.

Students undertaking SIS20122 Certificate II in Sport and Recreation as an 'entry qualification' with one of the below qualifications with Binnacle Training will seamlessly progress to the respective 'Fee for Service' Certificate III qualification, as part of their senior school subject (***refer to Section 1.1 Certificate II in Sport and Recreation as an Entry Qualification***):

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

Students who complete SIS20122 Certificate II in Sport and Recreation as a stand-alone course with Binnacle Training may wish to consider one of the above qualifications as a post-school pathway with another training provider.



Figure 4. Training and Employment Pathways from SIS20122 Certificate II in Sport and Recreation

## 7. 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 i.e. qualified trainer and assessor), and facilitating

training and assessment services on behalf of Binnacle Training including the provision of student support services such as language, literacy, numeracy and digital literacy (LLND) assistance.

## 8. Student Enrolment

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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).

## 9. LLND Skills

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A Language, Literacy, Numeracy and Digital Literacy (LLND) 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 safety signs, dangerous goods classifications and safety instructions.</li><li>• Interpret written requests and complaints from clients.</li><li>• Interpret complaint handling procedures and standards of service.</li><li>• Read and comprehend the workplace policies and procedures manual.</li></ul>
<b>Writing</b>	<ul style="list-style-type: none"><li>• Complete incident reports and client feedback records.</li><li>• Summarise and record client/participant information in portfolios and files.</li><li>• Complete risk management documents using industry-related terminology.</li></ul>
<b>Verbal Communication</b>	<ul style="list-style-type: none"><li>• Discuss own progress with a supervisor.</li><li>• Use active listening and questioning to give and receive information and confirm understanding.</li><li>• Discuss risk management issues with relevant stakeholders.</li></ul>
<b>Numeracy</b>	<ul style="list-style-type: none"><li>• Use a numerical risk assessment matrix to determine risk level.</li><li>• Interpret, discuss and use fitness, strength and conditioning measurement information.</li><li>• Complete training records.</li><li>• Interpret numerical information to allocate timeframes to work tasks.</li></ul>

## 10. Definitions and Interpretations

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**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.