



**Binnacle**  
Training

RTO CODE 31319



## ABSTRACT

This document contains important information for Binnacle Training students about:

- The program outline and inclusions
- The entry qualification: SIS20321 Certificate II in Sport Coaching
- Fitness industry expectations – employees 18+ years
- The assessment completion process
- Career pathways
- Binnacle Training Third-Party Arrangements
- Student enrolment

# STUDENT INFORMATION

**SIS30321 Certificate III in Fitness**  
**+ *SIS20321 Certificate II in Sport Coaching***

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# 1. Program Inclusions

This program is offered as a senior school subject and incorporates the nationally recognised qualification: **SIS30321 Certificate III in Fitness (with entry qualification: SIS20321 Certificate II in Sport Coaching – see below)**. This course has been scheduled across two years (packaged into 7 Terms).

The course covers the skills and knowledge required for entering the Fitness industry as a Group and Gym Fitness Instructor and includes:

- The industry-recognised First Aid Certificate – HLTAID011 Provide First Aid
- 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
- Conducting sport coaching sessions with foundation level participants
- Delivering community fitness and coaching programs
- Providing quality customer service
- Conducting risk assessments for sport and fitness activities
- Conducting client health screenings and fitness assessments
- Providing healthy eating information to clients
- Instructing and monitoring fitness programs
- Planning and delivering gym programs
- Working with specific population clients, including older clients
- Developing skills and knowledge in exercise science, including anatomy and physiology

## 1.1. Entry Qualification – SIS20321 Certificate II in Sport Coaching

Students will undertake the entry qualification: **SIS20321 Certificate II in Sport Coaching** across Terms 1-4. Four units of competency in the Certificate II in Sport Coaching (SIS20321) overlap with the Certificate III in Fitness (SIS30321). The remaining three units in SIS20321 are strongly aligned with respective units in SIS30321.

Qualification	Terms of Training/Assessment	
	Terms 1-4	Terms 5-7
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</li><li>• <u>Terms 5-7</u>: 8 units scheduled for completion</li></ul>	
SIS20321 Certificate II in Sport Coaching	Total 7 units: <ul style="list-style-type: none"><li>• 4 overlapping with SIS30321</li><li>• 3 remaining units which cluster and/or align with similar units in SIS30321.</li></ul>	

## 2. Program Outline

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The program involves developing the entry level skills and knowledge required of an exercise professional. This learning involves practical experience as a 'Gym Instructor' and 'Activity Assistant' and will take place in a range of settings, including the classroom, outdoors and the fitness facilities at the school.

Students work alongside a qualified Fitness Trainer (teacher) and other fitness/sport coaches to deliver community-based fitness and coaching programs to clients (students, teachers, staff and family members) within the school community.

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. Session Plan).

## 3. Fitness Industry Expectations – Employees 18+ Years

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While the Certificate III in Fitness is suitable for delivery to secondary school students, it is important to know that 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.

Group Exercise and Gym Instructors use discretion, judgement and work with some independence under limited supervision when instructing groups. As a result, Group Exercise and Gym Instructors require considerable leadership skills to manage group exercise participation, cohesion, operational logistics, risk, and problems as they arise.

As a 2-year program (packaged as a 7-term format), Binnacle Training ensures that learners will be approaching - or will have turned - 18 years of age by the expected course completion date.

## 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

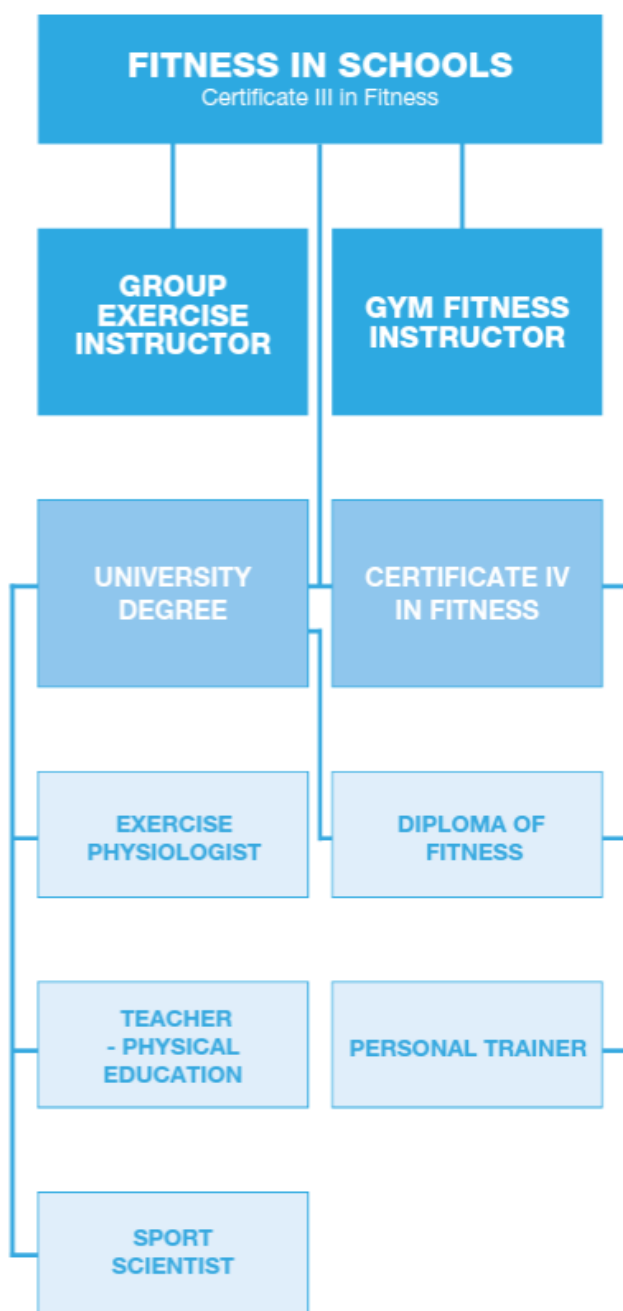
The following table illustrates when units of competency are scheduled for finalisation and their predominant mode of delivery.

Training commences in Term 1 across all units.

Unit Code	Unit Title	SIS20321 Certificate II in Sport Coaching	SIS30321 Certificate III in Fitness	Scheduled for Finalisation	Training & Assessment Arrangements (Predominant Mode of Delivery)
SISXIND011	Maintain sport, fitness and recreation industry knowledge	Imported Elective	Imported Elective	Term 2	Classroom/Field-based Delivery – Teacher as Trainer & Assessor.
BSBP301	Organise personal work priorities	Imported Elective	Core	Term 2	
SISSPAR009	Participate in conditioning for sport	N/A	Imported Elective	Term 2	
BSBSUS211	Participate in sustainable work practices	N/A	Listed Elective	Term 2	
BSBP302	Plan and apply time management	N/A - SOA	N/A - SOA	Term 2	
SIRXWHS001	Work safely	Core	N/A	Term 4	
HLTWHS001	Participate in workplace health and safety	N/A	Core	Term 4	
SISXEMR003	Respond to emergency situations	Listed Elective - Group B	Listed Elective	Term 4	
SISSCO001	Conduct sport coaching sessions with foundation level participants	Listed Elective - Group A	N/A	Term 4	
SISSCO002	Work in a community coaching role	Core	N/A	Term 4	
HLTAID011	Provide First Aid	Core	Core	Term 4	
SISFFIT047	Use anatomy and physiology knowledge to support safe and effective exercise	N/A	Core	Term 5	
SISFFIT052	Provide healthy eating information	N/A	Core	Term 5	
BSBOPS304	Deliver and monitor a service to customers	N/A	Core	Term 7	
SISFFIT032	Complete pre-exercise screening and service orientation	N/A	Core	Term 7	
SISFFIT033	Complete client fitness assessments	N/A	Core	Term 7	
SISFFIT040	Develop and instruct gym-based exercise programs for individual clients	N/A	Core	Term 7	
SISFFIT035	Plan group exercise sessions	N/A	Core	Term 7	
SISFFIT036	Instruct group exercise session	N/A	Core	Term 7	

## 6. Career Pathways

Graduates of SIS30321 Certificate III in Fitness may explore a Certificate IV in Fitness (SIS40221) pathway with another training provider. Binnacle Training will provide training pathway opportunities for consideration as students are approaching course completion. See Figure 2 below.



**Figure 2. Training and Employment Pathways from SIS30321 Certificate III in Fitness**

## 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

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

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><li>• Interpret pre-exercise health screening results and client documentation.</li><li>• Research and comprehend often complex anatomical and physiological information (e.g. anatomical charts).</li><li>• Interpret fitness industry guidelines and manufacturer instructions for fitness equipment.</li><li>• Interpret pre-exercise health screening questionnaires and baseline fitness assessment results.</li><li>• Extract applicable information from healthy eating resources.</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><li>• Prepare client referral letters to general practitioners, personal trainers or advanced personal trainers.</li></ul>
<b>Verbal Communication</b>	<ul style="list-style-type: none"><li>• Discuss your own progress with a supervisor.</li><li>• Discuss risk management issues with relevant stakeholders.</li><li>• Use open and closed questions to discuss client/participant training preferences.</li><li>• Discuss client needs, expectations, and fitness goals and clarify pre-exercise screening information.</li><li>• Discuss client preferences and explain suitable exercises and programs.</li><li>• Explain reasoning for a client referral and selected health professional.</li><li>• Discuss the influences of social and cultural factors on client food choices.</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 numerical information to allocate timeframes to work tasks.</li><li>• Calculate heart rate and interpret exercise intensity guidelines.</li></ul>



- Conduct body composition measurements and calculations (e.g. body mass index).
- Use calculations in fitness testing/assessment (e.g. estimating maximal oxygen consumption from submaximal testing).
- Review calculations from pre-exercise screening and fitness testing.

## 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.