Binnacle Training
RTO CODE 31319

ABSTRACT

This document contains important information for Binnacle Training students about:

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

STUDENT INFORMATION

Short Course: Introduction to SFR
(4- Unit Short Course)

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1. Program Inclusions

Graduates of the Binnacle Short Course: Coaching will be issued a nationally recognised Statement of Attainment – with 4 units of competency towards the Certificate III in Fitness (SIS30321).

This short course covers the skills and knowledge required to:

- Work with sport staff in a sport environment
- Maintain positive working relationships
- Apply basic communication skills in the workplace

2. Program Outline

This course is delivered by your program deliverer (trainer and assessor) via a third-party agreement between Binnacle Training (as the lead RTO) and the school (as the third party).

This short course has been packaged into a 2-Term format, based on 3 x 70 minute lessons per week.

The program involves learning the introductory skills and knowledge as an activity assistant in the Sport, Fitness and Recreation (SFR) industry. This learning will take place in a range of settings, including the classroom, outdoors and the SFR facility at your school (e.g. sports hall). Training also includes practical experience as an activity assistant, which involves working alongside qualified SFR Trainers (teacher) to assist in preparing and conducting SFR sessions to peers.

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

3. Completion Requirements and LLND

The minimum age to enrol in this course is 14 years. During pre-enrolment, students will complete an LLND Screening (via LLN Robot) to establish that they have the required, suitable language, literacy and numeracy skills to complete the course.

4. Completing Assessments

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.

1. Students complete the assessment each term:	• Knowledge assessments completed online in your Binnacle Lounge. • Demonstrate required skills in practical tasks. • Access to training resources to assist with assessment are provided in the respective assessment tab.
2. Assessor marks your assessment:	• Some knowledge assessment items are 'auto-marked' by the Binnacle Lounge learning platform. • The assessor will mark your other assessment items (e.g. project, practical and case study). • The sign-off page in each term is where feedback is provided and the outcome of each assessment item recorded.

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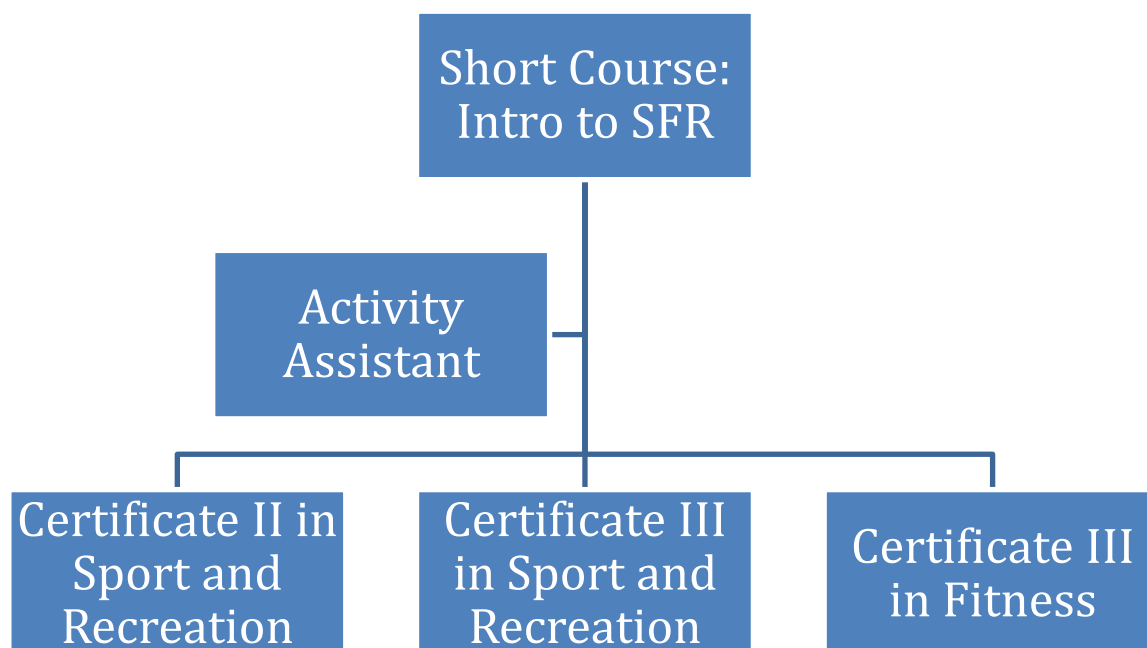
As outlined in our Participant Handbook (Section 8 - Student Misconduct & Disciplinary Procedures), **Binnacle Training will not tolerate misconduct under any circumstance and a student may be asked to leave the program with no refund for misconduct such as cheating or plagiarising material.**

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
TERM 1	BSBTWK201	Maintain sport, fitness and recreation industry knowledge
	BSBPEF201	Participate in conditioning for sport
TERM 2	SISSSCO001	Conduct sport coaching sessions with foundation level participants
	BSBPEF302	Develop self-awareness

6. Career Pathways

Short Course: Intro to SFR

Activity Assistant

Certificate II in Sport and Recreation

Certificate III in Sport and Recreation

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:

Reading	- Identify and interpret textual information to determine job role and requirements. - Identify and interpret information to determine task requirements.
Writing	- Complete required documentation using organisational formats. - Compose simple documents for others to read. - Record attendance. - Create records on observations, experiences and thoughts. - Prepare documents to monitor and reflect on performance.
Numeracy	Estimate time and space requirements for sport-specific session activities.

10. Definitions and Interpretations

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

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

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

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

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