

TRAINING AND ASSESSMENT STRATEGY

Name of RTO	Binnacle Training College Pty Ltd
RTO Number	31319

Training Program	2026 Short Course - Introduction to SFR (2 Terms)
Program Details	This course includes individual units of competency only. No packaging rules apply. The four units of competency delivered are being reported towards SIS30321 Certificate III in Fitness. The Certificate III in Fitness is part of the Sport, Fitness & Recreation Training Package (Code: SIS).

Unit Code	Unit Title	SIS30321 Certificate III in Fitness	Scheduled for Finalisation	Qualified Trainer and Assessor	Evidence Gathering Techniques	Training Arrangements	
BSBTWK201	Work effectively with others	Elective - Listed	Term 1	Teacher (Third Party)	A, C, D	Sole trainer and assessor (Teacher facilitated face- to-face delivery) – under the support of the Binnacle Program Management (PM) Team.	
BSBPEF201	Support personal wellbeing in the workplace	Core	Term 1		A, C, D		
SISSSCO001	Conduct sport coaching sessions with foundation level participants	Elective - Imported	Term 2		A, C, D		
BSBPEF302	Develop self-awareness	Elective - Imported	Term 2		A, B, C, D		
<u>EVIDENCE GATHERING TECHNIQUES</u> 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. School (Third-Party) Responsibilities: ☒ Human Resources (Program Deliverer and at least one nominated back-up deliverer) ☒ Physical Resources (equipment and facilities) ☒ Delivery of training and assessment, on behalf of Binnacle Training as the RTO.
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Target Group	This program is offered to senior high school students (commencing in Year 10 or Year 11) wanting to: • seek skills and entry-level units of competency for the Sport, Fitness & Recreation (SFR) industry; and/or • use the short course as an articulation into further study (e.g. SIS30122 Certificate III in Sport, Aquatics and Recreation or SIS30321 Certificate III in Fitness).
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	<u>QLD SCHOOLS</u> Upon successful completion of the short course, these 4 units of competency will be reported as partial completion of SIS30321 Certificate III in Fitness. Students are certified with a maximum 2 Queensland Certificate of Education (QCE) credits.
Entry Requirements	There are no formal training package entry requirements for this qualification.
Learning and Assessment Arrangements	<u>DURATION</u> The program content has been packaged into <u>2 terms</u> [based on delivery across one line on the timetable (minimum 3 lessons per week, i.e., 210 minutes per week) over 2 terms]. A blended-delivery model will be used whereby students will have access to: • Trainer-led classroom delivery of content. • Practical skill development reflective of workplace tasks. • 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. This program uses single unit and clustered assessment. 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 and Sport-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 sport activities and fitness activities to members of the school community (students).
Learning and Assessment Arrangements	<u>ORGANISATION</u> The program will be delivered using class-based learning as well as a real SFR environment located at the school which involves delivering a range of SFR programs to adolescent participants in the school community. A range of teaching and learning strategies will be used to deliver the competencies including: • Practical tasks • Client interactions • Group work • Sport and Fitness programs within the school • Practical experience within the school 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.
Learning and Assessment Arrangements	<u>LANGUAGE, LITERACY AND NUMERACY ASSISTANCE</u> 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. ‘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.

Learning and Assessment Arrangements	<u>OPPORTUNITY FOR RPL AND CREDIT TRANSFER</u> 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. 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. 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).
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Learning and Assessment Arrangements	COURSE STRUCTURE	
	TERM 1 (Intro to Fitness)	<u>Topics:</u> • Introduction to Fitness • Working Effectively with Others • Introduction to Body-Weight Exercises • Personal Wellbeing in the Workplace <u>Programs:</u> • Plan and Deliver an Adolescent Fitness Program • Develop a Wellbeing Plan
	TERM 2 (Intro to Sport)	<u>Topics:</u> • Introduction to Sport • Conducting Sport-Specific Coaching Sessions • Personal Development and Self-Awareness <u>Programs:</u> • Plan and Deliver Sport-Specific Coaching Sessions • Create a Self-Awareness Action Plan

Learning Resources	Students are provided with a full Course Content kit that is specific to each term of study which includes: • Unit Plan • Lectures • Online Activities • Exercise Bank • Videos • Work templates and other work-related documents (e.g. policy manuals)
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School Physical Resource Requirements	Students must have access to all physical resources (either individually or through resources supplied by the school). Refer to: School Physical Resource Requirements
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Teacher Human Resource Requirements	Refer to: Human Physical Resource Requirements Nominated trainer/s are listed against each unit of competency required to be completed in order for the student to achieve the qualification.
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Pathways	This Program will be used by students seeking to enter the Sport, Fitness and Recreation Industry and/or as a pathway to further study (e.g. SIS30122 Certificate III in Sport, Aquatics and Recreation or SIS30321 Certificate III in Fitness).
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LLND	A Language, Literacy, Numeracy and Digital Literacy (LLND) Screening process is undertaken prior to enrolment to provide students with course suitability advice.
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	The ACSF (Australian Course Skills Framework) levels identified within the units of competency for this short course are: • Learning = 2 • Reading = 2 • Writing = 2 • Oral Communication = 2 • Numeracy = 1 The DLSF (Digital Literacy Skills Framework) outlines the digital literacy performance levels required to use digital technologies for personal, educational and employment goals.
Student Feedback	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. Date for data analysis: December (annually)
AVETMISS Reporting	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 Trade, Employment and Training (DTET) 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. QLD SCHOOLS: Permission is provided to DTET for student results to be forwarded to the Queensland Curriculum & Assessment Authority (QCAA).