



ABSTRACT

This document contains important information for Binnacle Training students about:

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

STUDENT INFORMATION

Coaching
(2-Unit Short Course)

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1. Program Inclusions

Upon successful completion of the Binnacle Short Course: Coaching, students will be issued a nationally recognised Statement of Attainment listing the 2 completed units of competency.

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.

Topics include:

- Beginning Coaching Principles
- Communicating and Collaborating in a Sport Environment

2. Program Outline

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

This short course has been packaged into a 1-Term format, based on 3 x 70 minute lessons (plus 1x 70 minute self-directed learning session) per week.

The program involves learning the introductory skills and knowledge as an assistant coach 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 a lead and assistant coach, which involves working alongside qualified SFR Trainers (teacher) to assist in preparing and conducting SFR sessions.

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. Some of the practical tasks will also involve completing an industry document (e.g. a Session Plan).

2.1 Mode of Delivery

This program uses a blended mode of delivery which includes face-to-face plus online training and assessment such as classroom lessons, digital learning modules, virtual lessons, online and practical assessment.

3. LLND and Course Suitability Advice

During pre-enrolment, students will complete an LLND Screening (via eSkilled) to establish their language, literacy, numeracy and digital literacy skill levels and will be provided with advice about whether the course is suitable for them.

Based on the outcome of this review, the school (on behalf of Binnacle Training) will provide the student with advice regarding the suitability of the training product to each prospective student prior to their enrolment being finalised. This process ensures students are fully informed about the program requirements before committing to the course or incurring any associated fees.

The following examples provide a snapshot of the reading, writing, numeracy, verbal communication, and digital literacy skills that would be expected in order to satisfy competency requirements:

Reading	• Interpret organisational policies and procedures. • Review textual information to identify communication requirements and organisational procedures.
Writing	• Draft simple texts using appropriate grammar, spelling and punctuation in accordance with organisational standards. • Proofread own texts for accuracy and compliance with organisational requirements.
Verbal Communication	• Interact with sport staff and participants in a polite and positive manner.
Digital Literacy	• Use digital tools to complete tasks.
Learning	• Develop skills required to carry out own role by seeking and acting on feedback.

4. Fees

Binnacle Training invoices the school directly for the cost of the program. This means that students do not pay any fees directly to Binnacle.

Students should check with their school about payment - it may be set up like other subjects, and there may be additional fees for:

1. Learning resources or textbooks
2. Excursions or site visits
3. Equipment or materials specific to your program

A detailed breakdown of Binnacle course fees can be found on the [Binnacle Training website](#).

5. Completing Assessments

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

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:	• 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. practical). • Feedback is provided directly within the Binnacle Lounge learning platform, where the outcome of each assessment item is also recorded.

6. Course Schedule

The table below shows the topics and projects scheduled for delivery and assessment throughout the term.

TERM 1	TOPICS COVERED
	Beginning Coaching Principles
	Communicating and Collaborating in a Sport Environment
	SPECIFIC PROJECT REQUIREMENTS
	Deliver Coaching Sessions

7. Units of Competency in this Program

The following table illustrates the units of competency that are achieved through completion of this course:

Unit Code	Unit Title	Qualification Reporting	Scheduled for Finalisation	Training & Assessment Arrangements (Predominant Mode of Delivery)
SISSSCO009	Work collaboratively with others in a sport environment	SIS30521 Certificate III in Sport Coaching	Term 1	Blended Delivery - Teacher (Third Party) as Trainer & Assessor
BSBCMM211	Apply communication skills	BSB20120 Certificate II in Workplace Skills	Term 1	

8. Pathways

Students who successfully complete the Coaching Short Course may explore one of the following nationally recognised qualifications:

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

9. 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, providing online training and assessment, 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, course suitability advice, and student wellbeing.

10. Student Enrolment

Student enrolment into the program requires the school to have a current third-party agreement in place.

11. 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.