

## INDEPENDENT CONTRACTOR Third-Party Agreement Completion Checklist

The Independent Contractor Third-Party Agreement formalises your arrangement with Binnacle Training. Independent Contractors **cannot commence a 2024 First Aid/CPR course** without completing/returning the 'Binnacle Signed Agreement (Fillable)' document. Binnacle will then counter-sign the Principal/CEO Sign-Off and return you a digital copy of the 'Binnacle Signed Agreement' for your records.

**A copy of the most current Independent Contractor Third-Party Agreement (full document) is available at our Support Centre: [binnacletraining.com.au/rto](http://binnacletraining.com.au/rto) (Select: Independent Contractor)**

The Independent Contractor Third-Party Agreement (full document) includes:

- Responsibilities of both parties - Binnacle Training and Independent Contractor (Third Party).
- Marketing requirements of Independent Contractor (Third Party) including requirement for Independent Contractor to submit marketing material, plus applicable website marketing of VET Courses, for Binnacle pre-approval.
- Insurance requirement of Independent Contractor (Third Party) – Independent Contractor must provide Binnacle Training with adequate proof of insurance (i.e. Certificate of Currency from insurance provider).
- Nominated Program Deliverer(s) and the assigned Program Manager for both Binnacle and the Independent Contractor (Third Party).
- Independent Contractor (Third Party) costs.
- Areas to be evaluated throughout the life of the Agreement.
- VET Certificate/s and units of competency covered by the Agreement.

### CHECKLIST FOR COMPLETING THE 'BINNACLE INDEPENDENT CONTRACTOR SIGNED AGREEMENT (FILLABLE)' DOCUMENT

**IMPORTANT: Please save the signed Agreement as a PDF document to your computer first. This will allow the signed Agreement pages to be digitally completed and emailed back to Binnacle.**

Ensure the Program Manager assigned to the Agreement and (if different) nominated program deliverer/s have read and understood the content of the full Agreement, prior to completion of the 'Binnacle Independent Contractor Signed Agreement (Fillable)'.

Insert Independent Contractor name, ABN and personal email address\* on page 1 (*NOTE: Independent Contractor name will then auto-populate across applicable pages in the document*).

**\* *Important:* Your personal email account must be different to your school email address in order to establish a separate Binnacle Lounge account.**

Check that the fields nominating the Program Manager and School Finance Contact (including contact details) are completed on page 3.

Complete your First Aid Program information:

- Ensure the programs set to be delivered are nominated along with the teacher/s (name and email) anticipated to deliver each program.
- Ensure the Training and Assessment Strategy (TAS) information (Independent Contractor-specific) is completed.
  - Submit your marketing material (i.e. Course Outline, or similar), plus any applicable website marketing pertaining to each Binnacle First Aid and CPR program offering, for Binnacle pre-approval.
  - Submit your proof of insurance (i.e. Certificate of Currency, or similar) as Independent Contractor – ensuring the entity listed on the insurance matches the name of the Independent Contractor listed on this Agreement (i.e. Independent Contractor must hold insurance separate to that of the School).
  - *IF APPLICABLE:* Record any action/s to be taken regarding 'Resource Requirements' (both human and physical resources) that are yet to be sourced and/or completed.

Ensure the full name, email and signature (digital is allowed) of the Principal/CEO is completed at the 'Principal Sign-Off' on page 9. This includes confirmation that all 'Resource Requirements' (per program) are/will be in place.

Return the 'Binnacle Signed Agreement (Fillable)' document (in PDF form), along with your marketing material (for each Binnacle Program you are set to offer) and proof of insurance to: [programs@binnacletraining.com.au](mailto:programs@binnacletraining.com.au).

### Acceptance into the Program

Upon receipt of the completed and signed Agreement, Binnacle Training will verify your acceptance into the arrangement by returning a co-signed copy of the 'Binnacle Independent Contractor Signed Agreement (Fillable)' document for your records.