



**Binnacle  
Training**

RTO CODE 31319



## ABSTRACT

This document contains important information for Binnacle Training students about:

- The program outline and inclusions
- The optional entry qualification: SIS20122 Certificate II in Sport and Recreation, including benefits
- 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  
+ optional SIS20122 Certificate II  
in Sport and Recreation**

# Table of Contents

---

1. Program Inclusions	3
1.1. Optional Entry Qualification – SIS20122 Certificate II in Sport and Recreation	3
1.2. Benefits of undertaking the optional entry qualification – SIS20122 Certificate II in Sport and Recreation	4
2. Program Outline	5
3. Fitness Industry Expectations – Employees 18+ Years	5
4. Completing Assessments	6
4.1. Student Misconduct with Online Assessment and Disciplinary Procedures	6
5. Units of Competency in this Program	8
6. Career Pathways	10
7. Binnacle Training Third-Party Arrangements	10
8. Student Enrolment	11
9. Language, Literacy and Numeracy Skills	11
10. Definitions and Interpretations	12

# 1. Program Inclusions

This program is offered as a senior school subject and incorporates the nationally recognised qualification: **SIS30321 Certificate III in Fitness (with optional entry qualification: SIS20122 Certificate II in Sport and Recreation – 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
- Delivering community fitness 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. Optional Entry Qualification – SIS20122 Certificate II in Sport and Recreation

Students are provided the opportunity to undertake the optional entry qualification: **SIS20122 Certificate II in Sport and Recreation** - at no additional cost - across Terms 1-4. Six units of competency in the Certificate II in Sport and Recreation (SIS20122) overlap with the Certificate III in Fitness (SIS30321). The remaining four units in SIS20122 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>	
<u>Optional</u> SIS20122 Certificate II in Sport and Recreation  <b>No additional training required</b>	Total 10 units: <ul style="list-style-type: none"> <li>• 6 overlapping with SIS30321</li> <li>• 4 remaining units which cluster and/or align with similar units in SIS30321.</li> </ul>	<i>Students not enrolled in SIS20122 who meet all assessment</i>

requirements of Terms 1-4 will be issued a separate Statement of Attainment with these 4 units (Subject Only Training). Refer to Section 5: Units of Competency in this Program.

As illustrated in Figure 1 below, Binnacle Training will confirm each student's enrolment in the optional SIS20122 Certificate II in Sport and Recreation entry qualification with the School VET Manager.

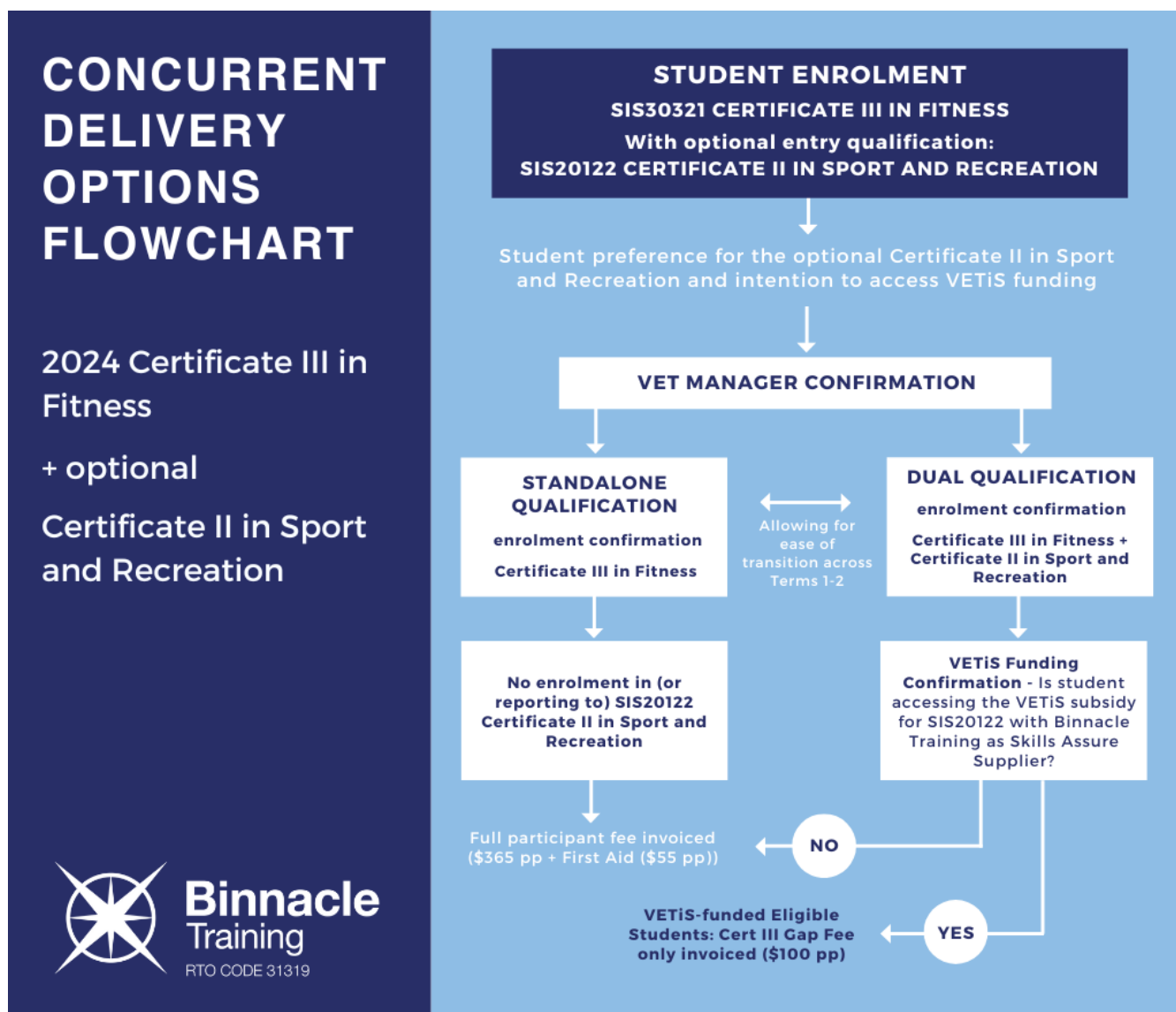


Figure 1. Concurrent Delivery Options – 2024 Certificate III in Fitness

## 1.2. Benefits of undertaking the optional entry qualification – SIS20122 Certificate II in Sport and Recreation

There are numerous benefits to also undertaking the optional entry qualification including:

- **An additional qualification.** The SIS20122 Certificate II in Sport and Recreation qualification is finalised upon completion of Terms 1-4 - providing a Term 4 exit point (a completed Certificate II qualification = **4 credits**, QCE category – **core**).
- **No additional learning and an identical QCE outcome.** Six units of competency in the SIS20122 Certificate II in Sport and Recreation overlap with the SIS30321 Certificate III in

Fitness and the remaining 4 units are strongly aligned with respective units in SIS30321 and students can earn a maximum of 8 QCE credits.

- **Additional employment opportunities**. While the Certificate III in Fitness employment opportunities of Group and Gym Instructor generally require employees to be 18 years of age, the Certificate II in Sport and Recreation has tangible, paid employment opportunities without the 18 years of age recommendation such as an activity assistant, junior coach or junior official (e.g. referee).
- **Queensland students only: Access to Vocational Education and Training in Schools (VETiS) Initiative, funded by the Queensland Government**. Binnacle Training is approved as a Skills Assure Supplier (SAS) for the VETiS funded qualification: Certificate II in Sport and Recreation. For eligible students who choose to access their VETiS funding for the Certificate II in Sport and Recreation, Binnacle Training will waive ALL participant fees pertaining to the Certificate II qualification, as invoiced to the school. For more information visit [binnacletraining.com.au/for-schools/vetis-funded-qld](http://binnacletraining.com.au/for-schools/vetis-funded-qld)

However, **for Queensland students who may also be undertaking QCAA's Applied Sport & Recreation (separate senior subject at their school)**: these select students may be most suited to not undertaking the optional entry qualification, depending on their desired QCE credits from their combination of senior subjects. This is due to the duplication of learning - deemed by the Queensland Curriculum and Assessment Authority - specific to the entry qualification: SIS20122 Certificate II in Sport and Recreation (reference: [QCE Handbook, Clause 2.3.1 Applied subjects and Certificate II VET qualifications with duplication of learning](#)). If this may apply to you, please discuss with your School VET Manager prior to your official enrolment (Binnacle can ensure no enrolment in SIS20122).

## 2. Program Outline

---

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 recreation activities and 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

---

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

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 (online vs classroom/field-based). Training commences in Term 1 across all units.

UNIT CODE	UNIT TITLE	SIS20122 Certificate II in Sport and Recreation (Optional entry qualification)	SIS30321 Certificate III in Fitness	Scheduled for Finalisation	Training & Assessment Arrangements (Predominant Mode of Delivery)	
SISXIND011	Maintain sport, fitness and recreation industry knowledge	Core	Imported Elective	Term 2	Online Delivery (Introduction to the SFR Industry).	
BSBPEF301	Organise personal work priorities	Imported Elective	Core	Term 2		
BSBSUS211	Participate in sustainable work practices	Imported Elective	Listed Elective	Term 2		
BSBPEF202	Plan and apply time management	General Elective	N/A - Students not enrolled in SIS20122 who meet all assessment requirements of Terms 1-4 will be issued a separate Statement of Attainment with these 4 units (Subject Only Training). All 4 units cluster and/or align with similar units in SIS30321 listed below.	Term 2		
SISSPAR009	Participate in conditioning for sport	Imported Elective		Term 2		
SISXFAC006	Maintain activity equipment	Core	All 4 units cluster and/or align with similar units in SIS30321 listed below.	Term 3	Classroom/Field-based Delivery – Teacher as Trainer & Assessor.	
SISOFLD001	Assist in conducting recreation sessions	Core		Term 4		
HLTWHS001	Participate in workplace health and safety	Core		Core		Term 3
SISXCCS004	Provide quality service	Core		Imported Elective		Term 3
SISXEMR001 / SISXEMR003	Respond to emergency situations	Core (SISXEMR003)		Listed Elective (SISXEMR001)		Term 3
HLTAID011	Provide First Aid	(Optional Additional)	Core	Term 4	Classroom/Field-based Delivery – Teacher as Trainer & Assessor.	
SISFFIT047	Use anatomy and physiology knowledge to support safe and effective exercise		Core	Term 5		
SISFFIT052	Provide healthy eating information		Core	Term 5		
BSBOPS304	Deliver and monitor a service to customers		Core	Term 7		
SISFFIT032	Complete pre-exercise screening and service orientation		Core	Term 7		



SISFFIT033	Complete client fitness assessments		Core	Term 7	
SISFFIT040	Develop and instruct gym-based exercise programs for individual clients		Core	Term 7	
SISFFIT035	Plan group exercise sessions		Core	Term 7	
SISFFIT036	Instruct group exercise session		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.

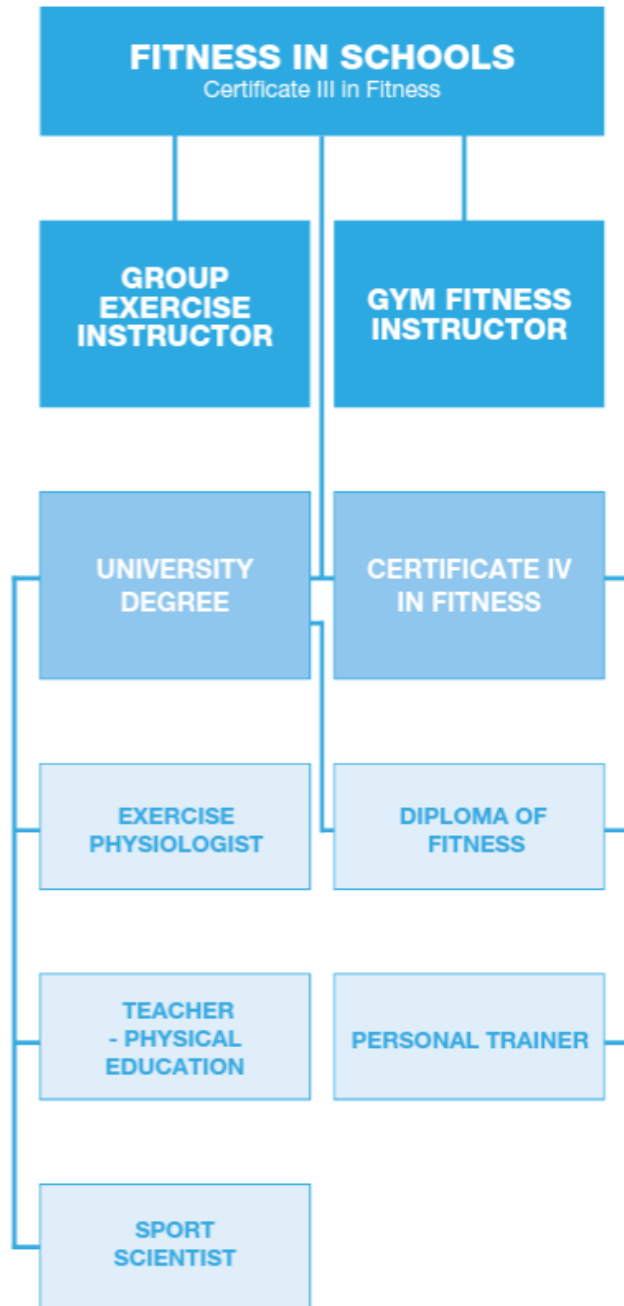


Figure 2. Training and Employment Pathways from SIS30321 Certificate III in Fitness

# 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 and numeracy (LLN) 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. Language, Literacy and Numeracy Skills

A Language, Literacy and Numeracy (LLN) 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> <li>● Conduct body composition measurements and calculations (e.g. body mass index).</li> <li>● Use calculations in fitness testing/assessment (e.g. estimating maximal oxygen consumption from submaximal testing).</li> <li>● Review calculations from pre-exercise screening and fitness testing.</li> </ul>

# 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.