



Binnacle
Training

RTO CODE 31319

THIRD-PARTY AGREEMENT

This document represents an Agreement between:

Binnacle Training College Pty Ltd (RTO 31319)

ABN 96 115 517 952
PO Box 2559
North Ipswich QLD 4305

AND

School (Third Party)

IMPORTANT INFORMATION REGARDING THIS AGREEMENT

Please download, save and read this document in full.

A separate form titled '[Binnacle Signed Agreement](#)' is required to be completed and returned to Binnacle to indicate your acceptance of the responsibilities and terms outlined in this Agreement.

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1. Summary Information

Thank you for applying to become – or renewing as - a School (Third Party) with Binnacle Training in 2025.

This Third-Party Agreement (TPA) sets forth the terms and understanding between Binnacle Training College Pty Ltd (“Binnacle”) and the school (third party) for the provision and quality assurance of training and assessment and the issuance of AQF qualifications and/or statements of attainment consistent with one or more of the nominated Binnacle programs (see [Appendix 1](#)).

Upon receipt of confirmation that you agree to the enclosed terms and conditions (i.e. the ‘Binnacle Signed Agreement’), Binnacle Training will ensure the nominated school (third party) ‘VET Manager’, ‘Program Manager(s) (program area-specific)’ and ‘Program Deliverer(s)’ are equipped with access to our Learning Management System (LMS) - the [Binnacle Lounge](#). The Binnacle Lounge allows full access to program resources, including video inductions to assist with Lounge navigation, course management and use of associated course content.

<p>Nationally Recognised Training</p>	<p>See Appendix 1 ‘2025 Binnacle Programs – Including Units of Competency’ for a full list of VET courses to which this Agreement pertains (including aligned qualifications/skill sets/units of competency). Binnacle Training must have the VET course on its scope of registration at all times.</p>
<p>Purpose</p>	<p>This TPA is designed to provide a framework for the development of a constructive, cost-effective relationship between Binnacle Training and the School (Third Party).</p> <p>As the RTO specific to this Agreement and the nominated Binnacle programs (see Appendix 1), Binnacle Training is wholly responsible for all services provided on its behalf by the School (Third Party).</p> <p>This TPA is based on recognition of the responsibility of both parties – Binnacle Training and School (Third Party) - to contribute to quality training and assessment outcomes.</p>
<p>Agreement Period</p>	<p>1 October 2024 – 31 December 2026*</p> <p><i>* Or the final date of completion for students enrolled in a 2025 course, whichever date falls last.</i></p>
<p>School Costs</p>	<p>Refer to Appendix 2 – 2025 Price Schedule.</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px 0;"> <p>NOTE: There are no price changes from the previous year.</p> </div> <p><u>Participant Fee</u></p> <p>A ‘per participant’ fee is applied to each Binnacle program (certificate programs, short courses and First Aid courses), based on the number of participants once the enrolment cut-off date has lapsed.</p> <p><u>IMPORTANT:</u> For eligible students who access their VETiS subsidy for the Certificate II in Sport and Recreation (SIS20122) with Binnacle Training, fees applicable to this qualification are waived in full.</p>

<p>School Costs</p> <p><i>Continued.</i></p>	<p><u>Provide First Aid – Separate Participant Fee</u></p> <p>The nationally recognised First Aid competency (HLTAID011 Provide First Aid) is included in select certificate programs from the Sport, Fitness & Recreation (SFR) program area (refer to Appendix 1 – Programs and Units of Competency).</p> <p>Binnacle offers this competency (HLTAID011) for School (Third Party) delivery, when the required school physical resources and teacher human resources are in place (refer to 'Appendix 3c. School Physical Resource Requirements - 2025 First Aid' and 'Appendix 4c. Teacher Human Resource Requirements - 2025 First Aid') – as a separate course for \$55.00 per participant.</p> <p>The School (Third Party) may wish to source an alternative RTO to deliver HLTAID011 - if preferable to outsource the delivery of this competency.</p> <p><i><u>NOTE:</u> For eligible students who may access their VETiS subsidy with Binnacle Training for SIS20122 Certificate II in Sport and Recreation - HLTAID011 is <u>not</u> a unit specific to the 'Certificate II qualification' (SIS20122) as delivered by Binnacle Training. HLTAID011 is specific only to the respective 'Certificate III qualification' as delivered by Binnacle Training. Therefore, HLTAID011 Provide First Aid is provided by Binnacle Training as 'Fee for Service' only (incurs separate participant fee \$55.00 per participant).</i></p> <p><u>Program Fee</u></p> <p>A 'per program' fee is applied to each certificate program only, in addition to the 'per participant' fee. Certificate programs comprise both dual qualification offerings and stand-alone qualification offerings. This fee is heavily discounted where a school offers two or more certificate programs. This fee covers each program cohort (e.g. 2025 Certificate III in Business) for the <u>full course duration</u> [(typically two years) e.g. 2025-2026].</p> <p>Click here for Binnacle Training's full 2025 Price Schedule.</p>
<p>School Refund Policy</p>	<p>The nature of Binnacle's invoicing process negates a school refund situation arising.</p> <p><u>Certificate Programs:</u> Binnacle will only invoice for the minimum of 10 places prior to the enrolment cut-off (2-year courses = 31 July, in the year of course commencement). An adjustment invoice reflecting the balance of places after this date will then be issued – voiding any potential refund situation.</p> <p>Students that withdraw from the program after the enrolment cut-off (31 July) do incur the participant fee and will be issued (on request) a statement of attainment for any competencies successfully completed.</p> <p><u>Short Courses / First Aid Courses:</u> Binnacle will only invoice at the time submitted assessment has been processed by Binnacle. Therefore, participants that cancel from the course – prior to assessment being submitted to Binnacle – do not incur a participant fee.</p>

<p>Binnacle Provides</p>	<p>Quality assurance practices, systems and resources to ensure effective working arrangements between Binnacle Training as RTO and School (as Third Party), including:</p> <ul style="list-style-type: none"> ● Binnacle’s custom-built LMS (Binnacle Lounge) – the centrepiece for all program resources, learning, assessment, and progress reporting. ● All requisite assessment and training resources, including online learning, encompassed within the Binnacle Lounge, specific to each program being delivered. ● Up-to-the-minute class assessment and competency progress reports. ● Issuance of nationally recognised qualification/statement of attainment. ● Complete program deliverer support under the guise of Binnacle’s program management department. ● Hosting of annual teacher events (both live and virtual) to assist all program deliverers with meeting their ongoing industry and VET professional development requirements. <p>Further provisions are outlined in ‘3.1. Binnacle Training Responsibilities’.</p>
<p>School (Third Party) Provides</p>	<ul style="list-style-type: none"> ● The facilitation of training and assessment services on behalf of, and in the name of, Binnacle Training as the RTO. <p><i>This includes provision of language, literacy and numeracy (LLN) support, as required, to individual learners enrolled in the Binnacle program.</i></p> <ul style="list-style-type: none"> ● The requisite school physical resources (equipment, facilities and ‘access to clients’) specific to each Binnacle program being delivered. ● An industry trained program deliverer (qualified trainer and assessor) assigned to each Binnacle program offered. ● Providing each program deliverer with the requisite time (minimum three days per year) to maintain the ‘Teacher HR - Ongoing Requirement’ - for industry and VET professional development - as facilitated by Binnacle Training. <p>Further provisions are outlined in ‘3.2. School (Third Party) Responsibilities’.</p>
<p>Third Party Services on behalf of Binnacle Training as RTO</p>	<p>Specific to the nominated Binnacle programs (see Appendix 1):</p> <ul style="list-style-type: none"> ● Any training and assessment is provided in the name of Binnacle Training (as RTO), not the School (Third Party). ● Students are enrolled as students of Binnacle Training as RTO, not the third party. ● Qualifications and/or statements of attainment are issued in the name of Binnacle Training as RTO, not the third party. ● The School (Third Party) cannot advertise any VET courses in its own name.* <p><i>* The exception being - if the school is also an RTO - those training products as listed on its own RTO scope of registration.</i></p> <p>Further provisions are outlined in ‘3.2. School (Third Party) Responsibilities’.</p>

<p>School Physical Resource Requirements</p>	<p>The School (as Third Party) must have in place the requisite physical resources (equipment, facilities and ‘access to clients’) - specific to each Binnacle program being delivered – prior to the commencement of delivery. Binnacle Training will consult with the school’s nominated Program Manager (per program area) to verify evidence of meeting this requirement. Refer to:</p> <ul style="list-style-type: none"> ● Appendix 3a. Physical Resource Requirements – 2025 Business and Tourism ● Appendix 3b. Physical Resource Requirements – 2025 Sport, Fitness and Recreation ● Appendix 3c. Physical Resource Requirements – 2025 First Aid
<p>Teacher HR - Initial Requirement</p>	<p>Each program deliverer (plus a nominated back-up) must have the following prior to the commencement of delivery:</p> <p><input checked="" type="checkbox"/> Trainer and Assessor Qualification. Meet one of the following trainer and assessor requirements:</p> <ol style="list-style-type: none"> 1. Minimum Requirement: Holds a teaching degree (which enables registration as a secondary school teacher) plus holds <u>one</u> of the following TAE Skills Sets (cluster of units in partial completion of TAE40122): <ul style="list-style-type: none"> ● TAESS00019 Assessor Skill Set; or ● TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set 2. Holds a full Certificate IV in Training and Assessment (TAE40122, TAE40116 or TAE40110*) <p>* If using the TAE40110 qualification, the following core units must also be held:</p> <ul style="list-style-type: none"> ● TAEASS502 Design and develop assessment tools (or equivalent); and ● TAELLN411 Address adult language, literacy and numeracy (LLN) skills (or equivalent) 3. Holds a diploma (or higher qualification) in ‘adult’ education e.g: <ul style="list-style-type: none"> ● TAE50122 Diploma of Vocational Education and Training, or ● Graduate Diploma of Adult and Vocational Education and Training, or ● Graduate Diploma of Adult Language, Literacy and Numeracy <p>Specific to ‘<u>New Deliverers</u>’:</p> <p>If you are not currently a qualified Trainer and Assessor but hold a secondary teaching degree, you may be able to ‘Work Under Supervision’ if enrolled in, and working towards completion of, a Certificate IV in Training and Assessment.</p> <p>Working Under Supervision Requirements - 2025</p> <p><input checked="" type="checkbox"/> Industry Qualification. Hold an industry qualification (at the qualification level or higher) and/or degree in that industry area.</p> <p><i>All Certificate III in Fitness program deliverers must hold the qualification level above [i.e. must hold a <u>Certificate IV in Fitness (or be a registered/accredited practising exercise professional)</u>].</i></p>

	<p><i>All Certificate II in Tourism program deliverers must specifically hold a 'Tourism, Hospitality or Events' relevant qualification (Certificate II or higher).</i></p> <p>☑ Demonstrate Vocational Competence. Complete a (free) non-accredited Vocational Competence Update (VCU) which is used to demonstrate current knowledge and skills specific to each unit of competency within the qualifications being delivered. Deliverers will need to either hold the unit of competency OR demonstrate equivalence (in skills and knowledge) using verifiable evidence (third-party verification from a nominated supervisor).</p> <p>Further provisions are outlined in:</p> <ul style="list-style-type: none"> ● Appendix 4a. Teacher HR Requirements – 2025 Business and Tourism ● Appendix 4b. Teacher HR Requirements – 2025 Sport, Fitness and Recreation ● Appendix 4c. Teacher HR Requirements – 2025 First Aid
<p>Teacher HR - Ongoing Requirement (Binnacle-Facilitated)</p>	<p>School (as Third Party) provides each program deliverer with the requisite time (minimum three professional development days per year) to maintain currency in industry and VET - specific to the program(s) they are delivering - as facilitated by Binnacle Training.</p> <ul style="list-style-type: none"> ● A minimum of one program-related face-to-face industry skills visit per year*. <i>Participation in Binnacle Training's organised industry skills visits – hosted annually in all major regions - will assist to satisfy this requirement.</i> * <i>Teachers must ensure their face-to-face industry skills visit is undertaken by 31 July (annually).</i> ● Participation in Binnacle's annual Semester 1 Workshops - a one-day professional development virtual event specific to the program area being delivered, held during Term 2. ● Participation in Binnacle's annual VET in Schools Conference (ViSC) - a one-day professional development event (with a virtual option to ensure accessibility) for all Binnacle program deliverers held at the end of Term 4.
<p>Nominated VET Manager/ Program Manager(s) and Working Arrangements</p>	<p>To ensure effective functioning of the arrangements, each party [Binnacle and School (Third Party)] is to nominate the VET Manager* and program area-specific Program Manager(s) who will carry general responsibility for operations, performance delivery, review and problem resolution. VET Manager and Program Manager(s) are to be recorded on the 'Binnacle Signed Agreement – Fillable' document).</p> <p>* <i>The School (Third Party) VET Manager listed will typically be the school's VET Coordinator and/or Senior School or VET HOD.</i></p> <p>It is recommended the Program Manager(s) of the School (Third Party) be in one (or more) of the following positions:</p> <ul style="list-style-type: none"> ● Head of Department (HOD) program-specific ● Assistant Principal – Curriculum ● Senior School or VET HOD <p><i>and have a direct working relationship with the program deliverer(s) and Binnacle Training.</i></p>

<p>Marketing Consent to School (Third Party)</p>	<p>Binnacle Training gives consent to the School (Third Party) for the marketing of Binnacle’s programs.</p> <p>Binnacle provides the requisite marketing documentation for the School (Third Party) to use/reference, including Binnacle Training’s Course Snapshots brochure (one per Binnacle program offering) - available at our Support Centre.</p> <p>School (Third Party) marketing of Binnacle programs must adhere to Binnacle’s marketing requirements as per Binnacle Training’s Marketing Requirements for ‘School Subject Selection’ and ‘School Website’ policies, available at our Support Centre.</p> <p><i>This includes the requirement to submit your school’s subject selection/information material (for each Binnacle program you are set to offer, plus any other applicable school website marketing pertaining to VET course offerings, for Binnacle pre-approval, at the time of submitting this signed Third-Party Agreement.</i></p> <p>Refer to ‘3.2. School (Third Party) Responsibilities’.</p>
<p>Program Deliverer Marking Reviews</p>	<p>Binnacle Training conducts program deliverer marking reviews on all program deliverers (including new deliverers within their first 12 months of delivery) to ensure program deliverers are marking in line with assessment guides provided by Binnacle Training.</p> <p>Binnacle Training will report on any administrative/compliance issues with the applicable program deliverer(s) and the school’s nominated VET Manager and Program Manager to be acted upon within 14 days.</p> <p>If non-compliances remain, Binnacle Training may a) override this marking to ensure student responses marked as ‘satisfactory’ meet the assessor marking guide set by Binnacle and; b) temporarily prevent the program deliverer from “signing off” on assessment while under review.</p> <p>Please refer to ‘5. Reporting’.</p>

2. Definitions and Interpretations

Binnacle Lounge. Binnacle’s custom Learning Management System (LMS) designed specifically for your Binnacle VET in Schools program. The ‘Lounge’ is the centrepiece for all program resources, learning, assessment, and reporting across all program stakeholders including: Program Deliverers (Teachers), Students, School Program and VET Managers, and Binnacle Program Managers and Binnacle Administration.

Binnacle Profile. Located within the Binnacle Lounge, the name of Binnacle’s staff profile used by each program deliverer. This HR profile must be “current” prior to commencement of delivery and is linked to each student’s official enrolment in their Binnacle program. The Binnacle Profile is where program deliverers select their Binnacle program(s) they are set to deliver and is a centralised way of demonstrating evidence of a) trainer and assessor qualification; b) vocational competencies; c) industry currency; and d) developing VET knowledge and skills.

Program. The course(s) or qualification(s) in its entirety, to which this Agreement relates. This Agreement encompasses all Binnacle programs (as per [Appendix 1](#) to this Agreement).

Program Deliverer. The approved trainer/assessor(s) of the School (Third Party) selected to facilitate training and assessment services within the nominated training program on behalf of the RTO.

Registered Training Organisation (RTO). A training organisation that has authorisation to train and assess nationally recognised qualifications consistent with its scope of training. As the RTO specific to this Agreement, Binnacle Training (RTO Code 31319) is wholly responsible for all services provided on its behalf by the School (Third Party). Binnacle Training is responsible for enrolment into the VET course, the outcomes of the training and assessment, and the issuing of the testamur to the student.

Resources. In the context of this Agreement, resources mean all digital teaching assets and online learning supplied by Binnacle (via the Binnacle Lounge) specific to each program being delivered. These include enrolment and induction documents, assessments, activities, assessor marking guides, class progress reports, work templates, content cards, lectures, unit plans, Binnacle-delivered lessons and online learning modules.

School Program Manager. Will carry responsibility for ‘program area-specific’ operations, performance delivery, review and problem resolution. Binnacle’s three program areas include Business and Tourism; Sport, Fitness and Recreation; and First Aid. It is recommended the Program Manager of the School (Third Party) be in one (or more) of the following positions: HOD program-specific; Assistant Principal – Curriculum; Senior School or VET HOD.

School (Third Party). The secondary school/college providing physical resources (facilities, equipment and ‘access to clients’) and human resources (qualified trainer/assessor(s)) to facilitate training and assessment services for the nominated training program/s (see [Appendix 1](#)) on behalf of, and in the name of, Binnacle Training as the RTO [see ‘School VET Manager’; ‘School Program Manager’; and ‘Program Deliverer’ being the three key contacts of each School (Third Party)]. In some cases, the school may also be an RTO that provides other training products consistent with its scope of registration and separate to this third-party arrangement entered into by Binnacle Training.

School VET Manager. Typically, the school’s VET Coordinator and/or Senior School or VET Head of Department (HOD). The VET Manager will carry general responsibility for overall operations including confirming VETiS funding eligibility of students (where applicable).

Third Party Arrangement. Registered Training Organisations (RTOs) often work with other organisations (third parties) to deliver a range of services, including providing marketing, undertaking recruitment, using facilities and resources, and training and/or assessment of Vocational Education and Training (VET) courses. Binnacle Training as the RTO engages individual secondary schools to provide physical and human resources and facilitate training and assessment services – on behalf of, and in the name of, Binnacle Training as RTO.

Vocational Education and Training in Schools (VETiS) Funding Initiative. The Queensland Government's VET Investment Budget subsidises select qualifications (Certificate I and II level only) that have been identified by industry as leading to employment. Binnacle Training is approved as a Skills Assure Supplier (SAS) to deliver Certificate II in Sport and Recreation (SIS20122) as a VETiS funded qualification. All other Binnacle qualifications are delivered as 'Fee for Service' only as invoiced to the school. For eligible students who access their VETiS subsidy with Binnacle's Certificate II in Sport and Recreation, fees applicable to this qualification are waived in full.

3. Responsibilities

3.1. Binnacle Training Responsibilities

As the RTO specific to this Agreement and the nominated Binnacle programs (see [Appendix 1](#)), Binnacle Training is wholly responsible for all services provided on its behalf by the School (Third Party). Binnacle Training is responsible for enrolment into the VET course, the outcomes of the training and assessment, and the issuing of the testamur to the student.

Binnacle Training (the lead RTO) will provide the following services:

1. Program support and quality assurance. The School (Third Party) will be assigned a designated Binnacle Program Manager, VET Support Manager and Administration Officer - for ongoing professional support and guidance throughout the period of this Agreement.
2. All requisite training and assessment resources, including online learning, encompassed within Binnacle's custom-built LMS (Binnacle Lounge) to deliver each training program. This includes Binnacle's annual teacher induction program and operating procedures covering all areas of program delivery.
3. Systematic monitoring of the School (Third Party)'s services – including School (Third Party)'s upholding of both teacher human resource requirements [qualified trainer/assessor(s)] and school physical resource requirements (facilities, equipment and 'access to clients'), specific to each program being delivered. A student's official enrolment into a Binnacle Training program can only occur once these requirements have been met by the School (Third Party). Requirements will be monitored as follows:
 - a. Teacher Human Resources: Monitored ongoing via each program deliverer's Binnacle Profile. This includes evidence of trainer and assessor qualification, industry qualification, demonstration of vocational competence, as well as maintaining industry and VET professional development requirements.
 - b. School Physical Resources: Binnacle to undertake a physical resource requirements review of the School (Third Party) equipment, facilities and 'access to clients' (per program area), generally within a two-year cycle.
4. Program-related reminders, broadcasts and alerts for key milestones/items for follow-up.

5. Hosting of annual teacher events (both live and virtual) to assist all program deliverers with meeting their 'Teacher HR - Ongoing Requirement' - for industry and VET professional development, including:
 - a. Industry skills visit opportunities hosted live - in each major region annually - across the two program areas: 'Business & Tourism'; 'Sport, Fitness & Recreation'.
 - b. Binnacle's annual [Semester 1 Workshops](#) – a one-day professional development virtual event specific to the program area being delivered, held during Term 2. This is an opportunity for program deliverers to discuss their practice, network with fellow Binnacle program deliverers and partake in a number of relevant presentations from industry leaders.
This virtual event is compulsory for all program deliverers [see 3.2. School (Third Party) Responsibilities].
 - c. Binnacle's annual [VET in Schools Conference \(ViSC\)](#) – a one-day professional development event for all Binnacle program deliverers held at the end of Term 4. This ensures each program deliverer is equipped with the necessary delivery information/requirements for the upcoming year as well as receiving actionable content from leading industry professionals.
This event (with a virtual option to ensure accessibility) is compulsory for all program deliverers [see 3.2. School (Third Party) Responsibilities].
6. Opportunities for additional professional development (including program-specific webinars and other networking events) and a systematic process for the recording of professional development activities for each program deliverer.
7. Work with the School (Third Party) to evaluate existing programs, in formal validation sessions and/or by taking account of program deliverer feedback.
8. Provide all School (Third Party) stakeholders - Program Deliverer(s), Program Manager(s), VET Manager - and individual students, with full user access to Binnacle's LMS (Binnacle Lounge). The Binnacle Lounge is the centrepiece for all program resources, learning, assessment, and reporting.
9. Provide up-to-date class progress reports (including Competency Report) within the Binnacle Lounge. This up-to-the-minute progress reporting serves as a visual demonstration of class assessment and competency progress, including items for follow-up (e.g. teacher HR and assessment submissions).
10. Conduct program deliverer marking reviews (i.e. a review of assessment judgements on knowledge and project-based assessments) on all program deliverers (including new deliverers within the first 12 months of delivery) - to ensure program deliverers are marking in line with assessment guides provided by Binnacle Training. Binnacle Training will report on any administrative/compliance issues with the applicable program deliverer(s) and the school's nominated VET Manager and Program Manager.

If issues are identified, these are to be rectified by the School (Third Party) **within 14 days of the alert being received**. If non-compliances remain, Binnacle Training may a) override this marking to ensure student responses marked as 'satisfactory' meet the assessor marking guide set by Binnacle; and b) temporarily prevent the program deliverer from "signing off" on assessment while under review.
11. Process School (Third Party) assessment submissions including validation of completed student assessments.
12. Issue qualifications and/or statement(s) of attainment to qualifying participants within 30 days (maximum) of program completion. Binnacle Training will provide these directly to the student (and a copy supplied to the respective program deliverer) in digital format.*

** Paper copies may be issued by the School (Third Party).*

13. Report all training activity data (i.e. completed competencies) to the state training authority [Department of Youth Justice, Employment, Small Business and Training (DYJESBT) in Queensland]. At a minimum, Binnacle will update and report student AVETMISS data at the end of each month (Queensland Schools) / quarter (non-Queensland Schools) and in line with certificate issuance (within 14 days from completion/cancellation of studies).

For Queensland schools: DYJESBT will then transmit data to the Queensland Curriculum & Assessment Authority (QCAA) towards Queensland Certificate of Education (QCE) credits.

14. Hold adequate insurances – both Public Liability and Professional Indemnity – as part of Binnacle Training’s ongoing compliance as a Registered Training Organisation. These insurances – when combined with the School (Third Party)’s insurance responsibilities (see [3.2. School \(Third Party\) Responsibilities](#)) – will protect students and staff (Binnacle program deliverers) during all aspects of training and assessment associated with the program as conducted at the School (Third Party).
15. Provide the requisite marketing documentation for the School (Third Party) to use/reference for
- subject selection purposes; and
 - any intermittent marketing of Binnacle First Aid and other short courses.

This includes Binnacle Training’s Course Snapshots Brochure (one per Binnacle program offering) – available at our [Support Centre](#).

16. Give consent to each School (Third Party) for the marketing of Binnacle’s programs in line with Binnacle Training’s Marketing Requirements for ‘School Subject Selection Material’ and ‘School Website’ policies, available at our [Support Centre](#).

17. **For ‘Certificate III in Sport, Aquatics and Recreation + optional Certificate II in Sport and Recreation’ and ‘Certificate III in Fitness + optional Certificate II in Sport and Recreation:**

Confirm the enrolment of each student in the optional entry qualification: SIS20122 Certificate II in Sport and Recreation with the School (Third Party)’s nominated VET Manager. Binnacle will initiate this process, at a class level, with the School (Third Party)’s VET Manager during the initial enrolment period (Term 1).

18. **For VETiS Funded Certificate II in Sport and Recreation (QLD Schools ONLY):**

Confirm the VETiS funding eligibility – including status (i.e. whether or not the student wishes to access the VETiS subsidy) – of each individual student with the School (Third Party)’s nominated VET Manager. Binnacle will initiate this process, at a class level, with the School (Third Party)’s VET Manager during the initial enrolment period (Term 1).

3.2. School (Third Party) Responsibilities

Note: The following responsibilities are generic to each program. See [3.3](#) for 'program-specific' responsibilities.

The School (Third Party), as part of the constructive partnership, accepts responsibility for:

1. Providing the requisite physical resources (equipment, facilities and 'access to clients') specific to each Binnacle training program offered (refer to [Appendix 3. School Physical Resource Requirements - 2025 Programs](#)).

This program-specific resource list is acknowledged by each program deliverer at the commencement of each training program within their Binnacle Profile. Binnacle Training will consult with the School's nominated Program Manager (per program area) to verify evidence of meeting this requirement.

A student's official enrolment into a Binnacle Training program can only occur once these requirements have been met by the School (Third Party).

2. Providing an industry trained program deliverer (qualified trainer and assessor) assigned to each Binnacle program offered.
3. Ensuring each program deliverer, **plus one nominated back-up deliverer** for each program, has the following evidence requirements in place prior to the commencement of delivery (refer to [Appendix 4: Teacher Human Resource Requirements - 2025 Programs](#)).

- Trainer and Assessor Qualification. Meet one of the following trainer and assessor requirements:

1. Minimum Requirement: Holds a teaching degree (which enables registration as a secondary school teacher) plus holds one of the following TAE Skills Sets (cluster of units in partial completion of TAE40122):
 - TAESS00019 Assessor Skill Set; or
 - TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set
2. Holds a full Certificate IV in Training and Assessment (TAE40122, TAE40116 or TAE40110*)
 - * If using the TAE40110 qualification, the following core units must also be held:
 - TAEASS502 Design and develop assessment tools (or equivalent); and
 - TAELLN411 Address adult language, literacy and numeracy (LLN) skills (or equivalent)
3. Holds a diploma (or higher qualification) in 'adult' education e.g:
 - TAE50122 Diploma of Vocational Education and Training, or
 - Graduate Diploma of Adult and Vocational Education and Training, or
 - Graduate Diploma of Adult Language, Literacy and Numeracy

Specific to 'New Deliverers':

If you are not currently a qualified Trainer and Assessor but hold a secondary teaching degree, you may be able to 'Work Under Supervision' if enrolled in, and working towards completion of, a Certificate IV in Training and Assessment.

[Working Under Supervision Requirements - 2025](#)

- Industry Qualification. Hold an industry qualification (at the qualification level or higher) and/or degree in that industry area.

All Certificate III in Fitness program deliverers must hold the qualification level above [i.e. must hold a Certificate IV in Fitness (or be a registered/accredited practising exercise professional)].

All Certificate II in Tourism program deliverers must specifically hold a 'Tourism, Hospitality or Events' relevant qualification (Certificate II or higher).

- Demonstrate Vocational Competence. Complete a (free) non-accredited Vocational Competence Update (VCU) which is used to demonstrate current knowledge and skills specific to each unit of competency within the qualifications being delivered. Deliverers will need to either hold the unit of competency OR demonstrate equivalence (in skills and knowledge) using verifiable evidence (third-party verification from a nominated supervisor).

4. Providing each program deliverer with the requisite time (minimum three days per year) to maintain the 'Teacher HR - Ongoing Requirement' - for industry and VET professional development - as facilitated by Binnacle Training:

- A minimum of one program-related face-to-face industry skills visit per year*. Participation in Binnacle Training's organised industry skills visits – hosted annually in all major regions - will assist to satisfy this requirement.

** Teachers must ensure their face-to-face industry skills visit is undertaken by 31 July (annually)*

- Participation in Binnacle's annual Semester 1 Workshops - a one-day professional development event specific to the program area being delivered, held during Term 2.

This virtual event is compulsory for all program deliverers.

- Participation in Binnacle's annual VET in Schools Conference (ViSC) - a one-day professional development event for all Binnacle program deliverers held at the end of Term 4.

This event (with a virtual option to ensure accessibility) is compulsory for all program deliverers.

5. Ensuring each program deliverer(s) accepted by Binnacle Training will:

- a. Deliver and assess the program in accordance with Binnacle's Training and Assessment Strategy, assessment process and assessor marking guides.

- b. Submit assessment to Binnacle:

- i. on schedule (at the end of each term for Certificate III/II programs); and
- ii. accurately (i.e. ensuring program deliverer marking is accurate and up-to-date prior to submitting to Binnacle).

Binnacle Training will report on any administrative/compliance issues with the applicable program deliverer(s) and the School's nominated VET Manager and Program Manager.

These are to be rectified **within 14 days of the alert being received**. If non-compliances remain, Binnacle Training may override this marking to ensure student responses marked as 'satisfactory' meet the assessor marking guide set by Binnacle.

Please refer to '[5. Reporting](#)'.

- c. Provide feedback including via our program deliverer survey and student surveys at the completion of their studies.
- d. Facilitating the online enrolment application with each student at the commencement of the training program. Binnacle provides all requisite resources including a 'Pre-Enrolment Pack' with an online induction into the respective training program and Binnacle Training as RTO.
- e. Notify Binnacle immediately if a student cancels from the program.

- f. Complete Binnacle's annual online Teacher Induction Program (checklist) at the commencement of each school year.
6. Notifying Binnacle Training as soon as possible of any major concerns, issues or opportunities relating to the services provided.
7. Ensuring that all insurance requirements (including public liability insurance for all venues where training is conducted) are current and in place at all times. This requirement extends to any non-school environments if used by the School (Third Party) as part of the training/assessment towards the program.
8. Acknowledging that all course materials and subject matter is copyright to Binnacle Training and the use of these materials outside of this Agreement is prohibited. Binnacle Training provides the School (Third Party) with a non-transferrable, non-exclusive licence to use the course materials to deliver the training specified.
9. Consulting Binnacle Training upon the appointment of new program deliverers to ensure they are accepted and inducted as a Binnacle program deliverer prior to delivering the training program.
10. Facilitating the acquisition of a Unique Student Identifier (USI)* for any students – who at the time of enrolment do not hold a USI – at usi.gov.au.

** The USI is a field included on Binnacle's enrolment – with a link supplied directly to the USI webpage. Binnacle cannot report training or issue a qualification or statement of attainment for a student without a USI.*

11. Providing Language, Literacy and Numeracy (LLN) support, as required, to individual learners. This includes the use of specialist assistance, as required, for students while undertaking a Binnacle program.

Binnacle Training will assist with identifying students who may require LLN support via our LLN Quiz and associated individualised LLN Report. This quiz – provided at the start of each Binnacle program – is used to test students' LLN levels against the Australian Core Skills Framework (ACSF) levels of the respective Binnacle program.

12. Ensuring parental/guardian consent for student participation in a VET qualification and/or units of competency is sought for all students enrolling in a Binnacle program.

NOTE: For Certificate Programs, this 'Parent Acknowledgement' is initiated by Binnacle in an online verification process for each program deliverer to 'view and manage' via their class-specific Status Report within the Binnacle Lounge.

13. Adhering to marketing requirements as per Binnacle Training's Marketing Requirements for 'School Subject Selection Material' and 'School Website' policies, available at our [Support Centre](#).

This includes the requirement to submit your school's subject selection/information material (for each Binnacle program you are set to offer), plus any other applicable school website marketing pertaining to VET course offerings, for Binnacle pre-approval, at the time of submitting this signed Third-Party Agreement.

Binnacle provides all requisite marketing documentation for the School (Third Party) to use/reference. This includes Binnacle Training's Course Snapshots Brochure (one per Binnacle program offering) - available at our [Support Centre](#).

14. Providing training product advice to prospective students, specific to the Binnacle program(s) being offered, during the School (Third Party's) subject selection processes.
15. Notifying Binnacle Training if the School (Third Party) wishes to 'opt out' of references in Binnacle marketing material (e.g. social media).

NOTE: In cases where images of individual persons are used, Binnacle will obtain the written consent of each individual (including parent/guardian for persons under 18 years) prior to release.

16. Cooperating with the VET Regulator if, or as, required as part of normal RTO regulatory requirements, including:
 - a. by providing accurate and factual responses to information requested from the VET Regulator relevant to the delivery of the services it is providing; and
 - b. in the conduct of audits and the monitoring of its operations.
17. Keeping the parent/guardian of each student undertaking a Binnacle program informed regarding their child’s course selection, enrolment, induction and course progression (e.g. regular academic reports).
18. **Certificate III/II Programs and Short Courses.** Confirming that all students are accurately appearing on the State ‘Registration and Banking System’ (i.e. for Queensland Schools = Student Management). Per [3.1. Binnacle Training Responsibilities](#), at a minimum Binnacle will update and report student AVETMISS data at the end of each month (Queensland Schools) / quarter (non-Queensland Schools).

3.3. Sport, Fitness & Recreation Programs – Additional School (Third Party) Responsibilities

Certificate Program(s)	
<ul style="list-style-type: none"> ● Certificate III in Sport, Aquatics and Recreation + <u>optional</u> Certificate II in Sport and Recreation ● Certificate III in Fitness + <u>optional</u> Certificate II in Sport and Recreation 	
Additional Responsibility	<p>School (Third Party)’s nominated VET Manager to:</p> <p>Confirm with Binnacle Training the enrolment decision of each individual into the optional Certificate II in Sport and Recreation. Binnacle will initiate this process, at a class level, with the School (Third Party)’s VET Manager during the initial enrolment period (Term 1).</p>

Certificate Program(s)	
<ul style="list-style-type: none"> ● VETiS Funded Certificate II in Sport and Recreation (QLD Schools Only) 	
Additional Responsibility	<p>School (Third Party)’s nominated VET Manager to:</p> <p>Confirm with Binnacle Training the VETiS funding eligibility status (i.e. whether or not each student wishes to access the VETiS subsidy), and key information requirements for each student enrolled in the Certificate II in Sport and Recreation with Binnacle Training. Binnacle administration will populate these documentation templates for the nominated VET Manager to streamline this process.</p> <p><u>IMPORTANT:</u> For each School (Third Party) with one or more students accessing the VETiS subsidy with Binnacle Training:</p>

	<p>Upon receipt of VETiS funding confirmations, a separate ‘Addendum to Third-Party Agreement’ will be issued by Binnacle Training, as Skills Assure Supplier (SAS), for School (as Third Party) completion/ return.</p> <p>This Addendum sets out the minimum standard terms of the Third-Party Arrangement specific to the Queensland Government’s SAS Agreement. This includes the ‘50% limit’ requirement, specific to VETiS-funded students only, whereby the School (as Third Party) must not deliver more than 50% of the services associated with the VETiS funded Certificate II in Sport and Recreation. Binnacle Training has measures in place to ensure this 50% limit is upheld for all VETiS-funded students.</p>
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Certificate Program(s)	
<ul style="list-style-type: none"> ● Certificate III in Sport, Aquatics and Recreation ● Certificate III in Fitness 	
Additional Responsibility	<ol style="list-style-type: none"> 1. Ensuring the core/listed elective unit of competency ‘HLTAID011 Provide First Aid’ is completed by all participating students by the end of the term in which the qualification is scheduled for finalisation. Binnacle offers this competency (HLTAID011) for School (Third Party) delivery, when the required school physical resources and teacher human resources are in place (refer to ‘Appendix 3c. School Physical Resource Requirements – 2025 First Aid’ and ‘Appendix 4c. Teacher Human Resource Requirements – 2025 First Aid’) – as a separate course for \$55.00 per participant. <p>If preferable to outsource the delivery of this competency, the School (Third Party) may wish to source an alternative RTO to deliver HLTAID011.</p> <p><i>NOTE: For eligible students who may access their VETiS subsidy for SIS20122 Certificate II in Sport and Recreation with Binnacle Training - HLTAID011 is <u>not</u> a unit specific to the ‘Certificate II qualification’ (SIS20122) as delivered by Binnacle Training. HLTAID011 is specific only to the respective ‘Certificate III qualification’ as delivered by Binnacle Training. Therefore, HLTAID011 Provide First Aid is provided by Binnacle Training as ‘Fee for Service’ only (incurs separate participant fee \$55.00 per participant).</i></p> 2. Ensuring the Binnacle program is delivered in sequential order (i.e. Terms 1-4; prior to Terms 5-7) due to the practical nature and sequential structure of training and assessment. 3. <u>QLD Schools:</u> IF a student is engaged by a ‘child-regulated service’ to complete workplace hours, a ‘Working with Children’ Blue Card is required. Examples include: <ol style="list-style-type: none"> a. A student undertaking a school-based traineeship (paid employee) at a service (workplace) with child-related activities (e.g. a gymnastics centre or local sporting club). Note, this will require a ‘Paid Blue Card’.

	<p>b. A student undertaking a specific ‘work placement/work experience’ at a service (workplace) with child-related activities (e.g. a fitness centre with a child-minding service). This will require a (free) ‘Student Blue Card’.</p> <p><i>IMPORTANT: There is <u>no</u> mandatory ‘practical placement’ associated with the Binnacle program unless being undertaken as a school-based traineeship.</i></p>
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Certificate Program(s)	
<ul style="list-style-type: none"> ● Certificate III in Fitness - specific 	
Additional Responsibility	<ol style="list-style-type: none"> 1. Adhering to Binnacle’s class size recommendation - a maximum of 20 students per class. 2. <u>HR Requirement:</u> All Certificate III in Fitness program deliverers must hold the qualification level <u>above</u> that which they are delivering [i.e. must hold the Certificate IV in Fitness (or be a registered/accredited practising exercise professional)].

4. School Costs

All fees related to Binnacle programs are invoiced directly to the School (Third Party).

[Click here](#) for Binnacle Training’s full 2025 Price Schedule.*

* All prices are current as per www.binnacletraining.com.au

Although notice of changes would normally be given, fees may be varied by Binnacle Training from time to time.

4.1. Certificate Programs – Business, Tourism, Sport and Recreation, Fitness

4.1.1. Participant Fee

A ‘per participant’ fee is applied to each certificate program, based on the number of participants once the enrolment cut-off date has lapsed. At the commencement of Term 1, an initial invoice (10 participant places) is sent for each **‘Fee for Service’ certificate program**.

***NOTE:** For eligible students who access their VETiS subsidy with Binnacle’s Certificate II in Sport and Recreation, fees applicable to this qualification are waived in full.*

For class sizes of less than 10: If unable to reach 10 participants, the School (Third Party) is to contact Binnacle Training prior to this initial invoice being sent. Where agreed, a modified initial invoice will be drawn.

An adjustment invoice will be sent for the balance of places after the enrolment cut-off date (2-year courses = 31 July in the year of course commencement; 1-year courses = 30 April). Fees are invoiced to the school and cover the full course duration.

4.1.2. VETiS Funded Certificate II in Sport and Recreation

Fee-Free for VETiS Students – Certificate II Participant Fees Waived

Binnacle Training is approved as a Skills Assure Supplier (SAS) to deliver the [Certificate II in Sport and Recreation \(SIS20122\)](#) as a VETiS funded qualification. All other Binnacle qualifications are delivered as 'Fee for Service' only as invoiced to the School (Third Party).

VETiS funded by the Queensland Government's VET investment budget is fee-free for students. Where students access their VETiS subsidy for this qualification, Binnacle will waive all Certificate II participant fees [as invoiced to the School (Third Party)] applicable to each student that accesses their VETiS subsidy with Binnacle as SAS. [Find out more >](#)

4.1.3. School Program Fee

A 'per program' fee is applied to each Binnacle certificate program. A Certificate III program with a Certificate II entry qualification (e.g. Certificate III in Business + Certificate II in Tourism) = one certificate program. A stand-alone qualification (e.g. Certificate II in Sport and Recreation) = one certificate program.

This fee is discounted where a school offers two x 2025 certificate programs (e.g. 2025 Certificate III in Business and 2025 Certificate III in Sport, Aquatics and Recreation with optional entry qualification Certificate II in Sport and Recreation) and discounted further where a school offers three x 2025 certificate programs. This fee covers each program cohort for the full course duration and is invoiced at the commencement of Term 1 of the program.

The program fee is in consideration for the overall management of the certificate program, the provision of ongoing support (including facilitation of teacher professional development opportunities and events) to each nominated Program Deliverer, Program Manager and VET Manager of the School (Third Party).

4.1.4. School Refund Policy

The nature of Binnacle's invoicing process (as outlined above) voids a refund situation arising. That is:

- Students that withdraw from the program before enrolment cut-off (2-year courses = 31 July) - and where Binnacle is notified of this withdrawal - do not incur the participant fee. These students will still be issued a statement of attainment for any competencies successfully completed.
- Students that withdraw from the program after enrolment cut-off (2-year courses = 31 July) do incur the participant fee. These students will be issued a statement of attainment for any competencies successfully completed.

4.1.5. Provide First Aid - Separate Participant Fee

The nationally recognised First Aid competency (HLTAID011 Provide First Aid) is included in select certificate programs from the Sport, Fitness & Recreation (SFR) program area.

Binnacle offers this competency (HLTAID011) for School (Third Party) delivery, when the required school physical resources and teacher human resources are in place (refer to [Appendix 3c. School Physical Resource Requirements – 2025 First Aid](#) and [Appendix 4c. Teacher Human Resource Requirements – 2025 First Aid](#)) as a separate course for \$55.00 per participant.

The School (Third Party) may wish to source an alternative RTO to deliver HLTAID011 – if preferable to outsource the delivery of this competency.

***NOTE:** For eligible students who may access their VETiS subsidy with Binnacle’s SIS20122 Certificate II in Sport and Recreation - HLTAID011 is not a unit specific to the ‘Certificate II qualification’ (SIS20122) as delivered by Binnacle Training. HLTAID011 is specific only to the respective ‘Certificate III qualification’ as delivered by Binnacle Training. Therefore, HLTAID011 Provide First Aid is provided by Binnacle Training as ‘Fee for Service’ only (incurs separate participant fee \$55.00 per participant).*

See [‘4.2. Short Courses / First Aid Courses’](#) below.

4.2. Short Courses / First Aid Courses

The school will be invoiced a ‘per participant’ fee at the time submitted assessment has been processed by Binnacle.

5. Reporting

All student results and details of assessment will be provided by the School (Third Party) to Binnacle Training for review and recording.

Certificate Programs. Assessment submissions are to be made to Binnacle (by the program deliverer) for each term of the program.

Short Courses and First Aid Courses. Assessment submissions are to be made to Binnacle immediately upon completion.

Binnacle Training will report on any administrative/compliance issues with the applicable program deliverer(s) and the school’s nominated VET Manager and Program Manager. These are to be rectified **within 14 days of the alert being received.** If non-compliances remain, Binnacle Training may override this marking to ensure student assessment responses marked as ‘satisfactory’ meet the assessor marking guide set by Binnacle Training.

6. Evaluation

During the life of the Agreement, stakeholders will discuss and review the partnership through both face-to-face meetings (Binnacle school visits) or via phone or videoconferencing. The following will be evaluated:

- a. Monitoring of the School (Third Party)’s services – including School (Third Party)’s upholding of both teacher human resource requirements [qualified trainer/assessor(s)] and school physical resource requirements (facilities, equipment and ‘access to clients’) specific to each program being delivered.
 - i. *Human resources* will be monitored ongoing via
 - Program deliverer’s Binnacle Profile. A student’s official enrolment into a Binnacle Training program can only occur once these requirements have been met by the School (Third Party).
 - Program deliverer Marking Reviews. Conducted on all program deliverers (including new deliverers within the first 12 months of delivery) to ensure program deliverers are marking in line with the assessment guides provided by Binnacle Training.

- ii. *Physical resources* will be monitored and reviewed annually by the Binnacle Program Manager and School (Third Party) program stakeholders at the commencement of each training program as documented in the Binnacle Profile.
- b. Feedback from students
- c. Feedback from program deliverers and other stakeholders
- d. Communication strategies
- e. All aspects of the continuous improvement process
- f. Administrative, compliance or accounts-related issues
- g. Other issues identified

Where agreed by parties in the Agreement, modifications will be made to the working arrangements and the Agreement in accordance with the findings of the evaluation.

7. Period of Agreement

1. The Agreement will take effect from the date of signing and ends on 31 December 2026 (or the final date of completion for students enrolled in a 2025 course, whichever date falls last). It will be renegotiated as appropriate to reflect the ongoing nature of the service provision. The document will be reviewed regularly to take account of regulatory and operational changes.
2. Binnacle Training reserves the right to terminate this Agreement for reasons related to the delivery and administration of the nominated program. Reasons would include:
 - a. Program deliverer(s) not following training program guidelines in the conduct of the course and the assessment process.
 - b. Program deliverer(s) not using current authorised resources as stipulated by Binnacle Training in the manner required.
 - c. The School (Third Party) not meeting their responsibilities outlined in this Agreement.

Where a breach of clause 2(a)-(c) occurs, the School (Third Party) will - in the first instance - have 14 days to rectify any default prior to a termination decision occurring.

3. Binnacle Training allows the School (Third Party) to cease this Agreement only where
 - a. students have completed (or been withdrawn from) their required training and have been issued with the AQF qualification and/or statement of attainment; and
 - b. they have completed all enrolled students in the program; or
 - c. withdrawn students have been provided the opportunity to complete the program through an alternate RTO.
 - d. Binnacle Training does not meet their responsibilities as outlined in this Agreement [and items 3(a) – 3(c) have been met].
4. It is the intention that any practical difficulties encountered are resolved by both parties [Binnacle and the School (Third Party)] in a cooperative and practical manner.
5. In the (extremely unlikely) event of Binnacle Training being unable to continue to offer a training program to enrolled (continuing) students, alternate arrangements will be made by Binnacle Training to ensure all continuing students have the opportunity to complete the training program with another training provider.

8. Privacy

Binnacle Training must:

- a. comply with the Privacy Act and any reasonable request of the School (Third Party) in respect of matters relating to the Privacy Act;
- b. ensure that students/parents personal information (as defined in the Privacy Act) is protected against loss and unauthorised access, use, modification or disclosure, or other misuse;
- c. immediately notify the School (Third Party) upon becoming aware of any actual or suspected data breach, but not notify any third party of any such data breach without the school's prior written approval;
- d. not use personal information other than for the purposes of performing its obligations under this Agreement and once the personal information is no longer required for the purpose of this Agreement, destroy or permanently de-identify it; and
- e. not disclose personal information without the prior written consent of the School (Third Party), unless required by law.

To view Binnacle Training's full Privacy Policy (including website), visit our [Support Centre](#) (Select: Policy Manual).

9. Record Keeping

Binnacle Training securely retains all enrolment information and completed assessments in line with its 'Records Management Policy' (including retention of assessment records) and 'Privacy Policy'.

Files are stored for the legislated period of time and electronic files are backed up regularly. All online enrolments and online assessments as completed on the Binnacle website are securely stored in line with Binnacle's 'Privacy Policy'.

In order to prevent unauthorised access or disclosure, Binnacle Training has put in place suitable physical, electronic and managerial procedures to safeguard and secure that information and protect it from misuse, interference, loss and unauthorised access, modification and disclosure. This includes:

- Securing the Site using an SSL certificate. Access to the website is not available on an insecure connection.
- Housing all storage infrastructure in highly secure data centres with redundancy in place in the event of natural disasters.
- Conducting regular third-party pen testing on our systems in addition to close monitoring by internal developers.

Data is stored using obfuscation for relevant personal information and encrypted passwords.

The server infrastructure is located in an Amazon Web Services data centre facility in Sydney, Australia. The server is configured using best security practices. A code review and quality assurance process is undertaken prior to code being deployed into the production environment. Access to server infrastructure is through public and private key authentication with multiple access level checks.

To view Binnacle Training's full 'Records Management Policy' and 'Privacy Policy', visit our [Support Centre](#) (Select: Policy Manual).

APPENDIX 1.

Programs and Units of Competency

IMPORTANT

In addition to the qualifications and units of competency listed in Appendix 1, this Agreement covers those qualifications, skill sets and units of competency that may supersede those listed above. This will correlate with those updated qualifications and units of competency that appear on Binnacle Training's scope of registration at:

<http://training.gov.au/Organisation/Details/31319>

BUSINESS & TOURISM PROGRAMS

	Qualifications / Units of Competency	Format	QCE Credits (Max)
Short Courses	Inclusivity and Communication in the Workplace – encompassing 3 units of competency <u>towards SIT20122 Certificate II in Tourism</u> : <ul style="list-style-type: none"> • BSBTWK301 Use inclusive work practices • BSBXCM301 Engage in workplace communication • SITXCOM007 Show social and cultural sensitivity 	1 term	1
	Technology in the Workplace – encompassing 2 units of competency: <ul style="list-style-type: none"> • BSBTEC201 Use digital software applications • BSBTEC202 Use digital technologies to communicate in a work environment 	1 term	0
	Financial Literacy – standalone unit of competency: FNSFLT311 Develop and apply knowledge of personal finances	1 term	0
Certificate II Courses	BSB20120 Certificate II in Workplace Skills <i>Refer to units of competency table</i> SIT20122 Certificate II in Tourism <i>Refer to units of competency table</i>	4 terms*	4
Certificate III Courses	Dual Qualification: BSB30120 Certificate III in Business + SIT20122 Certificate II in Tourism <i>Refer to units of competency table</i>	6.5 terms + optional term 7 Part 2 add-on^	10
	Dual Qualification: BSB30120 Certificate III in Business + BSB20120 Certificate II in Workplace Skills <i>Refer to units of competency table</i>		8
	BSB30120 Certificate III in Business <i>Refer to units of competency table</i>		8

* May be extended over 2 years at the school's discretion.

^ Optional Term 7 Add-On comprises two additional units - both of which may be used as elective units towards the Diploma of Business (BSB50120) with an alternative RTO.

APPENDIX 1.

Programs and Units of Competency

Certificate Program	BSB20120 Certificate II in Workplace Skills
Format	4 terms* <i>* May be extended over 2 years at the school's discretion.</i>

CODE	TITLE	CORE / ELECTIVE
BSBCMM211	Apply communication skills	CORE
BSBOPS201	Work effectively in business environments	CORE
BSBPEF202	Plan and apply time management	CORE
BSBSUS211	Participate in sustainable work practices	CORE
BSBWHS211	Contribute to health and safety of self and others	CORE
BSBTEC201	Use business software applications	ELECTIVE (GROUP B)
BSBTEC203	Research using the internet	ELECTIVE (GROUP B)
BSBTWK201	Work effectively with others	ELECTIVE (GROUP C)
BSBPEF201	Support personal wellbeing in the workplace	ELECTIVE (GROUP A)
BSBWHS311	Assist with maintaining workplace safety	ELECTIVE - IMPORTED

APPENDIX 1.

Programs and Units of Competency

Certificate Program	SIT20122 Certificate II in Tourism
Format	4 terms <i>* May be extended over 2 years at the school's discretion.</i>

CODE	TITLE	CORE / ELECTIVE
SITTIND003	Source and use information on the tourism and travel industry	CORE
SITXWHS005	Participate in safe work practices	CORE
SITXCOM007	Show social and cultural sensitivity	CORE
SITXCCS009	Provide customer information and assistance	CORE
SITXCCS011	Interact with customers	CORE
SITXCOM008	Provide a briefing or scripted commentary	ELECTIVE (GROUP A)
SITXCCS010	Provide visitor information	ELECTIVE (GROUP A)
CUAEVP211	Assist with the staging of public activities or events	ELECTIVE (GROUP A)
SITXCOM006	Source and present information	ELECTIVE (GROUP C)
BSBTEC201	Use business software applications	ELECTIVE (GROUP C)
BSBTEC203	Research using the internet	ELECTIVE - IMPORTED

APPENDIX 1.

Programs and Units of Competency

Certificate Program	Dual Qualification: BSB30120 Certificate III in Business + SIT20122 Certificate II in Tourism
Format	7 terms

CODE	TITLE	SIT20122 Certificate II in Tourism	BSB30120 Certificate III in Business
SITTIND003	Source and use information on the tourism and travel industry	CORE	
SITXCCS009	Provide customer information and assistance	CORE	
SITXWHS005	Participate in safe work practices	CORE	ELECTIVE - IMPORTED
SITXCOM007	Show social and cultural sensitivity	CORE	
SITXCCS011	Interact with customers	CORE	
CUA EVP211	Assist with the staging of public activities or events	ELECTIVE (GROUP A)	
SITXCCS010	Provide visitor information	ELECTIVE (GROUP A)	
SITXCOM008	Provide a briefing or scripted commentary	ELECTIVE (GROUP A)	
SITXCOM006	Source and present information	ELECTIVE (GROUP C)	
BSBTEC201	Use business software applications	ELECTIVE (GROUP C)	ELECTIVE (GROUP A)
BSBTEC203	Research using the internet	ELECTIVE - IMPORTED	ELECTIVE - IMPORTED
BSBCRT311	Apply critical thinking skills in a team environment		CORE
BSBPEF201	Support personal wellbeing in the workplace		CORE
BSBWHS311	Assist with maintaining workplace safety		CORE
BSBSUS211	Participate in sustainable work practices		CORE
BSBTWK301	Use inclusive work practices		CORE
BSBXCM301	Engage in workplace communication		CORE
BSBTEC301	Design and produce business documents		ELECTIVE (GROUP A)
BSBWRT311	Write simple documents		ELECTIVE (GROUP A)
BSBPEF301	Organise personal work priorities		ELECTIVE (GROUP B)
BSBXTW301	Work in a team		ELECTIVE (GROUP C)
TERM 7 ELECTIVES – <u>OPTIONAL</u> ADDITIONAL UNITS OF COMPETENCY			
BSBCMM411	Make presentations		ELECTIVE – OPTIONAL ADDITIONAL
BSBPEF402	Develop personal work priorities		ELECTIVE – OPTIONAL ADDITIONAL

APPENDIX 1.

Programs and Units of Competency

Certificate Program	Dual Qualification: BSB30120 Certificate III in Business + BSB20120 Certificate II in Workplace Skills
Format	7 terms

CODE	TITLE	BSB20120 Certificate II in Workplace Skills	BSB30120 Certificate III in Business
BSBCMM211	Apply communication skills	CORE	
BSBOPS201	Work effectively in business environments	CORE	
BSBPEF202	Plan and apply time management	CORE	
BSBSUS211	Participate in sustainable work practices	CORE	
BSBWHS211	Contribute to health and safety of self and others	CORE	
BSBTEC201	Use business software applications	ELECTIVE (GROUP B)	ELECTIVE (GROUP A)
BSBTEC203	Research using the internet	ELECTIVE (GROUP B)	ELECTIVE - IMPORTED
BSBTWK201	Work effectively with others	ELECTIVE (GROUP C)	
BSBPEF201	Support personal wellbeing in the workplace	ELECTIVE (GROUP A)	
BSBWHS311	Assist with maintaining workplace safety	ELECTIVE - IMPORTED	CORE
BSBCRT311	Apply critical thinking skills in a team environment		CORE
BSBPEF201	Support personal wellbeing in the workplace		CORE
BSBSUS211	Participate in sustainable work practices		CORE
BSBTWK301	Use inclusive work practices		CORE
BSBXCM301	Engage in workplace communication		CORE
BSBWRT311	Write simple documents		ELECTIVE (GROUP A)
BSBTEC301	Design and produce business documents		ELECTIVE (GROUP A)
BSBPEF301	Organise personal work priorities		ELECTIVE (GROUP B)
BSBXTW301	Work in a team		ELECTIVE (GROUP C)
FNSFLT311	Develop and apply knowledge of personal finances		ELECTIVE - IMPORTED
TERM 7 ELECTIVES – <u>OPTIONAL</u> ADDITIONAL UNITS OF COMPETENCY			
BSBCMM411	Make presentations		ELECTIVE – OPTIONAL ADDITIONAL
BSBPEF402	Develop personal work priorities		ELECTIVE – OPTIONAL ADDITIONAL

APPENDIX 1.

Programs and Units of Competency

Certificate Program	BSB30120 Certificate III in Business
Format	7 Terms

CODE	TITLE	CORE / ELECTIVE
BSBCRT311	Apply critical thinking skills in a team environment	CORE
BSBPEF201	Support personal wellbeing in the workplace	CORE
BSBSUS211	Participate in sustainable work practices	CORE
BSBTWK301	Use inclusive work practices	CORE
BSBWHS311	Assist with maintaining workplace safety	CORE
BSBXCM301	Engage in workplace communication	CORE
BSBTEC201	Use business software applications	ELECTIVE (GROUP A)
BSBWRT311	Write simple documents	ELECTIVE (GROUP A)
BSBTEC301	Design and produce business documents	ELECTIVE (GROUP A)
BSBPEF301	Organise personal work priorities	ELECTIVE (GROUP B)
BSBXTW301	Work in a team	ELECTIVE (GROUP C)
BSBTEC203	Research using the internet	ELECTIVE - IMPORTED
FNSFLT311	Develop and apply knowledge of personal finances	ELECTIVE - IMPORTED
TERM 7 ELECTIVES – <u>OPTIONAL</u> ADDITIONAL UNITS OF COMPETENCY		
BSBCMM411	Make presentations	ELECTIVE – OPTIONAL ADDITIONAL
BSBPEF402	Develop personal work priorities	ELECTIVE – OPTIONAL ADDITIONAL

APPENDIX 1.

Programs and Units of Competency

SPORT, FITNESS & RECREATION PROGRAMS			
Qualifications / Units of Competency		Format	QCE Credits (Max)
Short Courses	<p>Introduction to Sport, Fitness and Recreation – encompassing 4 units of competency towards SIS30321 Certificate III in Fitness:</p> <ul style="list-style-type: none"> • Introduction to Sport & Recreation (1 Term) <ul style="list-style-type: none"> – SISSSCO001 Conduct sport coaching sessions with foundation level participants – BSBPEF302 Develop self-awareness • Introduction to Fitness (1 Term) <ul style="list-style-type: none"> – BSBTWK201 Work effectively with others – BSBPEF201 Support personal wellbeing in the workplace 	2 terms	2
	<p>Sports Emergency Management + First Aid – encompassing 4 units of competency towards SIS20321 Certificate II in Sport Coaching:</p> <ul style="list-style-type: none"> • SIRXWHS001 Work Safely + SISXEMR001 Respond to emergency situations <i>Plus the nationally recognised First Aid and CPR units:</i> • HLTAID011 Provide First Aid + HLTAID009 Provide cardiopulmonary resuscitation 	1 term	2
Certificate II Courses	<p>SIS20122 Certificate II in Sport and Recreation <i>Refer to units of competency table</i></p>	4 terms*	4
	<p>SIS20321 Certificate II in Sport Coaching <i>Refer to units of competency table</i></p>	3 terms	4
Certificate III Courses	<p>SIS30122 Certificate III in Sport, Aquatics and Recreation (with optional entry qualification: SIS20122 Certificate II in Sport and Recreation) <i>Refer to units of competency table</i></p>	6.5 terms + optional term 7 Part 2 add-on [^]	6 [^]
	<p>SIS30321 Certificate III in Fitness (with optional entry qualification: SIS20122 Certificate II in Sport and Recreation) <i>Refer to units of competency table</i></p>	7 terms	8
2025 Pilot Program (For select schools only)	<p>Dual Qualification: SIS30321 Certificate III in Fitness + SIS20321 Certificate II in Sport Coaching (pilot program - select schools only) <i>Refer to units of competency table</i></p>	7 terms	8
	<p>Dual Qualification: SIS30521 Certificate III in Sport Coaching + SIS20321 Certificate II in Sport Coaching (pilot program - select schools only) <i>Refer to units of competency table</i></p>	6.5 terms	7

* SIS20122 Certificate II in Sport and Recreation may be extended over 2 years at the school's discretion.

[^] Optional term 7 add-on comprises four additional units. These four units will be reported to the qualification: SIS20321 Certificate II in Sport Coaching (partial completion only) to be eligible for an additional 2 QCE credits (with a maximum of 8 QCE credits from the same training package contributing to a QCE).

APPENDIX 1.

Programs and Units of Competency

Certificate Program	SIS20122 Certificate II in Sport and Recreation
Format	4 terms* <i>* May be extended over 2 years at the school's discretion.</i>

UNIT CODE	UNIT TITLE	CORE / ELECTIVE
HLTWHS001	Participate in workplace health and safety	CORE
SISOFLD001	Assist in conducting recreation sessions	CORE
SISXCCS004	Provide quality service	CORE
SISXEMR003	Respond to emergency situations	CORE
SISXFAC006	Maintain activity equipment	CORE
SISXIND011	Maintain sport, fitness and recreation industry knowledge	CORE
BSBPEF301	Organise personal work priorities	ELECTIVE - LISTED
BSBSUS211	Participate in sustainable work practices	ELECTIVE - LISTED
BSBPEF202	Plan and apply time management	ELECTIVE - GENERAL
SISSPAR009	Participate in conditioning for sport	ELECTIVE - GENERAL

APPENDIX 1.

Programs and Units of Competency

Certificate Program	SIS20321 Certificate II in Sport Coaching
Format	3 terms* <i>* May be extended over one year at the school's discretion.</i>

UNIT CODE	UNIT TITLE	CORE / ELECTIVE
HLTAID011	Provide First Aid	CORE
SIRXWHS001	Work safely	CORE
SISSSCO002	Work in a community coaching role	CORE
SISSSCO001	Conduct sport coaching sessions with foundation level participants	ELECTIVE – LISTED
SISXEMR001	Respond to emergency situations	ELECTIVE – LISTED
SISXIND011	Maintain sport, fitness and recreation industry knowledge	ELECTIVE - IMPORTED
BSBPEF301	Organise personal work priorities	ELECTIVE - IMPORTED

APPENDIX 1.

Programs and Units of Competency

Certificate Program	SIS30122 Certificate III in Sport, Aquatics and Recreation (With optional entry qualification: SIS20122 Certificate II in Sport and Recreation)
Format	6.5 terms (plus an optional term 7 Part 2 add-on)

UNIT CODE	UNIT TITLE	Optional – SIS20122 Certificate II in Sport and Recreation	SIS30122 Certificate III in Sport, Aquatics and Recreation
HLTWHS001	Participate in workplace health and safety	CORE	CORE
SISOFLD001	Assist in conducting recreation sessions	CORE	
SISXCCS004	Provide quality service	CORE	CORE
SISXEMR003	Respond to emergency situations	CORE	CORE
SISXFAC006	Maintain activity equipment	CORE	CORE
SISXIND011	Maintain sport, fitness and recreation industry knowledge	CORE	CORE
BSBPEF301	Organise personal work priorities	ELECTIVE - LISTED	ELECTIVE - LISTED
BSBSUS211	Participate in sustainable work practices	ELECTIVE - LISTED	
BSBPEF202	Plan and apply time management	ELECTIVE - GENERAL	
SISSPAR009	Participate in conditioning for sport	ELECTIVE - GENERAL	ELECTIVE - LISTED
BSBWHS308	Participate in WHS hazard identification, risk assessment and risk control practices		CORE
SISSSCO001	Conduct sport coaching sessions with foundation level participants		ELECTIVE - LISTED
SISXPLD004	Facilitate groups		ELECTIVE - LISTED
SISXIND009	Respond to interpersonal conflict		ELECTIVE - LISTED
SISXPLD002	Deliver recreation sessions		ELECTIVE - LISTED
HLTAID011	Provide First Aid		ELECTIVE - LISTED
BSBTWK201	Work effectively with others		ELECTIVE - GENERAL
BSBPEF302	Develop self-awareness		ELECTIVE - GENERAL

APPENDIX 1.

Programs and Units of Competency

PLUS AN OPTIONAL TERM 7 ADD-ON			
SIRXWHS001	Work safely		
SISXEMR001	Respond to emergency situations		
HLTAID009	Provide cardiopulmonary resuscitation (completed as part of HLTAID011)		
HLTAID010	Provide basic emergency life support		
<p>NOTE: The 'Term 7 Add-On' contains four units of competency (as new learning). Two of these units (HLTAID009 and HLTAID010) are nested within the nationally recognised First Aid unit of competency (HLTAID011 Provide First Aid). These four units will be reported to the qualification: SIS20321 Certificate II in Sport Coaching (partial completion only) to be eligible for an additional 2 QCE credits (with a maximum of 8 QCE credits from the same training package contributing to a QCE). Please contact Binnacle Training if you wish to explore further options.</p>			

APPENDIX 1.

Programs and Units of Competency

Certificate Program	SIS30321 Certificate III in Fitness (With optional entry qualification: SIS20122 Certificate II in Sport and Recreation)
Format	7 terms

UNIT CODE	UNIT TITLE	Optional - SIS20122 Certificate II in Sport and Recreation	SIS30321 Certificate III in Fitness
HLTWHS001	Participate in workplace health and safety	CORE	CORE
SISOFLD001	Assist in conducting recreation sessions	CORE	
SISXCCS004	Provide quality service	CORE	ELECTIVE – GENERAL
SISXEMR003	Respond to emergency situations	CORE	ELECTIVE – LISTED (SISXEMR001)
SISXFAC006	Maintain activity equipment	CORE	
SISXIND011	Maintain sport, fitness and recreation industry knowledge	CORE	ELECTIVE – GENERAL
BSBPEF301	Organise personal work priorities	ELECTIVE - LISTED	CORE
BSBSUS211	Participate in sustainable work practices	ELECTIVE - LISTED	ELECTIVE – LISTED
BSBPEF202	Plan and apply time management	ELECTIVE - GENERAL	
SISSPAR009	Participate in conditioning for sport	ELECTIVE - GENERAL	
HLTAID011	Provide first aid		CORE
BSBPOPS304	Deliver and monitor a service to customers		CORE
SISFFIT032	Complete pre-exercise screening and service orientation		CORE
SISFFIT033	Complete client fitness assessments		CORE
SISFFIT035	Plan group exercise sessions		CORE
SISFFIT036	Instruct group exercise sessions		CORE
SISFFIT040	Develop and instruct gym-based exercise programs for individual clients		CORE
SISFFIT047	Use anatomy and physiology knowledge to support safe and effective exercise		CORE
SISFFIT052	Provide healthy eating information		CORE

APPENDIX 1.

Programs and Units of Competency

Certificate Program	Dual Qualification: SIS30321 Certificate III in Fitness + SIS20321 Certificate II in Sport Coaching 2025 pilot program – for select schools ONLY
Format	7 terms

UNIT CODE	UNIT TITLE	SIS20321 Certificate II in Sport Coaching	SIS30321 Certificate III in Fitness
HLTAID011	Provide First Aid	CORE	CORE
SIRXWHS001	Work safely	CORE	
SISSSCO002	Work in a community coaching role	CORE	
SISSSCO001	Conduct sport coaching sessions with foundation level participants	ELECTIVE – LISTED	
SISXEMR001	Respond to emergency situations	ELECTIVE – LISTED	ELECTIVE - LISTED
SISXIND011	Maintain sport, fitness and recreation industry knowledge	ELECTIVE - IMPORTED	ELECTIVE – IMPORTED
BSBPEF301	Organise personal work priorities	ELECTIVE - IMPORTED	CORE
HLTWHS001	Participate in workplace health and safety		CORE
SISSPAR009	Participate in conditioning for sport		ELECTIVE – IMPORTED
BSBSUS211	Participate in sustainable work practices		ELECTIVE – LISTED
HLTAID011	Provide first aid		CORE
BSBPOPS304	Deliver and monitor a service to customers		CORE
SISFFIT032	Complete pre-exercise screening and service orientation		CORE
SISFFIT033	Complete client fitness assessments		CORE
SISFFIT035	Plan group exercise sessions		CORE
SISFFIT036	Instruct group exercise sessions		CORE
SISFFIT040	Develop and instruct gym-based exercise programs for individual clients		CORE
SISFFIT047	Use anatomy and physiology knowledge to support safe and effective exercise		CORE
SISFFIT052	Provide healthy eating information		CORE

APPENDIX 1.

Programs and Units of Competency

Certificate Program	Dual Qualification: SIS30521 Certificate III in Sport Coaching + SIS20321 Certificate II in Sport Coaching 2025 pilot program – for select schools ONLY
Format	6.5 terms

UNIT CODE	UNIT TITLE	SIS20321 Certificate II in Sport Coaching	SIS30521 Certificate III in Sport Coaching
HLTAID011	Provide First Aid	CORE	CORE
SIRXWHS001	Work safely	CORE	
SISSSCO002	Work in a community coaching role	CORE	CORE
SISSSCO001	Conduct sport coaching sessions with foundation level participants	ELECTIVE – LISTED	
SISXEMR001	Respond to emergency situations	ELECTIVE – LISTED	ELECTIVE - LISTED
SISXIND011	Maintain sport, fitness and recreation industry knowledge	ELECTIVE - IMPORTED	
BSBPEF301	Organise personal work priorities	ELECTIVE - IMPORTED	
BSBSUS211	Participate in sustainable work practices		ELECTIVE - IMPORTED
HLTWHS001	Participate in workplace health and safety		CORE
BSBOPS403	Apply business risk management processes		CORE
SISSSCO003	Meet participant coaching needs		CORE
SISSSCO005	Continuously improve coaching skills and knowledge		CORE
SISSSCO012	Coach sport participants up to an intermediate level		ELECTIVE - LISTED
SISSPAR009	Participate in conditioning for sport		ELECTIVE - IMPORTED

APPENDIX 1.

Programs and Units of Competency

FIRST AID PROGRAMS			
	Units of Competency	Format	QCE Credits (Max)
Courses	Provide First Aid (includes CPR) – encompassing 3 units of competency: <ul style="list-style-type: none">• HLTAID011 Provide First Aid• HLTAID009 Provide cardiopulmonary resuscitation• HLTAID010 Provide basic emergency life support	9 lessons (or equivalent)	0
	Provide CPR – standalone unit of competency: <ul style="list-style-type: none">• HLTAID009 Provide cardiopulmonary resuscitation	3 lessons (or equivalent)	0

APPENDIX 2.

2025 Price Schedule

[Click here](#) for Binnacle Training's full 2025 Price Schedule.

CERTIFICATE PROGRAMS – Tourism, Business, Sport & Recreation, Fitness

Certificate programs (dual qualification offerings and stand-alone qualification offerings) attract both a 'participant fee' and 'program fee'. All fees are invoiced to the school and cover the full course duration.

Participant Fee

A 'per participant' fee is applied to each certificate program, based on the number of participants once the enrolment cut-off date has lapsed. The participant fee is GST FREE.

Tourism

Certificate Programs – 'Fee for Service' Offerings	Per Participant Fee
Dual Qualification: BSB30120 Certificate III in Business + SIT20122 Certificate II in Tourism	\$265.00 per person (Cert II qualification = \$225.00 + Cert III Gap Fee = \$40.00)
SIT20122 Certificate II in Tourism	\$265.00 per person

Business

Certificate Programs – 'Fee for Service' Offerings	Per Participant Fee
Dual Qualification: BSB30120 Certificate III in Business + BSB20120 Certificate II in Workplace Skills	\$265.00 per person (Cert II qualification = \$225.00 + Cert III Gap Fee = \$40.00)
BSB30120 Certificate III in Business	\$265.00 per person
BSB20120 Certificate II in Workplace Skills	\$225.00 per person

Sport and Recreation

VETiS Eligible^ Certificate II in Sport and Recreation	Per Participant Fee
SIS20122 Certificate II in Sport and Recreation	\$265.00 per person + recommended additional training First Aid \$55.00 <u>NOTE:</u> Certificate II in Sport and Recreation participant fees (including First Aid) are 100% waived for eligible students who access their VETiS subsidy for this qualification with Binnacle as a Skills Assure Supplier.

^ Vocational Education and Training in Schools (VETiS) initiative, funded by the Queensland Government. Binnacle Training is approved as a Skills Assure Supplier (SAS) to deliver the Certificate II in Sport and Recreation (SIS20122) as a VETiS funded qualification. All other qualifications are delivered as 'Fee for Service' only.

APPENDIX 2.

2025 Price Schedule

Certificate Programs – ‘Fee for Service’ Offerings	Per Participant Fee
Dual Qualification: SIS30122 Certificate III in Sport, Aquatics and Recreation + SIS20122 Certificate II in Sport and Recreation	\$335.00 per person (Cert II qualification = \$265.00 + Cert III Gap Fee = \$70.00) + First Aid \$55.00
SIS30122 Certificate III in Sport, Aquatics and Recreation	\$335.00 per person + First Aid \$55.00
SIS20122 Certificate II in Sport and Recreation	\$265.00 per person
SIS20321 Certificate II in Sport Coaching	\$265.00 per person + First Aid \$55.00

Fitness

Certificate Programs – ‘Fee for Service’ Offerings	Per Participant Fee
Dual Qualification: SIS30321 Certificate III in Fitness + SIS20122 Certificate II in Sport and Recreation	\$365.00 per person (Cert II qualification = \$265.00 + Cert III Gap Fee = \$100.00) + First Aid \$55.00
SIS30321 Certificate III in Fitness	\$365.00 per person + First Aid \$55.00

Program Fee

A ‘per program’ fee is applied to each of Binnacle’s certificate programs. This fee covers each program cohort for the full course duration and is invoiced at the commencement of Term 1 of the program. Please note, the figures in relation to the program fee are GST INCLUSIVE.

Certificate programs comprise both dual qualification offerings and stand-alone qualification offerings. A dual qualification offering (e.g. Certificate III in Business + Certificate II in Tourism) = one x certificate program. A stand-alone qualification (e.g. Certificate II in Sport and Recreation) = one x certificate program.

Number of Certificate Programs	Total
1 x 2025 certificate program	\$1,450.00
2 x 2025 certificate programs	\$1,780.00
3 x 2025 certificate programs	\$2,110.00
4 (or more) x 2025 certificate programs	\$2,440.00

APPENDIX 2.

2025 Price Schedule

SHORT COURSES AND FIRST AID COURSES

Short Courses and First Aid Courses attract a 'participant fee' only. All fees are invoiced to the school and cover the full course duration.

Participant Fee

A 'per participant' fee is applied to each Short Course and First Aid Course at the time submitted assessment has been processed by Binnacle. The participant fee is GST FREE.

Short Courses	Per Participant Fee
Sports Emergency Management + First Aid (4 units of competency)	\$80.00 per person (\$55.00 First Aid + \$25 Gap Fee)
Introduction to Sport, Fitness & Recreation (4 units of competency)	\$80.00 per person
Introduction to Sport & Recreation (2 units of competency)	\$55.00 per person
Introduction to Fitness (2 units of competency)	\$55.00 per person
Inclusivity and Communication in the Workplace (3 units of competency)	\$70.00 per person
Technology in the Workplace (2 units of competency)	\$55.00 per person
Financial Literacy – Develop and apply knowledge of personal finances (FNSFLT311)	\$55.00 per person <u>NOTE:</u> Participant fee will be waived in full for students who complete this unit of competency (FNSFLT311) as an elective in Binnacle's full certificate program – Certificate III in Business.

First Aid Courses	Per Participant Fee
Provide First Aid - HLTAID011 (note, this includes CPR)	\$55.00 per person
Provide CPR – HLTAID009	\$40.00 per person

APPENDIX 3a.

School Physical Resource Requirements – 2025 Business and Tourism Programs

The table below outlines the Business and Tourism program-specific physical resource requirements (including ‘access to customer’ requirements) of the School (Third Party).

SCHOOL PHYSICAL RESOURCE REQUIREMENTS	2025 Business and Tourism Programs				
	SHORT COURSES	CERTIFICATE PROGRAMS			
	Inclusivity and Communication in the Workplace + Technology in the Workplace + Financial Literacy	BSB20120 Certificate II in Workplace Skills	SIT20122 Certificate II in Tourism	BSB30120 Certificate III in Business	Dual Qual: BSB30120 Certificate III in Business + SIT20122 Certificate II in Tourism
Business-related facilities and resources – located at the school.					
Equipment:					
1. Personal computers with word processing software (e.g. Microsoft Office - documents, spreadsheets and presentations), internet access and browser, PDF reader, email application, ability to record/upload photo and video evidence.	☑	☑	☑	☑	☑
2. Presentation equipment used to present information to a group e.g. audio-visual equipment.	N/A	☑	☑	☑	☑
Facilities/People:					
1. Simulated or real workstation for practical projects and observation assessment related to WHS and ergonomics. <u>Note:</u> For Tourism courses this must be a simulated ergonomic office environment (Tourism-related) and workplace equipment including front desk.	☑	☑	☑	☑	☑
2. Suitable facilities and functional spaces for hosting events and practical projects e.g. expos, market stalls.	N/A	N/A	☑	☑	☑
3. Access to 'customers' for events and projects.	N/A	N/A	☑	☑	☑
Documentation and Policies:					

APPENDIX 3a.

School Physical Resource Requirements – 2025 Business and Tourism Programs

1. Access to school workplace health and safety (WHS) and risk management procedures.	N/A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2. Key health and safety equipment and/or aids.	N/A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tourism Courses Only <u>Recommended:</u> Facilitating a student industry Discovery Day at a Tourism-related workplace.					
Students participate in a minimum of one industry discovery day (Tourism-related), preferable in Semester 1.	N/A	N/A	<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>

APPENDIX 3b.

School Physical Resource Requirements – 2025 Sport, Fitness and Recreation Programs

The tables below outline the Sport, Fitness and Recreation program-specific physical resource requirements (including ‘access to client’ requirements) of the School (Third Party).

SCHOOL PHYSICAL RESOURCE REQUIREMENTS	2025 Sport, Fitness and Recreation Programs					
	SHORT COURSES	CERTIFICATE PROGRAMS				
	Introduction to Sport + Introduction to Fitness + Sports Emergency Management*	SIS20321 Certificate II in Sport Coaching	SIS20122 Certificate II in Sport and Recreation	SIS30521 Certificate III in Sport Coaching	SIS30122 Certificate III in Sport, Aquatics and Recreation (with optional SIS20122 Certificate II in Sport and Recreation)	SIS30321 Certificate III in Fitness (with optional SIS20122 Certificate II in Sport and Recreation)
Sport and Recreation facilities and equipment – located at the school.						
Equipment:						
1. Personal computers with word processing software (e.g. Microsoft Office - documents, spreadsheets, and presentations), internet access and browser, PDF reader, email application, ability to record/upload photo and video evidence.	✓	✓	✓	✓	✓	✓
2. Activity-specific resources and equipment appropriate for: one or more specific sports plus one or more specific recreation (non-sporting) activities.	✓	✓	✓	✓	✓	✓
3. Repair equipment and maintenance tools, equipment, and consumable resources (e.g. ball pumps, cleaning equipment); including access to: manufacturer instructions for repair and maintenance of activity equipment, template repair and maintenance records, reports and fault.	N/A	N/A	✓	N/A	✓	✓
Emergency Equipment:						
1. Workplace Health and Safety (WHS) equipment and resources, including Personal Protective Equipment (PPE) relevant to the workplace.	✓	✓	✓	✓	✓	✓
2. Communication equipment (e.g. mobile phone, two-way radio) for emergency response.	✓*	✓	✓	✓	✓	N/A

APPENDIX 3b.

School Physical Resource Requirements – 2025 Sport, Fitness and Recreation Programs

3. First aid kit - equipment and consumables suitable to replicate industry standards of operation.	☑	☑	☑	☑	☑	☑
4. Emergency and rescue equipment specific to the recreation activity and environment – including, but not limited to, communication equipment, PPE, whistles/torches.	N/A	N/A	☑	N/A	N/A	N/A
Facilities/People:						
1. Sport-specific training or competition environment e.g. facilities such as sporting fields, sports halls.	☑	☑	☑	☑	☑	☑
2. Facilities and events where a range of sport-specific officiating and coaching activities can be conducted by students.	☑	☑	☑	☑	☑	☑
3. Access to individuals (these individuals may be class peers who participate in simulated activities, set up for the purpose of assessment) with whom the student will interact to respond to conflict.	N/A	N/A	N/A	N/A	N/A	☑
4. Access to 'coach supervisors and foundational level participants'.	☑	☑	☑	☑	☑	☑
5. Access to 'as primary school (or junior secondary) participants' for the two consecutive community sessions.	N/A	N/A	N/A	N/A	☑	N/A
6. Access to 'coach supervisors and intermediate level participants'.	N/A	N/A	N/A	☑	N/A	N/A
Policies and Documentation:						
1. Workplace Health and Safety (WHS) emergency response and first aid procedures for one or more specific sports.	☑	☑	☑	☑	☑	☑

* Sports Emergency Management Short Course only

APPENDIX 3b.

School Physical Resource Requirements – 2025 Sport, Fitness and Recreation Programs

SCHOOL PHYSICAL RESOURCE REQUIREMENTS

Additional requirements specific to the SIS30321 Certificate III in Fitness
(with optional SIS20122 Certificate II in Sport and Recreation – see resource requirements above)

Sport and Recreation facilities, equipment, and access to participants – located at the school.

Exercise Equipment:

1. A variety of exercise equipment (including those for resistance, flexibility, cardio training, and strength training).

Fitness Assessment Equipment:

1. Tape measures (such as stadiometer to measure height)
2. Sit and reach tools
3. Stationary bicycle, treadmill or rowing ergometer
4. Heart rate monitors
5. Blood pressure monitor
6. Body weight scales
7. Stop watches

Facilities/People:

1. An operational gym including
 - a. A variety of exercise modes (including with and without equipment).
 - b. A range of exercise equipment including cardiovascular, resistance and flexibility.
 - c. A variety of exercise areas including resistance, cardio, flexibility, circuit and outdoor.
2. Adequate space to cater for groups/multiple trainers (indoors and outdoors).
3. Offer or have access to Fitness-related programs and services.
4. **Access to adult (age 18+ years) and older adult (age 55+ years) clients - Terms 6 and 7***

The School (Third-Party) must have access to the following adult and older adult clients – with all 9 sessions, instructed by each student, undertaken on school premises (or an external fitness facility as arranged by the School) - for practical assessment purposes and assessed by the Binnacle program deliverer.

6 x 1-ON-1 GYM-BASED SESSIONS: Each student is required to instruct six gym-based sessions (minimum session duration of 30 minutes) for the following individual clients in Term 6 (adults age 18+ years) and Term 7* (adults age 18+ years and older adults age 55+ years):

- a. 1 x female adult (age 18+ years) – minimum of 2 sessions
- b. 1 x male adult (age 18+ years) – minimum of 2 sessions
- c. 1 x older adult (age 55+ years) – minimum of 2 sessions

APPENDIX 3b.

School Physical Resource Requirements – 2025 Sport, Fitness and Recreation Programs

3 x GROUP EXERCISE SESSIONS: Each student is required to instruct three group exercise sessions (minimum session duration of 45 minutes) for the following client groups (with a minimum of six participants in each group) in Term 6 (adults age 18+ years) and Term 7* (adults age 18+ years and older adults age 55+ years):

- a. **A group that is predominantly comprised of female adults – minimum of 1 session**
(i.e. a minimum of 6 participants with at least 4 x female adults)
- b. **A group that is predominantly comprised of male adults – minimum of 1 session**
(i.e. a minimum of 6 participants with at least 4 x male adults)
- c. **A group that is predominantly comprised of older adults – minimum of 1 session**
(i.e. a minimum of 6 participants with at least 4 x older adults aged 55 years or over)

** Specific to Terms 6 and 7 of the Certificate III in Fitness program. This may be scheduled by the School (Third Party) earlier, or spread across three terms, but has been programmed by Binnacle in Terms 6 and 7 (final practicals).*

APPENDIX 3c.

School Physical Resource Requirements – 2025 First Aid

The tables below outline the First Aid program-specific physical resource requirements of the School (Third Party).

SCHOOL PHYSICAL RESOURCE REQUIREMENTS	2025 Sport, Fitness and Recreation Programs			
	SHORT COURSES		CERTIFICATE PROGRAMS	
	Introduction to Sport Introduction to Fitness	Sports Emergency Management + First Aid	SIS20122 Certificate II in Sport and Recreation	SIS20321 Certificate II in Sport Coaching SIS30521 Certificate III in Sport Coaching SIS30122 Certificate III in Sport, Aquatics and Recreation (with optional SIS20122 Certificate II in Sport and Recreation) SIS30321 Certificate III in Fitness (with optional SIS20122 Certificate II in Sport and Recreation)
First Aid training equipment				
If the First Aid competency will be delivered via the Binnacle Program – refer to mandatory items in table below.	N/A	<input checked="" type="checkbox"/>	Optional	<input checked="" type="checkbox"/>

APPENDIX 3c.

School Physical Resource Requirements – 2025 First Aid

FIRST AID & CPR School Physical Resource Requirements

First Aid training equipment – located at the school:

CPR Equipment:

1. Adult CPR Manikins (1 per 4 students required).
2. Infant CPR Manikins (1 per 4 students required).
3. Automated External Defibrillator (AED) Trainer (1 per 4 students required).
4. CPR Face Shield or Clean Face (1 per student required).

Asthma and anaphylaxis Equipment:

1. EpiPen Trainers (1 per 4 students required).
2. Asthma Puffers - Placebo (1 per 4 students required).
3. Asthma Spacers (1 per 4 students required).
4. Asthma Spacer Mouthpieces (1 per student required).

General Equipment:

1. Resources used for creating simulated environments containing hazards for conducting observation assessment.
2. First Aid Kit - Workplace Compliant and Fully Stocked (1 per class).
3. Triangular Bandages (1 per student required).
4. Roller Bandages (1 per student required).
5. Alcohol Wipes (1 tub per session required).
6. Gloves S, M, L (1 box of each size required).
7. Spare Clean Bandage/Slings (assortment).
8. Pillows and Blankets (assortment).

If you require any of the First Aid training equipment above, click on the following link to source these items at discount prices.

[VISIT BINNACLE SHOP](#)

APPENDIX 4a.

Teacher Human Resource Requirements – 2025 Business and Tourism

Each program deliverer must have the following evidence requirements in place prior to the commencement of delivery:

	BSB30120 Certificate III in Business + SIT20122 Certificate II in Tourism (Dual Qualification)	BSB30120 Certificate III in Business (Standalone)	SIT20122 Certificate II in Tourism (Standalone)	BSB20120 Certificate II in Workplace Skills	SHORT COURSES
Certificate IV in Training and Assessment	<p>All Binnacle program deliverers must meet <u>one</u> of the following trainer and assessor requirements prior to the commencement of delivery:</p> <ol style="list-style-type: none"> Minimum Requirement: Holds a teaching degree (which enables registration as a secondary school teacher) plus holds <u>one</u> of the following TAE Skills Sets (cluster of units in partial completion of TAE40122): <ul style="list-style-type: none"> TAESS00019 Assessor Skill Set; or TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set Holds a full Certificate IV in Training and Assessment (TAE40122, TAE40116 or TAE40110*) <p><i>* If using the TAE40110 qualification, the following core units must also be held:</i></p> <ul style="list-style-type: none"> TAEASS502 Design and develop assessment tools (or equivalent); and TAELLN411 Address adult language, literacy and numeracy (LLN) skills (or equivalent) Holds a diploma (or higher qualification) in ‘adult’ education e.g: <ul style="list-style-type: none"> TAE50122 Diploma of Vocational Education and Training, or Graduate Diploma of Adult and Vocational Education and Training, or Graduate Diploma of Adult Language, Literacy and Numeracy <p><i>Specific to ‘New Deliverers’:</i> <i>If you are not currently a qualified Trainer and Assessor but hold a secondary teaching degree, you may be able to ‘Work Under Supervision’ if enrolled in, and working towards completion of, a Certificate IV in Training and Assessment.</i></p> <p>Working Under Supervision Requirements - 2025</p>				
Industry Qualification	<p>The program deliverer must hold:</p> <ol style="list-style-type: none"> A Business* relevant VET qualification (Certificate III or higher) and/or Degree; and A ‘Tourism, Hospitality or Events’ relevant VET qualification (Certificate II or higher). <p><i>* The ‘Tourism, Hospitality or Events’ relevant qualification – if Certificate III or higher – may also be considered as satisfying a Business relevant qualification.</i></p>	<p>The program deliverer must hold an industry qualification (at the qualification level or higher) and/or degree in that industry area.</p>	<p>The program deliverer must specifically hold a ‘Tourism, Hospitality or Events’ relevant VET qualification (Certificate II or higher).</p>	<p>The program deliverer must hold an industry qualification (at the qualification level or higher) and/or degree in that industry area.</p>	

APPENDIX 4a.

Teacher Human Resource Requirements – 2025 Business and Tourism

Vocational Competence	Program deliverers are required to complete a (free) non-accredited Vocational Competence Update (VCU) which is used to demonstrate current knowledge and skills specific to each unit of competency within the qualifications being delivered. Deliverers will need to either hold the unit of competency <u>or</u> demonstrate equivalence (in skills and knowledge) using verifiable evidence (third-party verification from a nominated supervisor).
	Certificate II in Tourism ONLY - the program deliverer must have undertaken a Tourism-related industry placement (minimum one full day) prior to commencing their VCU specific to the Tourism-specific units.

Providing Verifiable Evidence

Each deliverer must upload their TAE and Industry Qualification(s) to their Binnacle Profile. This evidence then goes through a verification process undertaken by Binnacle Training. Binnacle will confirm these qualifications meet the requirements of the training program(s) being delivered.

Refer to the valid and non-valid evidence list below:

Valid Evidence (Approved)	Non-Valid Evidence (Denied)
Full copy of your certificate including the transcript of results.	Certificates without transcripts and results. USI Transcripts are used for verification purposes only and will not be approved in place of the qualification in Profile Part 2.
You will be required to have the qualification JP certified if the qualification: does not have a QR code, does not appear on your USI Transcript, or is an international qualification.	Screen shots and statement of attainments.
Qualifications must meet the minimum level and be relevant to the training programs you are delivering e.g. TAE Certificates (current), VET Qualifications of the minimum level and from the same sector, Uni Degrees from the same sector.	Qualifications that do not meet the minimum level and are not relevant to the training program being delivered.

Please Note: If you have had a name change and your profile name is different to the name on your qualifications, you will be required to upload evidence (e.g. marriage certificate or name change certificate) in your Profile Part 1.

APPENDIX 4b.

Teacher Human Resource Requirements – 2025 Sport, Fitness and Recreation

Each program deliverer must have the following evidence requirements in place prior to the commencement of delivery:

<p>SIS30321 Certificate III in Fitness (Standalone and Dual Qualification)</p>	<p>SIS30122 Certificate III in Sport, Aquatics and Recreation (Standalone and Dual Qualification) SIS30521 Certificate III In Sport Coaching SIS20122 Certificate II in Sport and Recreation SIS20321 Certificate II In Sport Coaching SFR Short Courses</p>
<p>Certificate IV in Training and Assessment</p>	<p>All Binnacle program deliverers must meet <u>one</u> of the following trainer and assessor requirements prior to the commencement of delivery:</p> <ol style="list-style-type: none"> Minimum Requirement: Holds a teaching degree (which enables registration as a secondary school teacher) plus holds <u>one</u> of the following TAE Skills Sets (cluster of units in partial completion of TAE40122): <ul style="list-style-type: none"> TAESS00019 Assessor Skill Set; or TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set Holds a full Certificate IV in Training and Assessment (TAE40122, TAE40116 or TAE40110*) <p><i>* If using the TAE40110 qualification, the following core units must also be held:</i></p> <ul style="list-style-type: none"> TAEASS502 Design and develop assessment tools (or equivalent); and TAELLN411 Address adult language, literacy and numeracy (LLN) skills (or equivalent) Holds a diploma (or higher qualification) in ‘adult’ education e.g: <ul style="list-style-type: none"> TAE50122 Diploma of Vocational Education and Training, or Graduate Diploma of Adult and Vocational Education and Training, or Graduate Diploma of Adult Language, Literacy and Numeracy <p><i>Specific to ‘New Deliverers’:</i> If you are not currently a qualified Trainer and Assessor but hold a secondary teaching degree, you may be able to ‘Work Under Supervision’ if enrolled in, and working towards completion of, a Certificate IV in Training and Assessment.</p> <p>Working Under Supervision Requirements - 2025</p>
<p>Industry Qualification</p>	<p>The program deliverer must hold a Certificate IV in Fitness with a collective period of two years working in fitness instruction (or be a registered/ accredited practising exercise professional with a degree and experience).</p> <p>The program deliverer must hold an industry qualification (at the qualification level or higher) and/or degree in that industry area (Education degree with Physical Education major can suffice).</p>

APPENDIX 4b.

Teacher Human Resource Requirements – 2025 Sport, Fitness and Recreation

Vocational Competence	<p>Program deliverers are required to complete a (free) non-accredited Vocational Competence Update (VCU) which is used to demonstrate current knowledge and skills specific to each unit of competency within the qualifications being delivered. Deliverers will need to either hold the unit of competency <u>or</u> demonstrate equivalence (in skills and knowledge) using verifiable evidence (third-party verification from a nominated supervisor).</p> <p>Certificate III and II in Sport Coaching ONLY - Hold a sport-specific or Community Coaching Certificate (minimum level 1) provided by either an accredited or non-accredited training provider (must have been issued in the previous 3 years).</p> <p>Certificate II in Sport and Recreation ONLY - Demonstrate you have a collective period of at least 3 years' experience as a recreational activities leader, guide or instructor; the 3 years' experience can incorporate full and/or part time experience.</p>
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Providing Verifiable Evidence

Each deliverer must upload their TAE and Industry Qualification(s) to their Binnacle Profile. This evidence then goes through a verification process undertaken by Binnacle Training. Binnacle will confirm these qualifications meet the requirements of the training program(s) being delivered.

Refer to the valid and non-valid evidence list below:

Valid Evidence (Approved)	Non-Valid Evidence (Denied)
Full copy of your certificate including the transcript of results.	Certificates without transcripts and results. USI Transcripts are used for verification purposes only and will not be approved in place of the qualification in Profile Part 2.
You will be required to have the qualification JP certified if the qualification: does not have a QR code, does not appear on your USI Transcript, or is an international qualification.	Screen shots and statement of attainments.
Qualifications must meet the minimum level and be relevant to the training programs you are delivering e.g. TAE Certificates (current), VET Qualifications of the minimum level and from the same sector, Uni Degrees from the same sector.	Qualifications that do not meet the minimum level and are not relevant to the training program being delivered.

Please Note: If you have had a name change and your profile name is different to the name on your qualifications, you will be required to upload evidence (e.g. marriage certificate or name change certificate) in your Profile Part 1.

APPENDIX 4c.

Teacher Human Resource Requirements – 2025 First Aid

Each program deliverer must have the following evidence requirements in place prior to the commencement of delivery:

	HLTAID011 Provide First Aid	HLTAID009 Provide cardiopulmonary resuscitation
Certificate IV in Training and Assessment	<p>All Binnacle program deliverers must meet <u>one</u> of the following trainer and assessor requirements prior to the commencement of delivery:</p> <ol style="list-style-type: none"> <u>Minimum Requirement:</u> Holds a teaching degree (which enables registration as a secondary school teacher) plus holds <u>one</u> of the following TAE Skills Sets (cluster of units in partial completion of TAE40122): <ul style="list-style-type: none"> TAESS00019 Assessor Skill Set; or TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set Holds a full Certificate IV in Training and Assessment (TAE40122, TAE40116 or TAE40110*) <p><i>* If using the TAE40110 qualification, the following core units must also be held:</i></p> <ul style="list-style-type: none"> TAEASS502 Design and develop assessment tools (or equivalent); and TAELLN411 Address adult language, literacy and numeracy (LLN) skills (or equivalent) Holds a diploma (or higher qualification) in ‘adult’ education e.g: <ul style="list-style-type: none"> TAE50122 Diploma of Vocational Education and Training, or Graduate Diploma of Adult and Vocational Education and Training, or Graduate Diploma of Adult Language, Literacy and Numeracy <p><i>Specific to ‘New Deliverers’:</i> <i>If you are not currently a qualified Trainer and Assessor but hold a secondary teaching degree, you may be able to ‘Work Under Supervision’ if enrolled in, and working towards completion of, a Certificate IV in Training and Assessment.</i></p> <p>Working Under Supervision Requirements - 2025</p>	
Industry Qualification	<p>The program deliverer must hold a current Provide First Aid certificate (within 3 years) and CPR certificate (within 12 months).</p>	
Vocational Competence	<p>First Aid program deliverers are required to complete a (free) non-accredited Vocational Competence Update (VCU) each year, specific to the nationally recognised First Aid unit of competency: HLTAID011 Provide First Aid.</p> <p>The First Aid VCU is designed so that Binnacle program deliverers can demonstrate their recent First Aid work history using a Statement of Service which is verified electronically by a nominated third party (person).</p> <p>This VCU will also include PD to satisfy Binnacle Training’s annual Industry and VET PD requirements for First Aid program deliverers.</p>	

Providing Verifiable Evidence

Each deliverer must upload their TAE and Industry Qualification(s) to their Binnacle Profile. This evidence then goes through a verification process undertaken by Binnacle Training. Binnacle will confirm these qualifications meet the requirements of the training program(s) being delivered.

Refer to the valid and non-valid evidence list below:

APPENDIX 4c.

Teacher Human Resource Requirements – 2025 First Aid

Valid Evidence (Approved)	Non-Valid Evidence (Denied)
Full copy of your certificate including the transcript of results.	Certificates without transcripts and results. USI Transcripts are used for verification purposes only and will not be approved in place of the qualification in Profile Part 2.
You will be required to have the qualification JP certified if the qualification: does not have a QR code, does not appear on your USI Transcript, or is an international qualification.	Screen shots and statement of attainments.
Qualifications must meet the minimum level and be relevant to the training programs you are delivering e.g. TAE Certificates (current), VET Qualifications of the minimum level and from the same sector, Uni Degrees from the same sector.	Qualifications that do not meet the minimum level and are not relevant to the training program being delivered.
First Aid qualifications must be current: <ul style="list-style-type: none">• First Aid (within 3 years from date of issue)• CPR (within 1 year from date of issue)	Expired qualifications e.g. First Aid and CPR.

Please Note: If you have had a name change and your profile name is different to the name on your qualifications, you will be required to upload evidence (e.g. marriage certificate or name change certificate) in your Profile Part 1.