



**Binnacle**  
Training

RTO CODE 31319



## ABSTRACT

This document contains important information for Binnacle Training students about:

- The program outline and inclusions
- The optional entry qualification: SIS20115 Certificate II in Sport and Recreation, including benefits
- Fitness industry expectations – employees 18+ years
- The assessment completion process
- Career pathways
- Binnacle Training Third-Party Arrangements
- Student enrolment

# STUDENT INFORMATION

**SIS30321 Certificate III in Fitness**  
**+ optional SIS20115 Certificate II**  
***in Sport and Recreation***

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# 1. Program Inclusions

This program is offered as a senior school subject and incorporates the nationally recognised qualification: **SIS30321 Certificate III in Fitness (with optional entry qualification: SIS20115 Certificate II in Sport and Recreation – see below)**. This course has been scheduled across two years (packaged into 7 Terms).

The course covers the skills and knowledge required for entering the Fitness industry as a Group and Gym Fitness Instructor and includes:

- The industry-recognised First Aid Certificate – HLTAID011 Provide First Aid
- Developing sport, fitness and recreation industry knowledge
- Following health and safety standards in the workplace
- Responding to emergency situations
- Developing and updating knowledge of coaching practices
- Delivering community fitness programs
- Providing quality customer service
- Conducting risk assessments for sport and fitness activities
- Conducting client health screenings and fitness assessments
- Providing healthy eating information to clients
- Instructing and monitoring fitness programs
- Planning and delivering gym programs
- Working with specific population clients, including older clients
- Developing skills and knowledge in exercise science, including anatomy and physiology

## 1.1. Optional Entry Qualification – SIS20115 Certificate II in Sport and Recreation

Students are provided the opportunity to undertake the optional entry qualification: **SIS20115 Certificate II in Sport and Recreation** - at no additional cost - across Terms 1-4. Five units of competency in the Certificate II in Sport and Recreation (SIS20115) overlap with the Certificate III in Fitness (SIS30321). The remaining eight units in SIS20115 are strongly aligned with respective units in SIS30321.

Qualification	Terms of Training/Assessment	
	Terms 1-4	Terms 5-7
SIS30321 Certificate III in Fitness	Total 15 units: <ul style="list-style-type: none"> <li>• <u>Terms 1-4</u>: 5 units scheduled for completion</li> <li>• <u>Terms 5-7</u>: 10 units scheduled for completion</li> </ul>	
<i>Optional SIS20115 Certificate II in Sport and Recreation</i> No additional training required	Total 13 units: <ul style="list-style-type: none"> <li>• 5 overlapping with SIS30321</li> <li>• 8 remaining units which cluster and/or align with similar units in SIS30321</li> </ul>	

As illustrated in Figure 1 below, Binnacle Training will confirm each student's enrolment in the optional SIS20115 Certificate II in Sport and Recreation entry qualification with the School VET Manager.

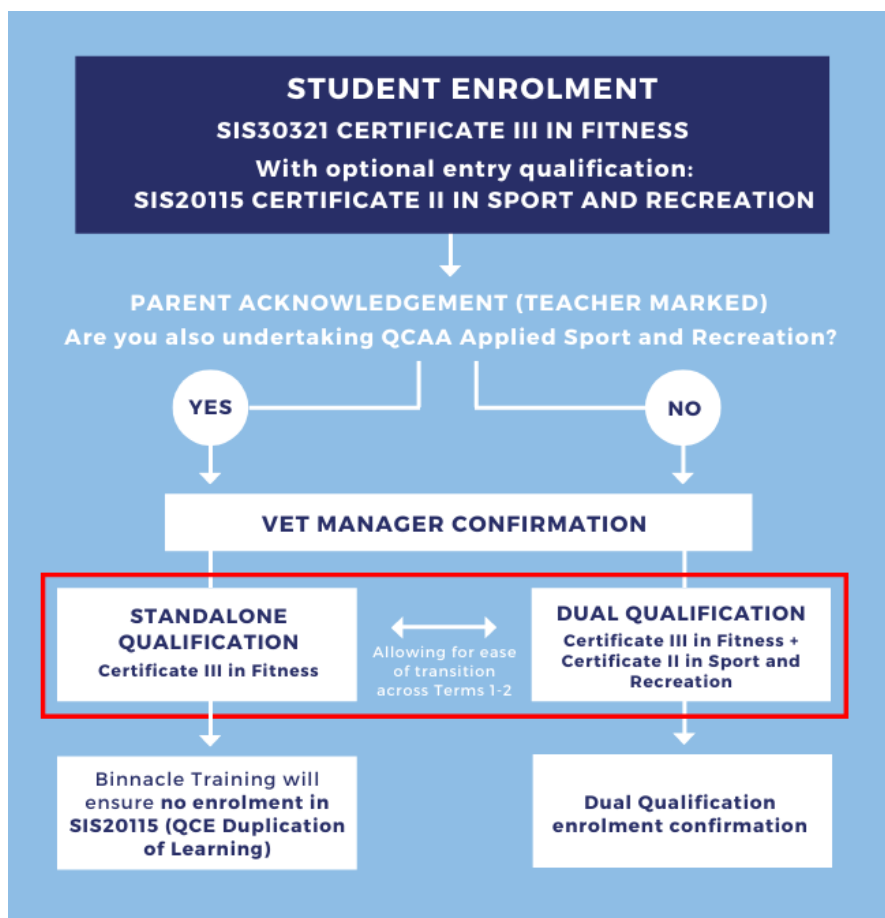


Figure 1. Concurrent Delivery Options – 2023 Certificate III in Fitness

## 1.2. Benefits of undertaking the optional entry qualification – SIS20115 Certificate II in Sport and Recreation

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

- **An additional qualification.** The SIS20115 Certificate II in Sport and Recreation qualification is finalised upon completion of Terms 1-4 (plus HLTAID011 Provide First Aid) - providing a Term 4 exit point (a completed Certificate II qualification = **4 credits**, QCE category – **core**).
- **Access to VETiS funding (Certificate II component).** For students who choose to access their VETiS funding for the SIS20115 Certificate II in Sport and Recreation, Binnacle Training will waive ALL Certificate II participant fees as invoiced to the school.
- **No additional learning and an identical QCE outcome.** Five units of competency in the SIS20115 Certificate II in Sport and Recreation overlap with the SIS30321 Certificate III in Fitness and the remaining 8 units are strongly aligned with respective units in SIS30321 and students can earn a maximum of 8 QCE credits.

- **Additional employment opportunities.** While the Certificate III in Fitness employment opportunities of Group and Gym Instructor generally require employees to be 18 years of age, the Certificate II in Sport and Recreation has tangible, paid employment opportunities without the 18 years of age recommendation such as an activity assistant, junior coach or junior official (e.g. referee).

However, **if a QLD student is also undertaking QCAA's Applied Sport & Recreation**, they are most suited to not undertaking the optional entry qualification (i.e. Binnacle can ensure no enrolment in SIS20115). This is due to the duplication of learning deemed by the Queensland Curriculum and Assessment Authority (reference: [QCE Handbook, Clause 2.3.1 Applied subjects and Certificate II VET qualifications with duplication of learning](#)).

### **Are you also undertaking QCAA's Applied Sport & Recreation subject?**

If YES, as per Figure 1, you will not be enrolled in the entry qualification. Binnacle Training will confirm your enrolment in the entry qualification with your School's VET Manager prior to official enrolment (commencement of Term 2 Assessment).

## **2. Program Outline**

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The program involves developing the entry level skills and knowledge required of an exercise professional. This learning involves practical experience as a 'Gym Instructor' and 'Activity Assistant' and will take place in a range of settings, including the classroom, outdoors and the fitness facilities at the school.

Students work alongside a qualified Fitness Trainer (teacher) and other fitness/sport coaches to deliver community-based fitness and recreation activities and programs to clients (students, teachers, staff and family members) within the school community.

Assessment activities include practical and knowledge tasks throughout the program. Knowledge tasks generally take the form of short answer quizzes and research tasks that are completed online. Many of the practical tasks will also involve completing an industry document (e.g. Session Plan).

## **3. Fitness Industry Expectations – Employees 18+ Years**

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While the Certificate III in Fitness is suitable for delivery to secondary school students, it is important to know that employers in the fitness industry generally expect their employees to be at least 18 years of age to hold a position that assumes duty of care for participants.

Group Exercise and Gym Instructors use discretion, judgement and work with some independence under limited supervision when instructing groups. As a result, Group Exercise and Gym Instructors require

considerable leadership skills to manage group exercise participation, cohesion, operational logistics, risk, and problems as they arise.

As a 2-year program (packaged as a 7-term format), Binnacle Training ensures that learners will be approaching - or will have turned - 18 years of age by the expected course completion date.

## 4. Completing Assessments

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All assessment resources are online (practical components are completed in an SFR environment e.g. the school gym) and each term has a specific number of assessment tasks.

Assessment completion will be regularly reviewed by the trainer and assessor and if incomplete or not yet satisfactory, it may be necessary to finalise the assessment outside of class time (e.g. during exam block) before the next school term commences.

Completed assessment and associated documentation will be stored online in the Binnacle Lounge for the trainer and assessor to mark ('Satisfactory' or 'Not Yet Satisfactory').

Students will need to provide/have access to a computer, laptop or tablet device with an internet connection.

### 1. Students complete the assessment each term:

- Knowledge assessments completed online in your Binnacle Lounge.
- Demonstrate required skills in practical tasks.
- Access to training resources to assist with assessment are also available in your Binnacle Lounge.

### 2. Assessor marks your assessment:

- Some knowledge assessment items are 'auto-marked' by the Binnacle Lounge learning platform.
- The assessor will mark your other assessment items (e.g. project, practical and case study).
- The sign-off page in each term is where feedback is provided and the outcome of each assessment item recorded.

### 4.1. Student Misconduct with Online Assessment and Disciplinary Procedures

Some assessment question types allow for students to submit evidence that may be the same or similar to that of another person or source (e.g. a group session plan for a project upload or a response to a knowledge question copied from a website or a presentation). Outside of these occasions, Binnacle Training must ensure the evidence contributing to a unit of competency is authentic (i.e. able to be proved as their own work).

Cheating or copying/plagiarising material from another person or resource is strictly prohibited.

The below statement is included in the sign-off for each Term:

I, the Candidate:

- Confirm the authenticity of the work submitted as my own, unless otherwise authorised by the assessment conditions.

In addition to an assessor checking for copying and/or plagiarised material, Binnacle Training as the Registered Training Organisation undertakes regular reviews of student assessment evidence.

As outlined in our Participant Handbook (Section 8 - Student Misconduct & Disciplinary Procedures), **Binnacle Training will not tolerate misconduct under any circumstance and a student may be asked to leave the program with no refund for misconduct such as cheating or plagiarising material.**

## 5. Units of Competency in this Program

The following table illustrates when units of competency are scheduled for finalisation. Training commences in Term 1 across all units listed.

	UNIT CODE	UNIT TITLE
<b>TERMS 1-4</b>	HLTWHS001	Participate in workplace health and safety
	SISXEMR001	Respond to emergency situations
	SISXIND001	Work effectively in sport, fitness and recreation environments
	SISXIND002	Maintain sport, fitness and recreation industry knowledge
	HLTAID011	Provide First Aid
	<b>PLUS 8 x ADDITIONAL UNITS – SIS20115 ONLY</b>	
	SISXCAI002	Assist with activity sessions
	SISXCCS001	Provide quality service
	BSBWOR202	Organise and complete daily work activities
	BSBSUS201	Participate in environmentally sustainable work practices
	BSBTEC201	Use business software applications
	BSBTEC202	Use digital technologies to communicate in a work environment
	BSBTEC203	Research using the internet
	ICTICT203	Operate application software packages

**Optional entry qualification scheduled for finalisation: SIS20115 CERTIFICATE II IN  
SPORT AND RECREATION**



	UNIT CODE	UNIT TITLE
<b>TERMS 5-7</b>	BSBSUS211	Participate in sustainable work practices
	BSBOPS304	Deliver and monitor a service to customers
	BSBPEF301	Organise personal work priorities
	SISFFIT047	Use anatomy and physiology knowledge to support safe and effective exercise
	SISFFIT035	Plan group exercise sessions
	SISFFIT036	Instruct group exercise sessions
	SISFFIT032	Complete pre-exercise screening and service orientation
	SISFFIT033	Complete client fitness assessments
	SISFFIT052	Provide healthy eating information
	SISFFIT040	Develop and instruct gym-based exercise programs for individual clients

**Qualification scheduled for finalisation: SIS30321 CERTIFICATE III IN FITNESS**

# 6. Career Pathways

Graduates of SIS30321 Certificate III in Fitness may explore a Certificate IV in Fitness (SIS40221) pathway with another training provider. Binnacle Training will provide training pathway opportunities for consideration as students are approaching course completion. See Figure 2 below.

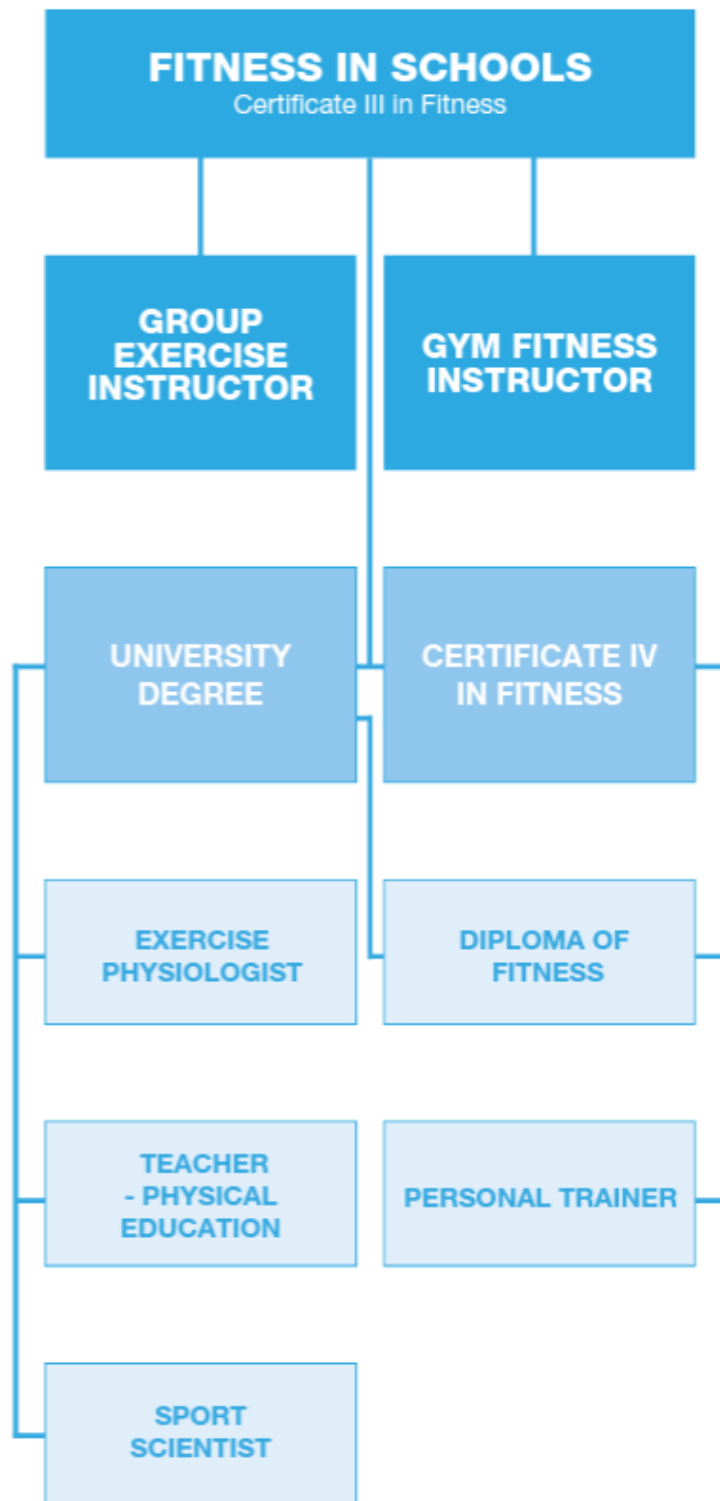


Figure 2. Training and Employment Pathways from SIS30321 Certificate III in Fitness

## 7. Binnacle Training Third-Party Arrangements

As the RTO, Binnacle Training engages individual secondary schools under a third-party arrangement to provide physical and human resources to deliver training and conduct assessment.

**Binnacle Training Responsibilities:** Enrolling students into the VET course, training and assessment outcomes, issuing certificates and testamurs, and ensuring that the VET course is on its scope of registration at all times.

**School Responsibilities (as the third party):** The provision of adequate physical (equipment and facilities) and human resources (program deliverer), and delivering training and assessment services on behalf of Binnacle Training including the provision of student support services such as language, literacy and numeracy (LLN) assistance.

## 8. Student Enrolment

Student enrolment into the program requires the school to have a current third-party agreement in place (enrolment is unable to be finalised until this requirement has been met).

## 9. Language, Literacy and Numeracy Skills

A Language, Literacy and Numeracy (LLN) screening process is undertaken within the Pre-Enrolment Pack to ensure that students have the capacity to effectively engage with the content and to identify support measures as required. The following examples provide a snapshot of the reading, writing, numeracy and verbal communication skills that would be expected in order to satisfy competency requirements:

<b>Reading</b>	<ul style="list-style-type: none"><li>● Read and understand workplace health and safety policies and procedures.</li><li>● Interpret safety signs, dangerous goods classifications and safety instructions.</li><li>● Interpret written requests and complaints from clients.</li><li>● Interpret complaint handling procedures and standards of service.</li><li>● Read and comprehend the workplace policies and procedures manual.</li><li>● Interpret pre-exercise health screening results and client documentation.</li><li>● Research and comprehend often complex anatomical and physiological information (e.g. anatomical charts).</li><li>● Interpret fitness industry guidelines and manufacturer instructions for fitness equipment.</li><li>● Interpret pre-exercise health screening questionnaires and baseline fitness assessment results.</li><li>● Extract applicable information from healthy eating resources.</li></ul>
<b>Writing</b>	<ul style="list-style-type: none"><li>● Complete incident reports and client feedback records.</li><li>● Summarise and record client/participant information in portfolios and files.</li><li>● Complete risk management documents using industry-related terminology.</li><li>● Prepare client referral letters to general practitioners, personal trainers or advanced personal trainers.</li></ul>
<b>Verbal Communication</b>	<ul style="list-style-type: none"><li>● Discuss your own progress with a supervisor.</li><li>● Discuss risk management issues with relevant stakeholders.</li><li>● Use open and closed questions to discuss client/participant training preferences.</li><li>● Discuss client needs, expectations, and fitness goals and clarify pre-exercise screening information.</li><li>● Discuss client preferences and explain suitable exercises and programs.</li><li>● Explain reasoning for a client referral and selected health professional.</li><li>● Discuss the influences of social and cultural factors on client food choices.</li></ul>

## Numeracy

- Use a numerical risk assessment matrix to determine risk level.
- Interpret numerical information to allocate timeframes to work tasks.
- Calculate heart rate and interpret exercise intensity guidelines.
- Conduct body composition measurements and calculations (e.g. body mass index).
- Use calculations in fitness testing/assessment (e.g. estimating maximal oxygen consumption from submaximal testing).
- Review calculations from pre-exercise screening and fitness testing.

# 10. Definitions and Interpretations

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**Program.** The course(s) or qualifications(s) in its entirety.

**Registered Training Organisation (RTO).** A training organisation that has authorisation to train and assess nationally recognised qualifications on its scope of registration.

**School (third party).** The secondary school/college that is providing the physical and human resources to deliver training and conduct assessment on behalf of, and in the name of, Binnacle Training as the external RTO.

**Training Product.** Any qualification, unit of competency, or group of competencies packaged together as a Binnacle Program.

For further information please access the [Program Disclosure Statement](#) in full.