

# INVOICING PROCEDURE

## Pricing

<b>Binnacle Program</b>	<b>SIS30122 Certificate III in Sport, Aquatics and Recreation + optional SIS20122 Certificate II in Sport and Recreation (6 Terms + optional Term 7 Add-On)</b>	
<b>Qualifications</b>	SIS20122 Certificate II in Sport and Recreation → VETiS* funding eligible qualification SIS30122 Certificate III in Sport, Aquatics and Recreation	
<b>Cost</b>	<b>Participant Fee GST Free</b>	<p><b>\$335.00</b> per person + <b>First Aid \$55.00</b> (if First Aid is being delivered with Binnacle Training)</p> <p>Note the \$335.00 fee split (for students undertaking the entry qualification SIS20122 Certificate II in Sport and Recreation):</p> <ul style="list-style-type: none"> <li>\$265.00 Certificate II in Sport and Recreation +</li> <li>\$70.00 Certificate III in Sport, Aquatics and Recreation Gap Fee</li> </ul> <p>For eligible students who access their VETiS funding for the Certificate II in Sport and Recreation with Binnacle Training: <b>Binnacle will waive all fees pertaining to the Certificate II.</b></p>
	<b>Program Fee GST Inclusive</b>	<ul style="list-style-type: none"> <li>1 x Certificate program (e.g. Certificate III in Sport, Aquatics and Recreation + optional Certificate II in Sport and Recreation) = \$1,450.00</li> <li>2 x Certificate programs (e.g. Certificate III in Sport, Aquatics and Recreation + optional Certificate II in Sport and Recreation, Certificate III in Fitness + optional Certificate II in Sport and Recreation) = \$1,780.00</li> <li>3 x Certificate programs (e.g. Certificate III in Sport, Aquatics and Recreation + optional Certificate II in Sport and Recreation, Certificate III in Fitness + optional Certificate II in Sport and Recreation, Certificate III in Business) = \$2,110.00</li> </ul> <p>This is a one-off fee covering each cohort for the duration of the course (2 years).</p>
<b>Enrolment Points</b>	Term 1 = Initial Enrolment Term 2 = Official Enrolment	

## Timeline

All invoicing completed in the first year of the program.		
<b>TERM 1</b>	<p><u>INITIAL INVOICE</u> - To be issued by the end of Week 4, Term 1. This will include:</p> <ul style="list-style-type: none"> <li>School Program Fee as per number of Certificate program offerings.</li> </ul> <p>Please see a copy of the example invoice (page 3) for details.</p>	VETiS funding confirmations will occur during Term 1
<b>TERM 2</b>		
<b>TERM 3</b>	<p><u>ADJUSTMENT INVOICE</u> – To be issued after the enrolment cut-off (30 June)* and will include:</p> <ul style="list-style-type: none"> <li>Participant fee (\$335.00) for those students who are a) not undertaking entry qualification SIS20122 Certificate II in Sport and Recreation; or b) not accessing VETiS subsidy for SIS20122 with Binnacle Training.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Certificate III in Sport, Aquatics and Recreation Gap Fee (\$70.00) per participant <b>for students accessing their VETiS subsidy for SIS20122.</b></li> </ul> <p><i>Please see a copy of the example invoice (over page) for details.</i></p> <p><i>Vocational Education and Training in Schools (VETiS) Initiative, funded by the Queensland Government. Binnacle Training is approved as a Skills Assure Supplier (SAS) for the VETiS funded qualification: Certificate II in Sport and Recreation (SIS20122). The VET investment budget will provide funding for eligible students to complete one VETiS qualification listed on the Queensland Training Subsidies List while attending secondary school (in Years 10, 11 and 12). Qualifications are primarily at Certificate I and II level and are those that have been identified by industry as leading to employment.</i></p> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p><b>REFUND POLICY</b></p> <p>Students that withdraw from the program after the enrolment cut-off (30 June) do incur the participant fee and will be issued (on request) a Statement of Attainment for any competencies successfully completed.</p> </div>
<b>TERM 4</b>	<p><u>FIRST AID INVOICE (IF APPLICABLE)</u></p> <p>This Certificate Program requires completion (as a separate course) of the nationally recognised First Aid Certificate: HLTAID011 Provide First Aid (which contains the embedded competency: HLTAID009 Provide cardiopulmonary resuscitation). HLTAID011 is available for eligible schools to deliver with Binnacle Training as a separate course (with additional School Physical Resource requirements). Otherwise HLTAID011 may, at your School’s discretion, be undertaken with another RTO offering this unit of competency.</p> <p><b>For Schools who deliver First Aid with Binnacle Training:</b></p> <ul style="list-style-type: none"> <li>• An invoice will be issued upon completion for \$55.00 per student.</li> <li>• A free CPR refresher (i.e. HLTAID009 as standalone unit) is available at the end of the Certificate Program - for each student who previously completed Binnacle First Aid (HLTAID011).</li> </ul>

## Example Invoice(s)

### INITIAL INVOICE

*NOTE: This initial invoice is for the School Program Fee only. Participant fees will be invoiced after enrolment cut-off (30 June) and upon VETiS paperwork (where applicable) being returned by the school.*

<b>Tax Invoice:</b> Example High School		<b>Invoice Date</b> 13 Feb 202X	Binnacle Training College PL Attention: Melissa Bulow PO Box 2559 NORTH IPSWICH QLD 4305	
		<b>Invoice Number</b> INV-4417		
		<b>ABN</b> 96 115 517 952		
Description	Quantity	Unit Price	GST	Amount AUD
Program Fee: Certificate III in Sport, Aquatics and Recreation + optional Certificate II in Sport and Recreation	1.00	1,318.18	131.82	1,450.00
			<b>TOTAL</b>	<b>1,450.00</b>

### ADJUSTMENT INVOICE

*NOTE: This adjustment invoice is based on:*

- 10 students accessing the VETiS subsidy for the Certificate II in Sport and Recreation (i.e. Certificate III in Sport, Aquatics and Recreation Gap Fee only); and
- 5 students a) not undertaking entry qualification SIS20122 in Sport and Recreation; or b) not accessing their VETiS funding for the Certificate II in Sport and Recreation with Binnacle Training.

<b>Tax Invoice:</b> Example High School		<b>Invoice Date</b> 1 Aug 202X	Binnacle Training College PL Attention: Melissa Bulow PO Box 2559 NORTH IPSWICH QLD 4305	
		<b>Invoice Number</b> INV-4418		
		<b>ABN</b> 96 115 517 952		
Description	Quantity	Unit Price	GST	Amount AUD
Certificate III in Sport, Aquatics and Recreation Gap Fee (10 students accessing VETiS funding for the Certificate II in Sport and Recreation)	10.00	70.00	GST Free	700.00
Certificate III in Sport, Aquatics and Recreation participant fee (5 students a) not undertaking SIS20122 or b) not accessing VETiS funding for the Certificate II in Sport and Recreation)	5.00	335.00	GST Free	1,675.00
			<b>TOTAL</b>	<b>2,375.00</b>