



# INVOICING PROCEDURE

## Dual Qualification Program:

### 2020 Certificate III in Sport and Recreation + Certificate II in Sport and Recreation (2-Year)

<b>Qualifications</b>	SIS20115 Certificate II in Sport and Recreation → VETiS* funding eligible qualification SIS30115 Certificate III in Sport and Recreation
<b>Cost</b>	<p><b>Participant Fee:</b> \$260.00 per student (\$210.00 Cert II Sport and Recreation + \$50.00 Certificate III Sport and Recreation Gap Fee) + \$40.00 First Aid</p> <p><b>Program Fee</b> (note these figures are inclusive of GST):</p> <ul style="list-style-type: none"><li>• 1 x Certificate III Program (e.g. Fitness) = \$1,210.00</li><li>• 2 x Certificate III Programs (e.g. Fitness, Sport) = \$1,485.00</li><li>• 3 x Certificate III Programs (i.e. Business, Fitness, Sport) = \$1,760.00</li></ul>
<b>Enrolment Points</b>	<p>Certificate II in Sport and Recreation</p> <ul style="list-style-type: none"><li>• Term 1 = Initial Enrolment</li><li>• Term 2 = Official Enrolment</li></ul> <p>Certificate III in Sport and Recreation</p> <ul style="list-style-type: none"><li>• Term 2 = Official Enrolment</li></ul>

## INVOICING TIMELINE

### YEAR 1

<b>TERM 1</b>	<p><u>INITIAL INVOICE</u> - To be issued by end of Week 2, Term 1. This will include:</p> <ul style="list-style-type: none"><li>• School Program Fee per Certificate III offerings.</li></ul> <p><i>Please see a copy of the example invoice (over page) for details.</i></p>
<b>TERM 2</b>	<p><b>Certificate II in Sport and Recreation → VETiS Funding Confirmations</b></p>
<b>TERM 3</b>	<p><u>ADJUSTMENT INVOICE #1</u> – To be issued after the enrolment cut-off date (30 June 2020) for the Dual Qualification Program and will include:</p> <ul style="list-style-type: none"><li>• Certificate II in Sport and Recreation participant fee (\$210.00) per 'Fee For Service' participant (i.e. those students that have opted out [or are ineligible] of accessing their VETiS funding for the Binnacle Certificate II in Sport and Recreation entry qualification.</li><li>• Certificate III in Sport and Recreation Gap Fee (\$50.00) for each participant.</li></ul> <p>* Binnacle will waive the Certificate II in Sport and Recreation participant fee (\$210.00 pp) invoiced to the school for those students that have opted in (and are eligible) to access their VETiS funding for the Certificate II in Sport and Recreation with Binnacle.</p> <p><i>Please see a copy of the example invoice (over page) for details.</i></p>
<b>TERM 4</b>	



## YEAR 2

<b>TERM 5</b>	<p><u>ADJUSTMENT INVOICE #2</u> – This invoice will include the following:</p> <ul style="list-style-type: none"><li>• <i>For partner schools with one or more students accessing their VETiS funding with Binnacle for the Certificate II in Sport and Recreation: A credit for Binnacle’s Resource Fee Payable to the School will be applied (\$300.00 per <u>completed</u> VETiS participant). If there is a credit balance on the adjustment invoice, this can be paid direct to the school’s nominated bank account or applied as a credit note against future invoices.</i></li></ul> <p><i>Please see a copy of the example invoice (over page) for details.</i></p>
<b>TERM 6</b>	
<b>TERM 7</b>	
<b>TERM 8</b>	

**NOTE:** This program also requires completion (as a separate course) of the nationally recognised First Aid Certificate: HLTAID003 Provide First Aid (which contains the embedded competency: HLTAID001 Provide Cardiopulmonary Resuscitation). An invoice will be issued upon submission of the Binnacle First Aid ‘Status Report’ for \$40.00 per ‘Fee For Service’ participant that has completed the Binnacle First Aid course.

*\* Vocational Education and Training in Schools (VETiS) Initiative, funded by the Queensland Government. Binnacle Training is approved as a Pre-qualified Supplier (PQS) for the VETiS funded qualification: **Certificate II in Sport and Recreation (SIS20115)**. 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.*



## 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 being returned by the School.*

<b>Tax Invoice:</b> Example High School		<b>Invoice Date</b> 3 Feb 2020	Binnacle Training College PL Attention: Melissa Bulow PO Box 110 NEW FARM QLD 4005	
		<b>Invoice Number</b> INV-4417		
		<b>ABN</b> 96 115 517 952		
Description	Quantity	Unit Price	GST	Amount AUD
Program Fee 2020-2021: Certificate III in Sport and Recreation	1.00	1,100.00	110.00	1,210.00
			<b>TOTAL</b>	<b>1,210.00</b>

## ADJUSTMENT INVOICE #1

*NOTE: This initial invoice is based on:*

- 5 students opting out [or ineligible] of using their VETiS funding for the Binnacle Certificate II in Sport and Recreation entry qualification;
- 10 students 'opting in' (and eligible) to use their VETiS funding for the Certificate II in Sport and Recreation;
- All 15 students continuing with the Certificate III in Sport and Recreation.

<b>Tax Invoice:</b> Example High School		<b>Invoice Date</b> 1 Aug 2020	Binnacle Training College PL Attention: Melissa Bulow PO Box 110 NEW FARM QLD 4005	
		<b>Invoice Number</b> INV-4418		
		<b>ABN</b> 96 115 517 952		
Description	Quantity	Unit Price	GST	Amount AUD
2020 Certificate II in Sport and Recreation participant fee	10.00	(VETiS) 0.00	GST Free	0.00
2020 Certificate II in Sport and Recreation participant fee (5 students not accessing VETiS funding for the Certificate II in Sport and Recreation)	5.00	210.00	GST Free	1,050.00
2020 Certificate III in Sport and Recreation Gap Fee	15.00	50.00	GST Free	750.00
			<b>TOTAL</b>	<b>1,800.00</b>



**ADJUSTMENT INVOICE #2**

*NOTE: This adjustment invoice is based on 10 students accessing their VETiS funding for the Binnacle Certificate II in Sport and Recreation entry qualification and only 9 students completing the Cert II in Sport and Recreation.*

<b>Tax Invoice:</b> Example High School		<b>Invoice Date</b> 2 Apr 2021	Binnacle Training College PL Attention: Melissa Bulow PO Box 110 NEW FARM QLD 4005	
		<b>Invoice Number</b> INV-4419		
		<b>ABN</b> 96 115 517 952		
Description	Quantity	Unit Price	GST	Amount AUD
Resource Fee payable to the School	9.00	(300.00)	GST Free	(2,700.00)
			<b>TOTAL</b>	<b>(2,700.00)</b>