



INVOICING PROCEDURE

2021 Certificate II in Sport and Recreation (1-Year or 2-Year)

Cost	<u>Participant Fee:</u> \$210.00 per student + \$40.00 First Aid <u>Program Fee:</u> Certificate II Program Fee waived in 2021
Enrolment Points	Term 1 = Initial Enrolment Term 2 = Official Enrolment

INVOICING TIMELINE

YEAR 1

TERM 1	
TERM 2	VETiS Funding Confirmations
TERM 3	<p>INITIAL INVOICE – To be issued after the enrolment cut-off date [30 April 2021 (1-Year option) or 30 June 2021 (2-Year option)]* and will include:</p> <ul style="list-style-type: none">• 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. <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>
TERM 4	

YEAR 2

TERM 5	
TERM 6	
TERM 7	
TERM 8	<p>RESOURCE FEE PAYABLE TO SCHOOL - ADJUSTMENT INVOICE (CREDIT NOTE):</p> <ul style="list-style-type: none">• For partner schools with one or more students accessing their VETiS funding with Binnacle for the Certificate II in Sport and Recreation and where Binnacle as a Skills Assure Supplier (SAS) has received funding: 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. <p><i>Please see a copy of the example invoice (over page) for details.</i></p>

(NOTE: This will be Term 5 if the course is delivered as 1-Year option)

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 Skills Assure Supplier (SAS) 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 based on:

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

Tax Invoice: Example High School		Invoice Date 1 Aug 2021	Binnacle Training College PL Attention: Melissa Bulow PO Box 110 NEW FARM QLD 4005	
		Invoice Number INV-4417		
		ABN 96 115 517 952		
Description	Quantity	Unit Price	GST	Amount AUD
2021 Certificate II in Sport and Recreation participant fee	10.00	(VETiS) 0.00	GST Free	0.00
2021 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
			TOTAL	1,050.00

RESOURCE FEE PAYABLE TO THE SCHOOL – CREDIT NOTE

NOTE: This adjustment invoice (Credit Note) 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 Rec.

Tax Invoice: Example High School		Invoice Date 2 Apr 2022	Binnacle Training College PL Attention: Melissa Bulow PO Box 110 NEW FARM QLD 4005	
		Invoice Number INV-4418		
		ABN 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)
			TOTAL	(2,700.00)