



INVOICING PROCEDURE

2022 Certificate II in Sport and Recreation (4-Term Format)

Cost	<p>Participant Fee: \$265.00 per student + \$55.00 First Aid</p> <p>Program Fee (note these figures are inclusive of GST):</p> <ul style="list-style-type: none">• 1 x Certificate Program (e.g. Sport) = \$1,450.00• 2 x Certificate Programs (e.g. Sport, Fitness) = \$1,780• 3 x Certificate Programs (e.g. Sport, Fitness, Business) = \$2,110
Enrolment Points	<p>Term 1 = Initial Enrolment</p> <p>Term 2 = Official Enrolment</p>

INVOICING TIMELINE

YEAR 1

TERM 1	<p>INITIAL INVOICE - To be issued by end of Week 4, Term 1. This will include:</p> <ul style="list-style-type: none">• School Program Fee as per number of Certificate program offerings. <p><i>Please see a copy of the example invoices (over page) for details.</i></p>
TERM 2	<p>VETiS Funding Confirmations</p>
TERM 3	<p>ADJUSTMENT INVOICE – To be issued after the enrolment cut-off date (30 June 2022)* and will include:</p> <ul style="list-style-type: none">• Certificate II in Sport and Recreation participant fee (\$265.00) 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 (\$265.00 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	<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 (\$150.00* 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>* For completed VETiS students who have had two or more units of competency reported as Credit Transfer, a pro rata allocation of Binnacle's Resource Fee Payable to the School (\$150.00) will be applied based on the number of competencies in which revenue is received by Binnacle Training from the Queensland Government.</p> <p><i>Please see a copy of the example invoice (over page) for details.</i></p>
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NOTE: This program also 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). An invoice will be issued upon submission of the Binnacle First Aid 'Status Report' for \$55.00 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 the school undertaking the Certificate II in Sport and Recreation program.

Tax Invoice: Example High School		Invoice Date 3 Feb 2022	Binnacle Training College PL Attention: Melissa Bulow PO Box 2559 NORTH IPSWICH QLD 4305	
		Invoice Number INV-4417		
		ABN 96 115 517 952		
Description	Quantity	Unit Price	GST	Amount AUD
Program Fee 2022-2023: Certificate II in Sport and Recreation	1.00	1,318.18	131.82	1,450.00
			TOTAL	1,450.00

ADJUSTMENT 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 2022	Binnacle Training College PL Attention: Melissa Bulow PO Box 2559 NORTH IPSWICH QLD 4305	
		Invoice Number INV-4418		
		ABN 96 115 517 952		
Description	Quantity	Unit Price	GST	Amount AUD
2022 Certificate II in Sport and Recreation participant fee	10.00	(VETiS) 0.00	GST Free	0.00
2022 Certificate II in Sport and Recreation participant fee (5 students not accessing VETiS funding for the Certificate II in Sport and Recreation)	5.00	265.00	GST Free	1,325.00
			TOTAL	1,325.00



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 Certificate II in Sport and Recreation.

Tax Invoice: Example High School		Invoice Date 2 Apr 2023	Binnacle Training College PL Attention: Melissa Bulow PO Box 2559 NORTH IPSWICH QLD 4305	
		Invoice Number INV-4418		
		ABN 96 115 517 952		
Description	Quantity	Unit Price	GST	Amount AUD
Resource Fee payable to the School	9.00	(150.00)	GST Free	(1,350.00)
			TOTAL	(1,350.00)