

## SCHEDULE OF FEES AND CHARGES

Binnacle Training is a Registered Training Organisation and operates in accordance with applicable legislation and the [Standards for Registered Training Organisations 2015](#). Binnacle Training is entitled to charge fees for services provided to students undertaking training and assessment that leads to a nationally recognised outcome. These charges are generally for items such as course materials including online resources, student services and training and assessment services. We review our fee schedule regularly and endeavour to keep the cost of training down.

### Fees and Charges

#### Standard fees and charges

Binnacle Training is predominantly a VET in Schools RTO and the majority of programs are delivered as a senior school subject by way of a Third-Party Agreement with individual secondary schools. The School (as Third Party) will have a signed Agreement in place with Binnacle Training and as such, is authorised to deliver training under the auspices of Binnacle Training.

Binnacle Training invoices the School (Third Party) a participant fee based on the number of active students (per annual student cohort) undertaking each Binnacle program (including Certificate Programs, Short Courses and First Aid Courses). A program fee is invoiced to the School (Third Party) which is applicable to Certificate Programs only and is based on the number of Certificate Programs offered per annual student cohort. Both the participant fee and program fee cover the full course duration. The current fees and charges that are invoiced to the School (Third Party) for Binnacle Training programs are included in this fee schedule and published on the Binnacle website.

The School (Third Party) may then charge students for subject-related costs as part of their regular subject fee processes.\* School charges to the student are available from the school prior to a student enrolling in the program.

*\* The exception being for eligible Queensland students undertaking qualification: SIS20115 Certificate II in Sport and Recreation, who may choose to access the Vocational Education and Training in Schools (VETiS) subsidy, as funded by the Queensland Government. Binnacle Training is approved as a Skills Assure Supplier (SAS) to deliver SIS20115 Certificate II in Sport and Recreation as a VETiS funded qualification. All other qualifications are delivered as 'Fee for Service' only.*

*VETiS qualifications funded by the Queensland Government's VET investment budget are **fee-free for students**.*

*For all eligible students who:*

- a) 'opt in' to the Certificate II in Sport and Recreation with Binnacle Training as a VETiS funded qualification, and*
- b) meet the VETiS funding eligibility requirements:*

*Binnacle will waive ALL Certificate II participant fees as invoiced to the school.*

*Under the Binnacle Third-Party Arrangement with schools, this means that the school should not pass on any fees pertaining to the VETiS-funded Certificate II qualification, which has been subsidised through VETiS, to the student.*

Although notice of changes would normally be given, fees may be varied by Binnacle Training from time to time.

## Payment terms and practices

Where payment is required, Binnacle Training will issue the School (Third Party) with an invoice detailing the fees to be paid, how to make payments, and the time in which the payments must be made.

Standard payment terms are 14 days from the date of invoice being issued. Should the School (Third Party) require additional time to make payment, they can negotiate a payment plan by contacting Binnacle Training. Binnacle Training may withhold the issuance of certificates in cases where fees applicable to that course (participant and/or program fee) remain outstanding.

Payments will either be by direct debit or by the methods detailed on the invoice.

## Prepaid fees

'Prepaid fees', sometimes referred to as 'fees collected in advance', means fees collected before the relevant services have been provided. These include payments made at any time before, during or after the learner enrolls.

In compliance with Clause 7.3 'Protect prepaid fees by learners' from Standard 7 of the [Standards for Registered Training Organisations 2015](#), Binnacle Training will not:

- accept an initial payment of more than \$1500 from each student before their course starts; and/or
- collect subsequent payments that equal more than \$1500 in advance from students after the course starts based on the costs of training and assessment which is yet to be delivered.

Per the 'Course fees and charges', Binnacle Training does not charge more than \$500 for any course offerings and only invoices the School (Third Party) for providing a service.

## Our guarantee to you

Binnacle Training provides a guarantee that all training and assessment will be provided once a participant enrolls and commences training. This guarantee extends to - in the extremely unlikely circumstance that Binnacle Training as the RTO, or the secondary school as the third party delivering training on behalf of the RTO - closes or ceases to deliver any part of the training product that the student is enrolled in.

In the event of unforeseen circumstances [e.g. loss of specialist teacher and School (as Third Party) is unable to obtain a suitable replacement], Binnacle Training will arrange for agreed training and assessment to be completed through another suitable RTO. In this unlikely circumstance, affected students will be formally notified of the arrangements (prior to RTO transfer) and an agreement to those new arrangements will be sought.

## Payment of GST

The participant fee as invoiced to the School (Third Party) is exempt from GST under section 38-85 GSTR 2003/1 Goods and Services Tax, tax ruling. The ruling explains the supply of a course for 'professional or trade course' is a GST-free education course.

The program fee as invoiced to the School (Third Party) will be subject to GST.

## Refunds

### Student withdrawals

The nature of Binnacle's invoicing process voids a refund situation arising. That is:

- The School (Third Party) will not be charged a participant fee where the School (Third Party):

- withdraws a student from the program before enrolment cut-off (30 June in the year of commencement), and
- notifies Binnacle of the withdrawal (note, the Binnacle LMS will send an automatic notification once the student is withdrawn).

These students will still be issued a Statement of Attainment for any competencies successfully completed.

- The School (Third Party) will be charged a participant fee where the School (Third Party) withdraws a student from the program after enrolment cut-off (30 June in the year of commencement). These students will be issued a Statement of Attainment for any competencies successfully completed.

## Course fees and charges

Certificate Programs (Dual Qualification offerings and Stand-Alone Qualification offerings) attract both a 'Participant Fee' and 'Program Fee'. All fees are invoiced to the school and cover the full course duration.

### Participant Fee

A 'per participant' fee is applied to each Certificate Program, based on the number of active students once the enrolment cut-off date has lapsed. The participant fee is GST FREE.

#### Tourism

Certificate Programs – 'Fee for Service' Offerings	Per Participant Fee
Dual Qualification: BSB30120 Certificate III in Business + SIT20122 Certificate II in Tourism	\$265.00 (Cert II qualification = \$225.00 + Cert III Gap Fee = \$40.00)

#### Business

Certificate Programs – 'Fee for Service' Offerings	Per Participant Fee
BSB30120 Certificate III in Business	\$265.00
BSB20120 Certificate II in Workplace Skills	\$225.00

#### Sport and Recreation

VETiS Eligible <sup>^</sup> Certificate II in Sport and Recreation	Per Participant Fee
SIS20115 Certificate II in Sport and Recreation	\$265.00 + First Aid (\$55.00) <u>NOTE:</u> Certificate II in Sport and Recreation Participant Fees are 100% waived for eligible students who access their VETiS subsidy for this qualification with Binnacle as a Skills Assure Supplier.

<sup>^</sup> **Vocational Education and Training in Schools (VETiS) initiative, funded by the Queensland Government.** Binnacle Training is approved as a Skills Assure Supplier (SAS) to deliver the Certificate II in Sport and Recreation (SIS20115) as a VETiS funded qualification. All other qualifications are delivered as 'Fee for Service' only.

Certificate Programs – 'Fee for Service' Offerings	Per Participant Fee
SIS30115 Certificate III in Sport and Recreation (With optional entry qualification: SIS20115 Certificate II in Sport and Recreation)	\$335.00 + First Aid (\$55.00) <i>Participant fee breakdown for students enrolled in entry qualification SIS20115:</i> \$335.00 (Cert II entry qualification = \$265.00 + Cert III Gap Fee = \$70.00) + First Aid (\$55.00)

## Fitness

Certificate Programs – ‘Fee for Service’ Offerings	Per Participant Fee
SIS30321 Certificate III in Fitness (With optional entry qualification: SIS20115 Certificate II in Sport and Recreation)	\$365.00 + First Aid (\$55.00) <i>Participant fee breakdown for students enrolled in entry qualification SIS20115:</i> <i>\$365.00 (Cert II entry qualification = \$265.00 + Cert III Gap Fee = \$100.00) + First Aid (\$55.00)</i>

## Program Fee

A program fee is applicable to Certificate Programs only and is based on the number of Certificate Programs offered per annual student cohort. This fee covers the full course duration and is invoiced at the commencement of Term 1 of the program. Please note, the figures in relation to the Program Fee are GST INCLUSIVE.

Certificate Programs comprise both Dual Qualification offerings and Stand-Alone Qualification offerings. A Dual Qualification offering (e.g. Certificate III in Business + Certificate II in Tourism) = one x Certificate Program. A Stand-Alone Qualification (e.g. Certificate II in Sport and Recreation) = one x Certificate Program.

Number of Certificate Programs	Total (GST inclusive)
1 x 2023 Certificate Program	\$1,450.00
2 x 2023 Certificate Programs	\$1,780.00
3 x 2023 Certificate Programs	\$2,110.00
4 (or more) x 2023 Certificate Programs	\$2,440.00

## Short Courses and First Aid Courses

Short Courses and First Aid Courses attract a ‘Participant Fee’ only. All fees are invoiced to the school and cover the full course duration. A ‘per participant’ fee is applied to each Short Course and First Aid Course at the time submitted assessment has been processed by Binnacle. The participant fee is GST FREE.

Short Courses	Per Participant Fee
Introduction to Sport, Fitness & Recreation (4 units of competency)	\$80.00
Inclusivity & Communication in the Workplace (3 units of competency)	\$70.00
Technology in the Workplace (2 units of competency)	\$55.00
Financial Literacy – Develop and apply knowledge of personal finances (FNSFLT311)	\$55.00 <b>NOTE:</b> Participant fee will be waived in full for students who complete this unit of competency (FNSFLT311) as an elective in Binnacle’s full Certificate Program – Certificate III in Business.

First Aid Courses	Per Participant Fee
Provide First Aid - HLTAID011 (note, this includes CPR)	\$55.00
Provide CPR – HLTAID009	\$40.00

## Miscellaneous Charges

<b>Re-issuing a certificate, qualification or statement of attainment</b>	<b>NIL</b>
Binnacle Training does not charge a fee for reissue of Qualifications or Statement of Attainments as these are all provided electronically.	
<b>Re-assessment fee</b>	<b>NIL</b>
It is the policy of Binnacle Training that students are provided with opportunities for additional training and re-assessment at <u>no additional cost</u> until the course concludes. Student's requiring additional learning support are to be brought to the attention of Binnacle Training management so the progress of the student can be monitored closely and additional support services can be applied. Where students repeatedly do not demonstrate competence following significant learning and assessment support, a student's enrolment can be determined through mutual agreement.	

Fees correct as at August 2023