

INVOICING PROCEDURE

SIS20321 Certificate II in Sport Coaching (4 Terms)

Cost	Participant Fee	\$395.00 per person + \$75.00 First Aid (GST Free)
	Program Fee GST Inclusive	\$1,995.00 (this is a single fixed fee per school, regardless of the number of Binnacle certificate programs delivered). This is a one-off fee covering each cohort for the duration of the course.

Timeline

TERM 1	<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"> • Participant fee (\$395.00 pp) x 10 participants • School Program Fee (\$1995.00) - this program fee is invoiced once per School (regardless of how many Certificate programs offerings are being delivered at the School). <p><i>Please see a copy of the example invoice (over page) for details.</i></p>
TERM 2	
TERM 3	<p><u>ADJUSTMENT INVOICE</u> - This will include:</p> <ul style="list-style-type: none"> • Participant fee (\$395.00 pp) for remaining students after enrolment cut-off (30 June).* <p><i>Please see a copy of the example invoice (over page) for details.</i></p>
TERM 4	<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> <ul style="list-style-type: none"> • For Schools who deliver First Aid with Binnacle Training: An invoice will be issued upon completion for \$75.00 per student.

Example Invoice(s)

INITIAL INVOICE

NOTE: This initial invoice is based on a minimum 10 students undertaking the Certificate II in Sport Coaching.

Tax Invoice: Example High School	Invoice Date 13 Feb 202X	Binnacle Training College PL Attention: Melissa Bulow PO Box 2559 NORTH IPSWICH QLD 4305		
Description	Quantity	Unit Price	GST	Amount AUD
Certificate II in Sport Coaching participant fee: Initial Invoice (minimum 10 student places)	10.00	395.00	GST Free	3,950.00
Program Fee: Certificate II in Sport Coaching	1.00	1,813.36	181.34	1,995.00
			TOTAL	5,945.00

ADJUSTMENT INVOICE

NOTE: This adjustment invoice is based on an additional 5 students undertaking the Certificate II in Sport Coaching.

Tax Invoice: Example High School	Invoice Date 1 Aug 202X	Binnacle Training College PL Attention: Melissa Bulow PO Box 2559 NORTH IPSWICH QLD 4305		
Description	Quantity	Unit Price	GST	Amount AUD
Adjustment Invoice #1 - Certificate II in Sport Coaching: 5 additional students	5.00	395.00	GST Free	1,975.00
			TOTAL	1,975.00