

INVOICING PROCEDURE

SIS20122 Certificate II in Sport and Recreation (4 Terms)

Cost	Participant Fee	\$395.00 per person *VETiS funded eligible qualification
	Program Fee <i>GST Inclusive</i>	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).

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"> • 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 (page 3) for details.</i></p>	VETiS Funding confirmations will occur during Term 1
TERM 2		
TERM 3	<p><u>ADJUSTMENT INVOICE</u> – To be issued after the enrolment cut-off date (30 June)* and will include:</p> <ul style="list-style-type: none"> • Participant fee (\$395.00 pp) per ‘Fee For Service’ participant (i.e. those students not accessing their VETiS funding for SIS20122 Certificate II in Sport and Recreation with Binnacle Training). <p><i>Please see a copy of the example invoice (page 3) for details.</i></p> <p><i>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 (SIS20122). 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.</i></p>	
TERM 4	<p><u>FIRST AID INVOICE (IF APPLICABLE)</u></p> <p>This Certificate Program offers the optional 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 the school undertaking the Certificate II in Sport and Recreation.

Tax Invoice: Example High School	Invoice Date 13 Feb 202X	Invoice Number INV-4417	ABN 96 115 517 952	Binnacle Training College PL Attention: Melissa Bulow PO Box 2559 NORTH IPSWICH QLD 4305
Description	Quantity	Unit Price	GST	Amount AUD
Program Fee: Certificate II in Sport and Recreation	1.00	1,813.36	181.34	1,995.00
			TOTAL	1,995.00

ADJUSTMENT INVOICE

NOTE: This adjustment invoice is based on:

- 5 students not accessing their VETiS funding for the Binnacle Certificate II in Sport and Recreation qualification; and
- 10 students accessing their VETiS funding for the Certificate II in Sport and Recreation.

Tax Invoice: Example High School	Invoice Date 1 Aug 202X	Invoice Number INV-4418	ABN 96 115 517 952	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 and Recreation participant fee (waived)	10.00	(VETiS funded) 0.00	GST Free	0.00
Certificate II in Sport and Recreation participant fee (5 students not accessing VETiS funding for the Certificate II in Sport and Recreation)	5.00	395.00	GST Free	1,975.00
			TOTAL	1,975.00