Registered Training Organisation Statement of Fees 2018 for Victoria

Western Business School
RTO: 4183

Certificate III in Business Traineeship (BSB30115)

Welcome to Western Business School. This Statement advises of the fees for work-based training for Certificate III in Business. We provide training and assessment services directly to you through on the job training and workplace visits. The Western Business School assures your training and assessment is delivered by qualified trainers and assessors in accordance with the Standards for RTOs 2015 and will issue compliant AQF qualifications. Training and assessment is provided by our own trainers and assessors and no third party arrangements are in place.

This qualification is made up of 12 units. 1 core and 11 electives. Units offered are outlined below. As your course is workplace based, it is important before your course commences, you review the unit list below. This is to ensure you receive the training which is most relevant for you, your work role and your workplace. At the commencement of your course, together with your workplace supervisor, and trainer, you will be asked to select 11 electives which are most relevant for you, your work role and your workplace.

COURSE SELECTION							
UNIT CODE	UNIT		HRS	UNIT CODE	UNIT		HRS
BSBWOR301	Organise personal work priorities & development	C	30	BSBITU302	Create electronic presentations	E	20
BSBDIV301	Work effectively with diversity	E	30	BSBITU201	Produce simple word processed documents	E	60
BSBCUS301	Deliver and monitor a service to customers	E	35	BSBWRT301	Write simple documents	E	30
BSBFLM303	Contribute to effective workplace relationships	E	40	BSBITU303	Design and produce text documents	E	90
BSBFLM312	Contribute to team effectiveness	E	40	BSBITU306	Design and produce business documents	E	80
BSBINN301	Promote innovation in a team environment	E	40	BSBITU304	Produce spreadsheets	E	35
BSBCMM301	Process customer complaints	E	30	BSBFIA301	Maintain financial Records	E	60
BSBWHS302	Apply Knowledge of WHS legislation in the workplace	C	20	BSBPRO301	Recommend products and services	E	20
BSBADM405	Organise meetings	E	20	BSBPUR301	Purchase goods and services	E	60
BSBITU203	Communicate electronically	E	20				

Western Business School encourages individuals with disabilities to apply.

Upon successful completion of on the job training, theory components and competent results of your 12 units, you will achieve the qualification BSB30115 certificate III in Business.

COURSE INFORMATION

To enter the course, students are expected to be competent in written and spoken English. There are no other pre-requisites for this course.

COURSE INFORMATION	
Duration	• 12 months full time. • 24 months part time
Location	• Your workplace – onsite.
Delivery	• On and off the job, face to face & online learning.
Timeframes	• Face to face contact will be 1 -2 hours. • Appointments will be made to suit you and your employment needs. • Traineeship requirements - 3 hours per week is allocated for off the job training..
Assessment	• Workplace Based Assessment and Online projects
Support	• A trainer will visit you at your workplace at least 5 times during your course. • Monthly contact will occur through your online portal, emails and phone calls other support will be provided in consultation with your trainer and workplace supervisor.

Registered Training Organisation Statement of Fees 2018 for Victoria

Western Business School
RTO: 4183

TUITION FEES

Payment of fees/ salary deduction

The easiest way for you to make payment of your course fees is by way of salary deduction. At the commencement of the course you will be asked to commit to payment by your trainer and you will be asked to sign and agree to the payment via salary deduction. This process ensures you do not pay for any training which you have not already received.

Note: if you are under 18 at the time of commencement, we will ask for parental/guardian consent.

TUITION FEES			
Government Subsidised Training Victoria	**Hourly rate per nominal hour**	**Approximate Government contribution**	**Your contribution**
Indicative Fees: $1,500.00*	**$3.37 Average**	**$3,600**	**Salary Deduction per fortnight^^: $75.00**
Concession Rate: $300.00*	**71c Average**		**Salary Deduction per fortnight^^: $15.00**
Fee For Service - Non-Government Subsidised Training Victoria			
Indicative Fees: $4,000*		**Salary Deduction per fortnight^^: $200.00**	

WBS does not charge for materials or administration. No other fees are associated with this course.
Employers are welcome to sponsor their trainees and pay all tuition fees.

***NOTE:** The Tuition fees as published are subject to change given individual circumstances at enrolment and funding arrangements. ^^Fortnightly instalments are calculated over 20 fortnights, (10 Months approx.) at enrolment. Upon acceptance into the course, deductions will start from the course commencement date. Payment plans are available for students who are undertaking this course without government funding.*

A charge of $50 will be incurred for reissue of replacement of Certificate of Qualification or Statement of Attainment

Western Business School will not hold more than $1500 in prepaid fees in advance.
Participants will not prepay more than $1500 in advance.
Further information relating to our fees and charges policy can be found on our website
http://www.wbs.org.au/fees, charges& refunds

CONCESSIONS

Eligibility for Concession Rate

To be eligible for the concession rate, you must hold on of the following:

- Valid Health Care Card (HCC)
- Valid Pensioner Concession Card
- Veterans Gold Card

Please provide a copy of this prior to commencing the training. If you need to apply for a HCC, please visit your local Centrelink office. You will need to apply as soon as possible and provide a copy to recruitment or your trainer before your course commences.

Concessions also apply for
- Aboriginal or Torres Strait islander or
- An Asylum Seeker/Victim of Human Trafficking*

*(ARC/ASRC referral must be presented)

Should you have any questions please contact Western Business School on 1300 656 461 or email either sbennetts@wpcgroup.org.au or jcannizzaro@wpcgroup.org.au or our website www.wbs.org.au

REFUNDS

Where a student withdraws from the course without extenuating circumstances* only a partial refund is payable. Applications for refunds are to be processed by RTO Administration and approved by the General Manager within 14 days from the date of application Please note where the student breaches the WBS Policies and Procedures no refund is payable.

REFUNDS	
Applications for refund must be made in writing by way of the '*Application for Refund*' form and submitted to RTO Administration.	
Withdrawal prior to agreed start date	Full refund of any deposit paid (if any)
Withdrawal after the agreed start date	50% refund of unused tuition fees
Course withdrawn by RTO	Full refund
The RTO is unable to provide the course for which the original enrolment and payment has been made and continuance of training cannot be provided.	Full refund
**Students may have extenuating circumstances that prevent them from attending scheduled course dates that may include but are not limited to illness, family or personal matters, or other reasons that are out of the ordinary.*	

COMPLAINTS AND APPEALS

Participants are able to submit a formal complaint to WBS relating to any concern they may have (such as academic or attendance record decisions, should they feel a person has acted inappropriately or treated someone unfairly, etc). All complaints are handled with confidence and are reviewed by the RTO Administration Manager

A participant may also appeal a decision made by WBS in regards to an assessment outcome. Where a participant feels they have been unfairly judged and assessed on a specified task, project or assessment they may have the assessment reviewed by submitting an appeal form. Participants must provide supporting evidence or explanations as to why they feel the assessment is unfair and why they should be given further opportunity to be assessed.

All participants have access to the complaints and appeals policy and procedure and downloaded from our website. The complaints and appeals and privacy policy will be also be discussed with you at your induction.

RECOGNITION OF PRIOR LEARNING (RPL) AND CREDIT TRANSFER (CT)

Competency-based training places emphasis on the workplace application of attained knowledge and skills not how long spent in training or the amount of knowledge acquired in a formal learning environment.

Australian Qualifications and Statements of Attainments that have been issued by any other Registered Training Organisation (RTO) will be recognised by WBS. To apply for a Credit Transfer, participants must be able to present their original Qualification or Statement of Attainment with National codes and titles that match the current course in which they are enrolled.

Recognition of Prior Learning (RPL) is the acknowledgment of skills and knowledge obtained through formal training, work experience and/or life experience. The purpose of this process is to identify and assess previously acquired skills and knowledge against the required competency standards.
Course participants applying for RPL must provide evidence to the satisfaction of WBS. This evidence must clearly indicate that the applicant is able to demonstrate all the required skills and knowledge.

Information and documentation regarding the application procedure for RPL and/or Credit Transfers is available from our website www.wbs.org.au and will be made available to all participants upon request.
Please note that RPL cannot be granted for part of a unit. Any applicant may appeal in writing against a decision regarding RPL to the Training Manager by following the 'Complaints and Appeals Policy and Procedure