

# Registered Training Organisation

## Statement of Fees 2019 - NSW

### BSB50215 Diploma of Business

Welcome to Western Business School. This Statement advises of the fees for work-based training for BSB50207 Diploma of 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 not third party arrangements are in place.

This qualification is made up of 8 units and these are all 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 your electives which are most relevant for you, your work role and your workplace.

#### COURSE SELECTION

UNIT CODE	NAME	GRP	HRS	UNIT CODE	NAME	GRP	HRS
BSBADM502	Manage meetings	B	30	BSBADM503	Plan and manage conferences	B	30
BSBHRM506	Manage recruitment, selection and induction processes	C	60	BSBLED502	Manage programs that promote personal effectiveness	C	60
BSBHRM510	Manage mediation processes	C	60	BSBMKG501	Identify and evaluate marketing opportunities	D	70
BSBCMM401	Make a presentation	IMP	30	BSBPMG522	Undertake project work	E	60
BSBWOR501	Manage personal work priorities and professional development	E	60	BSBINN502	Build and sustain an innovative work environment	E	50
BSBRES401	Analyse and present research information	IMP	40	BSBMGT403	Implement continuous improvement	E	40
BSBWOR502	Lead and manage team effectiveness	IMP	60	BSBMGT502	Manage people performance	IMP	70

*Western Business School encourages individuals with disabilities to apply.*

Upon successful completion of on the job training, theory components and competent results of your 8 units, you will achieve the qualification BSB50215 Diploma of Business.

#### COURSE INFORMATION

To enter the course, students are expected to have excellent skills in computer skills, communication, written and spoken English. There are no other pre-requisites for this course.

COURSE INFORMATION	
<b>Duration</b>	<ul style="list-style-type: none"> <li>12 – 24 months full time.</li> </ul>
<b>Location</b>	<ul style="list-style-type: none"> <li>Your workplace – onsite.</li> </ul>
<b>Delivery</b>	<ul style="list-style-type: none"> <li>On and off the job, face to face &amp; online learning.</li> </ul>
<b>Timeframes</b>	<ul style="list-style-type: none"> <li>Face to face contact will be 1 -2 hours.</li> <li>Appointments will be made to suit you and your employment needs.</li> <li>Contact will be on a monthly basis</li> </ul>
<b>Assessment</b>	<ul style="list-style-type: none"> <li>Workplace Based Assessment and Online projects</li> </ul>
<b>Support</b>	<ul style="list-style-type: none"> <li>A trainer will visit you at your workplace at least 5 times during your course.</li> <li>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.</li> </ul>

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Warning - Uncontrolled when printed! The current version of this document is kept on the WBS O drive.

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## TUITION FEES

### Payment of fees/ salary deduction

The easiest way for you to make payment of your course fees is by way of 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. Remember, if you have a Health Care Card, you will need to provide evidence as soon as possible.

*Note: if you are under 18 at the time of commencement, we will ask for parental/guardian consent.  
'this training is subsidised by the New South Wales Government'*

TUITION FEES	
Government Subsidised Training NSW	Your contribution
Indicative Fees: <b>\$1,000.00 (Traineeship Only)</b>	Salary Deduction per fortnight <sup>^^</sup> : <b>\$50.00</b>
Fee For Service - Non-Government Subsidised Training NSW	
Indicative Fees: <b>\$5,000.00*</b>	Salary Deduction per fortnight <sup>^^</sup> : <b>\$250</b>

**WBS does not charge for materials or administration. No other fees are associated with this course.**

**\*NOTE:** The Tuition fees as published are subject to change given individual circumstances at enrolment.

<sup>^^</sup>Fortnightly instalments are calculated over 20 fortnights, (10 Months approx.) at enrolment. Upon acceptance into the course deductions will start from the enrolment date. Payment plans are available for learners who are not undertaking this course as a trainee.

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](http://www.wbs.org.au/fees_charges&refunds)

## CONCESSIONS

### Eligibility for Concession Rate

Eligibility for Concession Rate

To be eligible for the concession rate, you must hold a valid Health Care Card (HCC), pension card (PC) or be a dependant of a Pension card, Health Care Card holder.

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

At the commencement of the course you will be required to pay the course fees via salary deduction. If you have a Health Care Card, you will need to provide evidence as soon as possible.

Exemptions apply • Aboriginal or Torres Strait islander

Should you have any questions please contact Western Business School on 1300 656 461 or email either [scarzino@wpcgroup.org.au](mailto:scarzino@wpcgroup.org.au) or [lee@wpcgroup.org.au](mailto:lee@wpcgroup.org.au) or through our website [www.wbs.org.au](http://www.wbs.org.au)

# Registered Training Organisation Statement of Fees 2019 - NSW

## 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
<i>*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.</i>	

## SMART AND SKILLED ELIGIBILITY

- be an Australian citizen, a permanent Australian resident, a humanitarian visa holder or a New Zealand citizen, and
- be aged 15 years or older, and
- live or work in New South Wales, and
- no longer be at school.

New South Wales apprentices and New South Wales new-entrant trainees undertaking specific traineeships are eligible to a government subsidy under this program for the qualification that supports their apprenticeship or traineeship.

## 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 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

# Registered Training Organisation Statement of Fees 2019 - NSW

## 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 National Compliance and 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.