

# Registered Training Organisation Statement of Fees 2021 - NSW

## Certificate IV Business Traineeship (BSB40120)

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

This qualification is made up of 12 units. 6 core and 6 electives. Please review these with your workplace supervisor. At the first visit, your trainer will confirm the selection with you, make any changes and finalise the training plan.

COURSE SELECTION							
UNIT CODE	UNIT	HRS		UNIT CODE	UNIT	HRS	
BSBCRT411	Apply critical thinking to work practices	C	50	BSBPEF401	Manage personal health and wellbeing	Gp A EL	60
BSBTEC404	Use digital technologies to collaborate in a work environment	C	50	BSBPEF402	Develop personal work priorities	Gp A EL	40
BSBTWK401	Build and maintain business relationships	C	35	BSBOPS405	Organise business meetings	GP C EL	20
BSBWHS411	Implement and monitor WHS policies, procedures and programs	C	50	BSBSTR401	Promote innovation in team environments	GP B EL	40
BSBWRT411	Write complex documents	C	50	BSBHRM413	Support the learning and development of teams and individuals	Gp B EL	40
BSBXCM401	Apply communication strategies in the workplace	C	50	BSBCMM411	Make presentations	GP B EL	30

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

Upon successful completion of on the job training, theory components and competent results of your 10 units, you will achieve the qualification BSB40215 certificate IV in Business.

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	
<b>Duration</b>	<ul style="list-style-type: none"> <li>12 months full time.</li> <li>24 months part 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>Traineeship requirements - 3 hours per week is allocated for off the job training. .</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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## 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.

If you are enrolling into a traineeship, your subsidised course attract no fees.

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

TUITION FEES	
Government Subsidised Training NSW*	Your contribution
Subsidised Traineeship fees \$0.00	\$0.00
Indicative Fees: \$1000.00	Salary Deduction per fortnight: \$50.00
Concession Rate: \$240.00	Salary Deduction per fortnight: \$12.00
Fee For Service - Non-Government Subsidised Training NSW	
Indicative Fees: \$4,500.00	Salary Deduction per fortnight: \$225.00

*\*this training is subsidised by the New South Wales Government'.*

**NOTE:** WBS does not charge for materials or administration. No other fees are associated with this course  
*The Tuition fees as published are subject to change given individual circumstances at enrolment.*

*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>

## CONCESSIONS

### 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 our website [www.wbs.org.au](http://www.wbs.org.au)

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## 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.

## COMPLAINTS AND APPEALS

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.

The Smart and Skilled website is available for any time. <https://smartandskilled.nsw.gov.au/> or call 1300 772 104.

The General Manager of WBS is the delegated consumer protection officer and can be contacted on 1300 436 257

NSW Department of Education and Communities provides information relating to other VET complaints handling agencies.

Refer to our complaints and appeals form, downloadable from our website. <http://www.wbs.org.au/complaints-and-appeals>

Refer to our website and student hand book for more information

**RECOGNITION OF PRIOR LEARNING (RPL) AND CREDIT TRANSFER (CT)** - Information and documentation regarding the application procedure for RPL and/or Credit Transfers is available from our website [www.wbs.org.au](http://www.wbs.org.au) and will be made available to all participants upon request.

## SUPPORT SERVICES

Trainees will be provided support services where identified by your trainer and assessor. The trainer will discuss with you any special needs identified and work with you, your supervisor and the Workplace Industry Consultant to ensure these needs are met.

Contact details for WBS support staff are as follows:

WBS National Compliance and Administration Manager	03 9321 0828
WBS Trainers and WPC Group – Workplace Industry Consultant	1300 760 099 (NSW)

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Students and Staff may also contact us from the 'Contact Us' page from our website; [http://www.wbs.org.au/contact us](http://www.wbs.org.au/contact-us)

Please note: In the event any extra costs incurred for support relating directly to training will be absorbed by the RTO unless the cost exceeds \$200. Extra costs for support provided which related to personal support will be absorbed by the RTO unless the cost exceeds \$400. WBS will review each case individually and will discuss and seek written consent with the Student any costs to be incurred before training progresses. In the event payment of extra support costs is required, payment will be agreed upon through salary deduction if required.

## WITHDRAWAL OF TRAINING

In the event you wish to cancel or suspend your traineeship, you will need to advise your Workplace Industry Consultant. The Workplace Industry Consultant will require you to complete a cancellation / suspension of traineeship form. If your traineeship is suspended, it will recommence on the first day you return to your training program.

## SMART AND SKILLED CONSENT

### INSTRUCTIONS TO THE PROSPECTIVE TRAINEE:

Read the statement below carefully. The statement discloses how the department of Education and Communities, other Government Agencies and the Western Business School will use your personal information. It also advises WBS will access this information in order to notify the department of your enrolment into your traineeship. You will be required to sign your consent to the statement below at your induction. **If we do not receive your consent, we cannot process your subsidised traineeship – Notification of Enrolment.**