

# Registered Training Organisation Statement of Fees 2022 for Victoria

## Certificate III in Business Traineeship (BSB30120 Release 1)

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 13 units. 6 core and 7 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
BSBWHS311	Assist with maintaining workplace safety	C	40	BSBPEF301	Organise personal work priorities	GP B EL	30
BSBTWK301	Use inclusive work practices	C	30	BSBOPS304	Deliver and monitor a service to customers	GP D EL	35
BSBCRT311	Apply critical thinking skills in a team environment	C	40	BSBTEC201	Use business software applications	Gp A EL	60
BSBPEF201	Support personal wellbeing in the workplace	C	50	BSBTEC301	Design and produce business documents	Gp A EL	80
BSBSUS211	Participate in sustainable work practices	C	20	BSBTEC302	Design and produce spreadsheets	GP A EL	35
BSBXCM301	Engage in workplace communications	C	40	BSBTEC303	Create electronic presentations	Gp A EL	20
BSBTEC202	Use digital technologies to communicate in a work environment					Gp A EL	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 13 units, you will achieve the qualification BSB30120 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	
<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, remote zoom sessions &amp; online learning.</li> </ul>
<b>Timeframes</b>	<ul style="list-style-type: none"> <li>Face to face contact will be 1-2 hours, including zoom sessions.</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 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*	\$3.00	\$4,042	Salary Deduction per fortnight^^: \$75.00
Concession Rate: \$300.00*	60c 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](http://www.wbs.org.au/fees_charges&refunds)

## CONCESSIONS

### Eligibility for Concession Rate

To be eligible for the concession rate, you must hold, or be listed as a dependant 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)

**REFUNDS** – Refer to our website and student hand book.

**COMPLAINTS AND APPEALS** – Refer to our website and student hand book.

**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.

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)