

Registered Training Organisation Statement of Fees 2023 for Victoria

Certificate IV in Leadership and Management Non-Traineeship (BSB40520 Release 4)

Welcome to Western Business School. This Statement advises of the fees for work-based training for Certificate IV in Leadership and Management. We provide training and assessment services directly to you through on the job training and workplace visits. 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. 5 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
BSBTWK401	Build and maintain business relationships	GP A	35	BSBCRT411	Apply critical thinking to work practices	GP A	50
BSBSTR401	Promote innovation in team environments	GP A	40	BSBLDR411	Demonstrate leadership in the workplace	Core	50
BSBOPS405	Organise business meetings	GP B	20	BSBLDR413	Lead effective workplace relationships	Core	50
BSBPEF502	Develop and use emotional intelligence	GP B	60	BSBXCM401	Apply communication strategies in the workplace	Core	50
BSBLDR521	Lead the development of diverse workforces	GP A	60	BSBPMG430	Undertake project work	GP B	60
BSBXTW401	Lead and facilitate a team	Core	50	BSBOPS402	Coordinate business operational plans	Core	40

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 BSB40520 Certificate IV in Leadership and Management.

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	<ul style="list-style-type: none"> 12 months full time. 24 months part time
Location	<ul style="list-style-type: none"> Your workplace – onsite.
Delivery	<ul style="list-style-type: none"> On and off the job, face to face, remote zoom sessions & online learning.
Timeframes	<ul style="list-style-type: none"> Face to face contact will be 1 -2 hours, including zoom sessions. Appointments will be made to suit you and your employment needs.
Assessment	<ul style="list-style-type: none"> Workplace Based Assessment and Online projects
Support	<ul style="list-style-type: none"> 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.

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TUITION FEES

Payment of fees Payment plan - The easiest way for you to make payment of your course fees is through invoicing. At the commencement of the course you will be invoiced for payment. You will be asked to sign and agree to the payment plan, which will commence from the first visit. 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: \$1,800.00*	\$3. 81	\$3,955	Three payments of \$600
Concession Rate: \$360.00*	64c Average		Invoiced \$360 at commencement of training
Fee For Service - Non-Government Subsidised Training Victoria			
Indicative Fees: \$4,500*		Deposit \$1,500 3 payments of \$1,000	
OTHER FEES			
Administration	Non Refundable administration fee invoiced upon commencement		\$200
Visit	Charge per face to face visit. Applied when more than 6 face to face visits have occurred.		\$80.00 per visit.
Support	Employer is responsible for extra support charges when they are over \$200 per person.		At cost

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.

******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, 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 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 or our website www.wbs.org.au