

General Guidelines

Enrolment will be confirmed prior to course commencement. In the case of late bookings, confirmation may be via phone. A payment agreement (Fees & Charges Payment Form 2018) is required on enrolment.

Enrolment is not complete until fees and charges are paid, or payment arrangements (Fees & Charges Payment Form) have been made, or fees and charges have been waived.

Funded programs including apprenticeships, traineeships, and pre-apprenticeships

Note: all school-based trainees and apprentices are exempt from tuition fees

These programs are funded by the Department of Training and Workforce Development under the 'Future skills WA' initiative.

Fees and charges are mandatory, as set annually by *The Department of Training and Workforce Development*, in their fees and charges policy. (Full details are available at the following link:
<https://www.dtwd.wa.gov.au/sites/default/files/uploads/dtwd-vet-fees-charges-policy-v2018.pdf>)

This includes:

- **Fee waivers** - upon completion and approval of Financial hardship application
- **Concession rates** - as per criteria below
- **Refunds** - as per criteria below

On enrolment, students will be issued with their current year of training tax invoice covering tuition fees, resource fees and any text books.

Students will take up one of the following payment options:

- (a) Pay the full amount of tax invoice on enrolment by cash, cheque, credit card, direct deposit to Group Training South West (trading as The Apprentice and Traineeship Company), direct debit, with your authority, by Group Training South West (T/A The Apprentice and Traineeship Company) or EFTPOS
- (b) Completing the Payment Agreement form for direct debit, with your authority, of weekly amounts deducted from your bank, credit union or credit card account (Mastercard, Bankcard or Visa), over 12 weeks for Full Fee paying and Concession students;
- (c) Present a signed authority from your employer on the Payment Agreement form to invoice your employer for the student fees and charges;
- (d) Make application on the grounds of severe financial hardship for fees and charges to be waived by completing the Financial hardship application

Students who fall behind in their instalments need to contact our Training Department, where an appropriate arrangement will be made with the student to pay the amount outstanding.

"Students who have fallen behind in their payments must not be enrolled in additional units unless appropriate arrangements, agreed to by both the student and the RTO, have been put in place to pay the amount outstanding." VET Fees and Charges Policy 2018, January 2018 Version 1.0, DTWD

Concession Rate Criteria *Proof of eligibility for concession must be shown at the time of enrolment.*

The following students are entitled to the concession rate on tuition charges:

- (a) Persons and dependants of persons holding:
 - (i) a Pensioner Concession Card;
 - (ii) a Repatriation Health Benefits Card issued by the Department of Veterans' Affairs;
 - (iii) a Health Care Card
- (b) persons and dependants of persons in receipt of AUSTUDY or ABSTUDY;
- (c) persons and dependants of persons in receipt of the Youth Allowance;
- (d) persons who are inmates of a custodial institution

- (e) secondary school aged students (a person who has reached 15 years of age but has not reached the end of the calendar year in which their compulsory education expires; these persons will be born on or after 1 July 2000) not enrolled at school

Proof of eligibility for concession card must be demonstrated prior to the commencement of the unit, if the concession is valid for the full enrolment period then all eligible units commenced within that period attract the concession rate. If the concession is valid for part of the enrolment period then only eligible units commenced prior to the expiry of the concession attract the concession rate.

Fees and Charges Guide 2018

An hourly rate based on enrolled hours will apply to each unit commenced in 2018.

Table 1: Course Fees for 2018

CATEGORY OF ENROLMENT	FEE RATE PER NOMINAL HOUR
Non-concession Student	
Diploma or Advanced Diploma and Existing Worker Traineeships	\$5.79
Apprenticeships, Traineeships* and Priority Industry Qualifications (Up to Certificate IV)	\$3.25
General Industry Training (Up to Certificate IV)	\$4.88
Foundation Skills and Equity Courses	\$0.21
Concession Student	
Concession-eligible Diploma and Advanced Diploma courses**	\$1.74
Apprenticeships, Traineeships* and Priority Industry Qualifications (Up to Certificate IV)	\$0.97
General Industry Training (Up to Certificate IV)	\$1.47
Foundation Skills and Equity Courses	\$0.21

*Excludes existing worker traineeships ** See Attachment A for list of qualifications

Estimated course feesas a guide only.....

Note: "The student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as student service and resource fees"

Table 2: 2018 A guide to the maximum student fees payable (not including text books)

TRAINEESHIPS		SCH	Tuition fee rates			Resource Fee
			Concession	Full	Age Concession	
CPC20211	Cert II in Construction Pathways	230	\$223.10	\$747.50	\$420.00	\$229.75
CPC20112	Cert II in Construction	400	\$388.00	\$1300.00	\$420.00	\$229.75
52825WA	Cert II in Build. & Const. (Pathway – Para Prof.)	457	\$443.29	\$1485.25	\$420.00	\$229.75
52824WA	Cert II in Build. & Const. (Pathway – Trades)	250	\$242.50	\$812.50	\$420.00	\$229.75
MEM20105	Cert II in Engineering	302	\$292.94	\$981.50	\$420.00	\$229.75



FEES AND CHARGES GUIDELINES

QMS Documents

APPRENTICESHIPS		SCH	Tuition fee rates			Resource Fee
			Concession	Full	Age Concession	
CPC32011	Cert III in Carpentry and Joinery 1st yr	376	\$364.72	\$1222.00	\$420.00	\$221.84
	Cert III in Carpentry and Joinery 2 nd yr	387	\$375.39	\$1257.75	\$420.00	\$228.33
	Cert III in Carpentry and Joinery 3rd Yr	168	\$162.96	\$546.00	\$420.00	\$168.00
UEE30811	Cert III in Electrotechnology Electrician 1st Yr	311	\$301.67	\$1010.75	\$420.00	\$239.47
	Cert III in Electrotechnology Electrician 2nd Yr	288	\$279.36	\$936.00	\$420.00	\$221.76
	Cert III in Electrotechnology Electrician 3rd Yr	270	\$261.90	\$877.50	\$420.00	\$207.90
	Cert III in Electrotechnology Electrician 4th Yr	36	\$34.92	\$117.00	\$420.00	\$27.72
MEM30305	Cert III in Engineering - Fabrication Trade 1st yr	328	\$318.16	\$1066.00	\$420.00	\$229.60
	Cert III in Engineering - Fabrication 2nd Yr	257	\$249.29	\$835.25	\$420.00	\$179.90
	Cert III in Engineering - Fabrication 3rd Yr	297	\$288.09	\$965.25	\$420.00	\$207.90
PRE-APPRENTICESHIPS						
UEE22011	Cert II in Electrotechnology (Career Start)	310	455.70	\$1512.80	\$420.00	\$217.00
MEM20105	Cert II in Engineering Fabrication - Heavy	310	\$455.70	\$1512.80	\$420.00	\$217.00

Note: Fees in excess of \$1500 will be invoiced in two instalments.

All students are able to sign up to a payment plan, in order to pay fees and charges over a period of time.

Resource Fees

All students will be charged a resource fee for materials essential to the course of study and which do not form part of the course fee.

Text books and stationery

All apprentices can purchase their text books and stationery through our Administration Department

Refunds

Cancellations and Transfers

Where cancellation or transfer of credit advice is received **more than two weeks prior** to course commencement, students will be entitled to a full refund, or will be able to transfer to another program of the same fee at no additional cost.

Where cancellation or transfer advice is received **less than two weeks prior** to course commencement, then a \$50.00 administration charge will apply. Where students fail to attend courses without withdrawal advice, then full fees will apply.

Advice of withdrawal

Written advice of withdrawal is necessary to ensure you are eligible for refunds. The 'Fees and Charges Refund Request' form must be lodged within two weeks of the official withdrawal date.

Full refunds

Students who withdraw are entitled to a full refund of the applicable course fee, resource fee and other fees where:

- A course/qualification or unit of competency is cancelled or re-scheduled to a time unsuitable to the student;
- A student is not given a place due to maximum number of places being reached

Accountable officers can approve a full refund of fees at any time during delivery if a class is cancelled because of declining student numbers, no available trainer, or due to other circumstances caused by the RTO.

Part refunds

The Apprentice and Traineeship Company sets a census/withdrawal date for each unit at no less than 20% of its duration.

Students who withdraw for reasons other than those outlined above, and who lodge a withdrawal form before the census/withdrawal date for a unit will be eligible for a full refund of the course fee for the unit and 50% of the resource fee.

Pro rata refunds

Accountable officers can approve a pro rata refund of fees and charges at any time during the course of delivery if students withdraw for reasons of personal circumstances beyond their control, for example:

- Serious illness resulting in extended absence from classes
- Injury or disability that prevents the student from completing their program of study
- Other exceptional reasons at the discretion of the responsible officer (including cancellation of apprenticeship/traineeship).

In all cases, relevant documentary evidence (for example, medical certificate) is required.

Penalties

A penalty payment of \$200.00 may be incurred if an extension to the training program is required and/or extra assessments need to be conducted.

Skills Recognition

Credit Transfer – standard and non-standard exemptions

Students may be granted credit for the completion of formal accredited learning with a school, university or Registered Training Organisation (RTO). The transfer of credit provides the student with exemption(s) from relevant unit(s) of competency/module(s) within a course. Students are not charged for credit transfer. Proof must be presented upon application within 1 month of enrolment by completing the "application for credit transfer" along with your Statement of Attainment.

Recognition of Prior Learning (Skills Recognition)

Recognition of Prior Learning is the acknowledgment of skills and knowledge obtained through formal training or study including courses at school, college, adult education and training programs at work, work experience including paid and volunteer work, as well as life experience including skills attained through leisure pursuits such as musical, mechanical or linguistic abilities. Individuals enrolling in RPL are charged at the normal fee rate. For further information on RPL, contact your trainer or the Training Department on 9725 7911.

Recognition of Current Competencies

Recognition of Current Competencies (RCC) applies if a student has previously successfully completed the requirements for a unit and is now required to be reassessed to ensure that competency is being maintained. Students enrolling in RCC are charged at the current advertised fee rate.

Fee for Service

Fees will apply as per the published fees for the course at the time of enrolment, and a tax invoice will be issued upon payment.

All Fee for Service courses will be subject to the Refunds policy above.

Charges for specific services

Replacement of Statement of Attainment or Certificate

We will replace a Statement of Attainment or Certificate once we have received the application and payment.

Relevant legislation

Vocational Education and Training Act 1996

School Education Act 1999

Vocational Education and Training (Colleges) Regulations 1996

Vocational Education and Training (General) Regulations 2009

Review Date

This policy is to be reviewed by 31 December 2018 in line with the Department of Training and Workforce Development VET Fees and Charges Policy 2019.