

## NEW SOUTH WALES

### FEE STRUCTURE FOR GOVERNMENT SUBSIDISED COURSES

SportsReady Education is a Smart and Skilled Training Provider. This training is subsidised by the NSW Government. Eligibility criteria apply.

Further information about Smart and Skilled can be found at the [Smart and Skilled website](#) or by calling 1300 772 104.

### GOVERNMENT FUNDED TRAINEESHIPS COURSE LIST

Course Code	Course Name	PROGRAM		
		TR	FQ	SBT
<b>BSB20120</b>	Certificate II in Workplace Skills	✓		✓
<b>SIS30122</b>	Certificate III in Sport, Aquatics and Recreation	✓		
<b>BSB30120</b>	Certificate III in Business	✓		✓
<b>BSB40120</b>	Certificate IV in Business	✓		

NSW government subsidised programs:

- TR: Smart and Skilled Apprenticeship and Traineeship programs
- FQ: Smart and Skilled Entitlement Full Qualifications Program
- SBT: Smart and Skilled School Based Apprenticeship Program

### ELIGIBILITY CRITERIA FOR ALL SMART AND SKILLED PROGRAMS (EXCEPT APPRENTICESHIPS AND TRAINEESHIP PROGRAMS)

To be eligible for a government subsidised place, you must meet the Smart & Skilled eligibility requirements as follows:

At the time of enrolment,

- Lives or works in NSW (determined by postcode of the usual place of residence or place of work); or
- an Aboriginal or Torres Strait Islander student who does not live or work in New South Wales but lives in a specific defined interstate NSW border areas (contact Sportsready Education administration for these locations) is eligible for government-subsidised training under Smart and Skilled ; **and**
- Is:
  - An Australian citizen; or
  - A permanent Australian resident; or
  - A New Zealand citizen; or
  - A humanitarian visa holder or partner visa holder whose sponsor is a humanitarian visa holder; **and**
- is aged 15 years or older; **and**
- is no longer in secondary education – except for registered home school students

### ELIGIBILITY CRITERIA FOR SMART AND SKILLED ENTITLEMENT APPRENTICESHIP AND TRAINEESHIP PROGRAM

Additional to the criteria above, A person who is eligible to receive subsidised training in the Smart and Skilled Entitlement Apprenticeship and Traineeship Program is a person who:

- at the time of commencement as a NSW Apprentice or New Entrant Trainee and has an approved Training Contract in NSW; **and**

- b) the qualification that is being undertaken is on the NSW Skills List; **and**
- c) that qualification that is being undertaken is shown on their training contract.

Exception to the above: if a person is approved or registered as an Existing Worker Trainee, they will not be eligible to receive subsidised training in a Smart and Skilled Qualification that is associated with the Training contract for their existing worker traineeship, in relation to any Smart and Skilled Program.

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#### ELIGIBILITY CRITERIA FOR SCHOOL BASED APPRENTICESHIP AND TRAINEESHIP PROGRAM

Additional to the criteria above, To be eligible to be subsidised to undertake a qualification under the SBAT Program a student must:

- a. be undertaking a qualification listed on the NSW Skills List as an apprenticeship or traineeship qualification, **and**
- b. an approved or registered School Based Apprenticeship or School Based Trainee in NSW at the time of commencing the qualification, **and**
- c. have the qualification shown on their Training Contract.

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#### ELIGIBILITY FOR FEE CONCESSION/EXEMPTION:

**Concession fees:** Concession fees are discounted fees for a student who meets the criteria below. A concessions fee is a flat fee based on the qualification level.

A student who receives a specific Commonwealth Government welfare benefit or allowance (contact SportsReady Education Administration for more detail) is eligible for a concession fee for a qualification up to and including Certificate IV. The student must be in receipt of the specific benefit or allowance at the time of enrolment is eligible for a concession.

The concession fee is also available to a student who is a dependant of a person receiving a specified Commonwealth Government benefit or allowance. To be eligible for the concession the student must be a dependant of a person receiving the benefit or allowance at the time of enrolment.

There are no concessions for students enrolling in Diplomas or Advanced Diplomas.

An individual who is seeking a concession as a dependant of someone who is receiving a specific Commonwealth benefit or allowance must provide documentary evidence that Centrelink recognises the individual as a dependent. The evidence must clearly show the CRN of the benefit or welfare recipient (if you believe this applies to you, please speak with one of our friendly staff who will provide you with more information on the specific Commonwealth benefits and allowances).

If you believe you are eligible for a fee concession, please speak with one of our friendly staff who will provide you with more information on the fee concession criteria

**Note:** Tuition fee concession does not apply to students undertaking a qualification under a Fee For Service arrangement.

**Fee exemptions:** Students who fall into one of the following categories will qualify for fee-free training;

Note: A tuition *fee exemption* may only be granted to trainees enrolling into qualifications at the Certificate IV level and below

- I. Australian Aboriginal and/or Torres Strait Islander people  
An aboriginal or Torres Strait Islander student will be eligible for a fee exemption. Decent, self-identification or community identification is accepted as evidence of eligibility.
- II. A student with a disability  
A student will be eligible for a fee exemption on the basis of disability if the student is:
  - In receipt of the commonwealth government disability support pension, or

- Documentary evidence that is assessed by the Provider and demonstrates a clear additional need as a result of the student's disability.
- III. Dependant child, spouse or partner of a recipient of the Disability Support Pension.  
A student who is a dependant of a person with a disability will be eligible for a fee exemption on the basis of this category. These students will need to provide documentary evidence to show they are a dependant child, spouse or partner of someone who is receiving a Commonwealth Government Disability Support Pension.
- IV. Refugee or Asylum seeker (and eligible partners) – for training up to and including Certificate IV  
A refugee or asylum seeker ( and their eligible partner) will be eligible for a fee exemption for Smart and Skilled training up to a Certificate IV provided they hold or held a specific visa – Speak to SportsReady Education Administration for more details on specific Visas. These students will need to provide evidence of their visa documentation such as an ImmiCard
- V. Recipient of a Fee-Free Scholarship – training up to and including Certificate IV.  
A student undertaking a full qualification up to and including Certificate IV may be eligible for a Smart and Skilled Fee-free scholarship if they are:
  - Aged between 15 and 30(Inclusive) at the start of the training and eligible for a concession fee or
  - Meet the Out-of-Home Care definition at the time of enrolment and are:
    - a. Aged between 15-17 years and currently in out of home care; or
    - b. Aged between 18-30 years and previously in ut of home care; or
  - Aged 15 and over, and be able to disclose (self-declare) at enrolment that they meet the domestic and family violence definition – speak to SportsReady Education Administration for more information.

Current and valid evidence must be presented to the SportsReady Education enrolling officer and a copy of the evidence taken to support your eligibility for the fee concession.

**Note:** Tuition fee exemption does not apply to students undertaking a qualification under a Fee For Service arrangement.

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#### FEE FREE TRAINEESHIP INITIATIVE ELIGIBILITY

To be eligible for Fee Free Traineeship, you must meet all the standard eligibility criteria listed above as well as Smart and Skilled Eligibility requirements (as listed above) as well as meeting the following requirements.

- 1) Trainees who commence subsidised training for the first time on or after 1 January 2020
- 2) Trainees whose traineeship is cancelled and subsequently recommended a traineeship in the same vocation with a different employer, and recommence subsidised raining on or after 1 January 2020
- 3) Trainees whose traineeship is cancelled and subsequently commence a new traineeship in a new vocation with the same/different employer and commence in subsidised training on or after 1 January 2020
- 4) A trainee who has completed a traineeship and is undertaking a subsequent traineeship and is commencing the subsidised training in the subsequent traineeship on or after 1 January 2020

Students are eligible for a maximum of three fee-free traineeships under this initiative.

#### Exclusions

A trainee who commenced subsidised training prior to 1 January 2020 and subsequently, on or after 1 January 2020 recommences their subsidised training:

- a) With the same provider, and is employed by the same employer and in the same vocation, or
- b) Changes provider and remains party to a training contract with the same employer and in the same vocation

Is not eligible for fee-free training.

If you are not eligible for a government subsidised course you may be able to enrol as a fee for service student. Refer to the Eligibility For Fee For Service Training section below and the Fee For Service table in the New South Wales Fee Structure section of the website for indicative fees.

## FEE STRUCTURE FOR GOVERNMENT SUBSIDISED COURSES

SportsReady Education is a Smart and Skilled Training Provider. This training is subsidised by the NSW Government. Eligibility criteria apply.

Further information about Smart and Skilled can be found at the [Smart and Skilled website](#) or by calling 1300 772 104.

The qualifications listed in the table below are available under the Smart and Skilled Apprenticeships and Traineeships Program.

SportsReady Education is able to provide traineeships within the qualifications listed below in the following NSW regions: Capital Region / Central Coast / Central West / Coffs Harbour – Grafton / Far West and Orana / Hunter Valley excl Newcastle / Illawarra / Mid North Coast / Murray / New England and North West / Newcastle and Lake Macquarie / Richmond – Tweed / Riverina / Southern Highlands and Shoalhaven / Sydney.

We are unable to provide you with a funded traineeship in regions outside of those listed above. Please refer to the NSW eligibility document to ascertain your eligibility for a Government subsidised place. NSW eligibility document can be found [here](#).

If you are not eligible for a subsidised place, please refer to the Fee for Service course listing and fee rates on page 3.

The student tuition fees as published are subject to change given individual circumstances at enrolment.

TR: Smart and Skilled Apprenticeship and Traineeship programs					
Course Code	Course Name	Indicative scheduled hours	Indicative fee (Government subsidised) FIRST QUALIFICATION	Indicative fee (Government subsidised) SECOND QUALIFICATION	Indicative concession fee (Government subsidised)
BSB20120	Certificate II in Workplace Skills	340	\$0	\$0	\$0
SIS30122	Certificate III in Sport, Aquatics and Recreation	520	\$0	\$0	\$0
BSB30120	Certificate III in Business	480	\$0	\$0	\$0
BSB40120	Certificate IV in Business	490	\$0	\$0	\$0

\* The **First Qualification** column applies to students undertaking their first post school qualification.

\*\* The **Second or Further Qualification** column applies to students undertaking a second or further post school qualification

### NOTE: Credit Transfer (CT) and Recognition of Prior Learning (RPL).

Funded Trainees - where an eligible student is granted a CT or RPL for one or more units of competency, the qualification price will be adjusted and a new student fee determined.

## OTHER FEES AND CHARGES:

Re-issue of a Certificate / Testamur (includes statement of results/attainment)	\$50
Re-issue of Statement or Results / Attainment only	\$25

Re-issue of Workbooks (if workbook is lost or damaged)

\$15

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 PLEASE ENSURE YOU READ THE 'IMPORTANT NOTE' SECTION FURTHER BELOW.

#### FEE STRUCTURE FOR FEE FOR SERVICE COURSES

The student tuition fees are indicative only and subject to change given individual circumstances at enrolment.

Course Name	Course Code	Indicative Tuition Fee per Scheduled Hour	Indicative Scheduled Hours	Indicative Fee (Fee For Service) Excludes materials fee
Certificate III Sport, Aquatics and Recreation	SIS30122	\$6.92	520	\$3,600
Certificate IV in Sport, Aquatics & Recreation	SIS40122	\$6.61	590	\$3,900
Certificate IV Sport Development	SIS40421	\$9.40	415	\$3,900
Certificate II Workplace Skills	BSB20120	\$10	340	\$3,400
Certificate III Business	BSB30120	\$7.50	480	\$3,600
Certificate IV in Business	BSB40120	\$7.96	490	\$3,900

**NOTE:** The same hourly rate applies for Recognition of Prior Learning (RPL) and Credit Transfer (CT)

**No Concession rates are available for a Fee for Service course**

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**MATERIALS FEE\*:** \$200

\* Materials fees are paid for items used in the course which the student then owns

Each student will be provided with an itemised list of all fees and materials required (including tuition fees, materials fee) prior to enrolment. The itemised list will include the actual tuition fee per hour (including any Recognition of Prior Learning) that the student is being charged.

**NOTE:** The same hourly rate applies for Recognition of Prior Learning (RPL) and Credit Transfer (CT)

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#### OTHER FEES AND CHARGES:

Re-issue of a Certificate / Testamur (includes statement of results/attainment)	\$50
Re-issue of Statement or Results / Attainment only	\$25
Re-issue of Workbooks (if workbook is lost or damaged)	\$15

#### ELIGIBILITY FOR FEE FOR SERVICE TRAINING

##### To be eligible

- You must meet all pre-course requirements, (this could include Language, Literacy and Numeracy minimum standards and appropriate workplace/training requirements) including pre-requisites (if applicable to the course)
- You must not be visiting Australia on a Student Visa

For further information about our courses, please contact SportsReady Education on 03 8413 3528 or email [education@aflsportsready.com.au](mailto:education@aflsportsready.com.au)

#### IMPORTANT NOTE:

The Australian Skills Quality Authority (ASQA) standards require training organisations to charge no more than \$1,500 for enrolment fees prior to course commencement. This includes enrolment tuition and materials fees.

On enrolment, your first fee payment to SportsReady Education will not exceed \$1,500 and any further payments (generally after week eight (8) and week twelve (12) from course commencement) will not exceed \$1,500 in any one invoice.

The first \$1,500 fee invoice you receive, will be broken into a first payment of \$1,300 tuition fee and the \$200 material fee.

For third party payments (where an invoice will be paid by an employer) the full fee will be charged in one invoice at enrolment.

#### PAYMENT METHODS

You may pay fees and other enrolment-related charges by: EFT, Credit Card, Internet transfer or have us Invoice to a Third Party (Authority in writing must be provided) Note: cash is not accepted.

If you are unable to pay via EFTPOS or Credit Card, please contact SportsReady Education on (03) 8413 3528 to arrange an alternative method of payment.

#### WHEN TO PAY YOUR FEES

Fees must be paid as per the payment terms stated on invoices. Failure to adhere to the payment terms may result in suspension or cancellation of your attendance in the course until all outstanding fees are paid.

Non-payment of fees will also prevent you receiving on course completion, your Qualification Certificate / Testamur and or Statement of Results.

If you are having any difficulty with a payment, please contact SportsReady Education on

(03) 8413 3528 or email [education@aflsportsready.com.au](mailto:education@aflsportsready.com.au) to discuss alternative arrangements.

#### ENTITLEMENTS ON ENROLMENT AND PAYMENT OF FEES

Only when your enrolment is complete will you be entitled to:

- attend class
- sit for examinations
- receive educational awards

#### PRIVACY

SportsReady Education will at all times abide by our Consent Form: Disclosure of Personal Information form and the relevant Privacy Act

Information that you provide to us will at all times be dealt with in a confidential and private manner. All documentation provided to us for payment and eligibility purposes will be held in a secure manner and disposed of in accordance with the relevant Privacy Act.

For the full SportsReady Education Privacy policy please go to: <http://www.aflsportsready.com.au/privacy-policy>

## REFUNDS AND WITHDRAWALS

The refunds policy will be stated in the documentation supplied to participants prior to the commencement of the course.

A refund will only be issued under the following circumstances and in line with State regulations:

- Where a student notifies SportsReady Education in writing and/or completes a withdrawal form within four (4) weeks of the course commencement date
- Withdrawal forms can be obtained by contacting the Student Administration team on (03) 8413 3528
- Students who have overpaid an invoice issued to them and have proof of overpayment.
- Where the student pays fees in arrears and the course is cancelled by SportsReady Education prior to the course commencement date, all monies paid will be refunded;
- Where SportsReady Education is unable to deliver training as a Registered Training Organisation, any payments made in arrears will be refunded

**NOTE:** Where a participant commences a course and is unable to complete, no refund will be due.

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### WITHDRAWAL WITHIN FOUR (4) WEEKS OF THE COURSE COMMENCEMENT DATE

If a student withdraws within four (4) weeks of the course commencement date and has notified this withdrawal in writing, a full refund of the tuition fee paid for the course will be made. No further tuition fees will be charged for the course.

No refund of the materials fee paid will be available unless all issued work books are returned unused and in good condition.

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### WITHDRAWAL AFTER FOUR (4) WEEKS OF THE COURSE COMMENCEMENT DATE

If a student withdraws after four (4) weeks of the course commencement date, a refund will not be provided for any fees paid, however no further remaining tuition fees will be charged.

No refund of the materials fee paid will be available.

A refund of all or part of the fee or concession fee may be given in the following exceptional circumstances:

- you enrolled in a course that has been cancelled by the RTO
- you enrol in a course only to repeat a failed unit/module but are then granted a pass in that unit/module by an Assessment Review Committee
- you formally advise the RTO, before classes commence and with no attendance or participation in training, that you are withdrawing from the course
- the RTO delegate is of the opinion that you would be unreasonably disadvantaged if you were not granted a refund, for example if you meet with a serious misadventure and you were unable to continue your enrolment

A refund may also be given in other appropriate circumstances, such as:

- Extended hospitalisation or illness (2 weeks minimum) supported by a medical certificate and resulting in extended absence from classes. In this case a refund for the remainder of the course may be given

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### WHEN A REFUND IS NOT GIVEN

Circumstances not usually regarded as grounds for a refund include:

- job change
- change in work hours

- inconvenience of travel to college
- moving interstate
- redundancy/retrenchment

#### CONSUMER PROTECTION INFORMATION

SportsReady Education will ensure that all students and potential students are well informed of their rights and options for making a complaint or providing feedback about their training.

The SportsReady Education (AFL SportsReady) Grievances, Complaints and Appeals policy is available here, or by contacting our Student Administration on 03 8413 3528 or by emailing [education@afisportsready.com.au](mailto:education@afisportsready.com.au)

Information on the Smart and Skilled Consumer Protection strategy is available via:

- The Smart and Skilled website – [Consumer protection for students](#)
- Contacting the Smart and Skilled information hotline on 1300 772 104

#### WHAT NEXT?

To discuss enrolling in a course; or if you have any questions regarding

- eligibility for Government funding
- fees you may have to pay
- concession entitlement
- or a fee refund:

Please contact the SportsReady Education Student Administration team on (03) 8413 3528 or email [education@afisportsready.com.au](mailto:education@afisportsready.com.au)