

## VICTORIA

### FEE STRUCTURE FOR GOVERNMENT SUBSIDISED COURSES

To eligible students, this training is delivered with Victorian and Commonwealth Government funding.

Please refer to the eligibility section to ascertain your eligibility for a Government subsidised place. If you are not eligible for a subsidised place, please refer to the Fee for Service course listing and fee rates section below.

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

### GOVERNMENT FUNDED TRAINEESHIPS COURSE LIST

Course Name	Enrolment Type #	Course Code	Indicative tuition fee per scheduled hour	Indicative scheduled hours	Indicative fee (Government subsidised) <i>Excludes materials fee</i>	Indicative concession fee (Government subsidised) <i>Excludes materials fee</i>	Approximate Government contribution
<b>Certificate II in Workplace Skills</b>	Traineeship only	BSB20120	\$8.53	340	\$2,900	\$580	\$1,155.00
<b>Certificate III in Business</b>	Traineeship only	BSB30120	\$6.46	480	\$3,100	\$620	\$4,080.00
<b>Certificate III in Sport, Aquatics and Recreation</b>	Traineeship only	SIS30122	\$5.96	520	\$3,100	\$620	\$1,382.50
<b>Certificate IV in Sport Development</b>	Traineeship only	SIS40421	\$8.19	415	\$3,400	\$680	\$3,527.50

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

### 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.

### 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 GOVERNMENT SUBSIDISED TRAINING

Training is delivered to eligible students with Victorian and Commonwealth Government funding.

To be eligible for a Government subsidised place, you must meet the Skills First eligibility requirements outlined below.

### **Citizenship/residency**

A student must be either:

- a) An Australian citizen
- b) A holder of a permanent visa; or
- c) A New Zealand citizen,

### **Physically present in Victoria or a border region**

A student must be undertaking all training and assessment while physically present in

- a) The State of Victoria; or
- b) A border region with one of the following postcodes

NSW – 2546, 2548-2551, 2625-2633, 2640-2648, 2650, 2651, 2653, 2655, 2656, 2658-2660, 2700-2707, 2710-2717, 2720, 2730-2739

SA – 5262, 5263, 5267-5272, 5277-5279, 5290, 5291, 5302-5304, 5311, 5333, 5340, 5342-5345

### **The '2 Skill Sets in a year' and '2 AQF qualifications in a year' limits**

In a calendar year, a student may only commence a maximum of 2:

- a) Skills First subsidised skills sets; and
- b) Skills First subsidised programs that are AQF qualifications.

The following is not included in the above ruling;

- a) Transitioning from a supersede program to the current version of the same program
- b) Recommencing training in the same program (with either the same or a different provider)
- c) Enrolling in an Apprenticeship (not traineeship) after having participated in one of the programs identified as a 'Pre-apprenticeship and Pathway Program' – refer to Funded Programs Report
- d) Participation in the '22510VIC – Course in Identifying and Responding to Family Violence
- e) Participation in Literacy and Numeracy Support Units.

### **The '2 at a time' limit**

A student may only commence a maximum of 2 Skills First subsidised programs at any one time.

The following is not included when determining this limit:

- a) '22510VIC – Course in Identifying and Responding to Family Violence Risk'; or
- b) Literacy and Numeracy Support Units.

### **Eligibility exemptions**

Government initiatives and programs where eligibility exemptions may be granted include:

- I. Asylum Seeker VET Program
- II. Delivery of training to support the 10-year industry plan for family violence prevention and response
- III. Skills First Youth Access Initiative

### **Eligibility Exclusions**

A student is not eligible for Skills First subsidised training if they are:

- a) enrolled in a school (unless they are a School Based Apprentice/Trainee). This includes:
  - I. any government, non-government, independent or Catholic school; or

- II. a student registered for home schooling in Victoria;
- b) A prisoner held at a prison within the meaning of the Corrections Act 1986 (Vic);
- c) Detained under the Mental Health Act 2014 (Vic), the Crimes (Mental Impairment and Unfitness to be Tried) Act 1997 (Vic) or the Sentencing Act 1991 (Vic) at the Thomas Embling Hospital; or
- d) Detained (other than on weekend detention) under the Children, Youth and Families Act 2005 (Vic) or the Sentencing Act 1991 (Vic) or held on remand in a youth justice facility.

The exclusions described above do not apply to individuals who are:

- a) either:
  - I. young people on community based orders made under the Children, Youth and Families Act 2005 (Vic); or
  - II. individuals held in Judy Lazarus Transition Centre; and
- b) able to physically access training outside of a custodial setting without supervision.

#### **Additional Apprentice/Trainee Eligibility Requirements**

To be eligible for training subsidised through the *Skills First* Program as an Apprentice or Trainee you must be:

- a) employed in Victoria in either a full time or part time capacity under an award or registered agreement;
- b) undertaking an Approved Training Scheme; and
- c) a signatory to a Training Contract with their employer which is registered with the VRQA;

Note: Individuals under 17 years of age (excluding School Based Apprentices and Trainees) must have received an exemption from school attendance in order to be eligible for Skills First subsidised training.

For more information about the Skills First Program, visit: <https://www.vic.gov.au/skills-first>

#### **Eligibility for fee Concession**

To be eligible for a concession on your tuition fee (only applies to enrolments in courses at the Certificate IV level and below), prior to the commencement of training, you will need to hold a current and valid:

- a) Health Care Card issued by the Commonwealth;
- b) Pensioner Concession Card; or
- c) Veteran's Gold Card.

The concessions above also apply to a dependant spouse or dependant child of a card holder.

Asylum Seeker VET Program students enrolments in a Skill Set or a program at Certificate IV level and below will be eligible for concession on the tuition fee if they self-refer and are eligible to participate in the Asylum Seeker VET program or are referred to training by the Asylum Seeker Recourse Centre or the Australian Red Cross.

Current and valid evidence for concession, such as a Health Care Card should be presented and valid at the time of enrolment, but no later than 20th December of the enrolling calendar year noting the evidence must still have been current at the time of first engagement. Students without evidence for concession must pay the non-concession rate until concession evidence is provided. Healthcare Card information, including how to apply for a Health Care Card is available at: <http://www.humanservices.gov.au/>

The concession rate will be 20 per cent of the standard tuition fee charged to a non-concession funded student.

#### **Eligibility for fee Waiver/Exemption:**

Students will be eligible for a fee waiver/exemption in the following circumstances:

- if from the Judy Lazarus Transition Centre
- if required to do training with a Young people on community based orders
- if student is referred to training by the Department of Families, Fairness and House, the Department of Justice and Community Safety or a referring Agency as part of the Youth Access initiative
- if the student identifies as being of Aboriginal or Torres Strait Islander decent as part of the Skills First Aboriginal Access fee waiver initiative

There are specific requirements relating to fee waivers. If you believe you are eligible for a fee waiver, please contact SportsReady Education on (03) 8413 3528.

Note: Evidence of eligibility and for concession must be sighted in person and a copy made, or a copy provided to SportsReady Education, which is a certified copy of the original documents.

Evidence entitling you to a fee concession or fee waiver/exemption MUST be valid and presented at the time of enrolment and a copy provided for verification.

If you are not eligible for a Government subsidised course you may be able to enrol as a fee for service student. Please see the fee for service table in the Victorian Fee Structure section of the website for indicative fees.

#### IMPORTANT NOTE:

**Enrolment into a government subsidised course may affect your eligibility for future government subsidised courses. It is important that you fully understand the requirements under the Skills First Program.**

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 Sports, Aquatics and Recreation	SIS30115	\$7.80	461	\$3,600
Certificate IV in Sports, Aquatics and Recreation	SIS40122	\$7.60	513	\$3,900
Certificate IV Sport Development	SIS40421	\$9.40	415	\$3,900
Certificate II Workplace Skills	BSB20120	\$10.00	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**

**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)

#### OTHER FEES AND CHARGES:

Re-issue of a Certificate / Testamur (includes statement of results/attainment)	\$50
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#### 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@afisportsready.com.au](mailto:education@afisportsready.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.afisportsready.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/retranchment

#### 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)