



Government of **Western Australia**  
Department of **Training**  
and **Workforce Development**

## **VET FEES AND CHARGES IN 2012**

**EFFECTIVE: 1 JANUARY 2012**

***(Version 1.0)***

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## 1 POLICY STATEMENT

Fees and charges for students undertaking publicly funded vocational education and training (VET) in Western Australia must be collected in accordance with the provisions of the *Vocational Education and Training Act 1996*, *Vocational Education and Training (Colleges) Regulations 1996* and/or, where appropriate, as specified in contractual arrangements with training providers.

## 2 BACKGROUND

In 1992, the Western Australian (WA) Government introduced fees for publicly funded VET on the basis that as the main beneficiaries of training, students should contribute toward the costs of that training. These fees are not based on cost recovery principles. They contribute only a small percentage of the total cost of training in WA.

This document sets out the statutory and provider-based fees and charges that apply to training and skills recognition funded by the WA Department of Training and Workforce Development (the Department) and delivered by Registered Training Organisations (RTOs) from 1 January 2012. It outlines the procedures governing the administration of these fees and charges.

## 3 SCOPE

The policy applies to all RTOs that deliver publicly funded VET, and encompasses the following fees and charges:

- units of competency;
- modules from within an accredited course;
- qualifications from the Training Packages the Department has agreed to fund;
- accredited award courses; and
- access and bridging courses.

## 4 DEFINITIONS

### 4.1 ACCOUNTABLE OFFICER

Managing Directors in the case of State Training Providers and other VET institutions, and the Chief Executive (or equivalent) in the case of other RTOs with whom the Department has a contract for the delivery of training services.

### 4.2 REGISTERED TRAINING ORGANISATION (RTO)

A state training provider or other training organisation registered with a state or territory registering authority, including an enterprise training their own employees, with which the Department has a contract for the delivery of training services.

### **4.3 JOB SERVICES AUSTRALIA PROVIDER**

An organisation contracted by the Department of Education, Employment and Workplace Relations to provide job support services to job seekers.

### **4.4 STATE TRAINING PROVIDERS**

State training providers were previously known as TAFE colleges.

### **4.5 UNEMPLOYED PERSON**

A person who holds:

- a Health Care Card issued by Centrelink with the code “NS” that identifies the person as being in receipt of the Newstart Allowance; or
- a Health Care Card issued by Centrelink with the code “YA” that identifies the person as being in receipt of Youth Allowance and a job seeker; or
- a Job Services identification card issued by Centrelink or by a Job Services Australia provider that includes a job seeker identification number.

### **4.6 SECONDARY VISA HOLDER**

Can be a member of the family unit, an interdependent partner, or a dependent child of the interdependent partner.

### **4.7 SEMESTER**

The six-month period that contains the study start date of a unit in which the student is enrolled.

### **4.8 UNIT**

The component of a course (i.e. a unit or module) in which VET on a discrete subject is provided in accordance with the specifications of the unit or module to students enrolled in the course.

## **5 RELEVANT LEGISLATION OR AUTHORITY**

*Vocational Education and Training Act 1996*  
*Vocational Education and Training (Colleges) Regulations 1996*

### **5.1 RELATED DEPARTMENT POLICIES**

*Ministerial Guidelines Relating to Commercial Activities by Public Training Providers 2009*

## **6 PROCEDURES**

### **6.1 FEE STRUCTURE**

RTOs must charge students fees where applicable. Fees may only be waived in cases of severe financial hardship (refer to Section 6.6.3 for further information).

Enterprise RTOs who elect to pay the fees on behalf of their employees must have an approved and documented process detailing how this will be managed.

### 6.1.1 COURSE FEE - VOCATIONAL COURSES/QUALIFICATIONS

A course fee is the sum of fees for all units that a student enrolls in. Students pay one of four fees per unit (Band 1, Band 2, Band 3, or Band 4) based on the number of hours assigned to each unit, as set out in the course outline defined in the State Training and Recognition System (STARS) – refer to Table 1 below.

A concession rate is available (see Section 6.3.1 for details on concessions).

Trainees are required to pay course fees regardless of mode of delivery, including training that is 100% on-the-job.

#### WHAT ABOUT A FULL YEAR ENROLMENT?

If a student elects to complete two semester enrolments, the maximum course charge will be \$1212 (\$606 concession) for the full year.

For a full year or annual enrolment, each semester component must not exceed \$606 (\$303 concession).

Table 1: Course Fees for a Semester

CATEGORY OF ENROLMENT	UNIT FEE FOR TRAINING	SEMESTER MAX FOR TRAINING
<b>Category A (Vocational) Courses</b>		
<b>Non-Concession Student</b>		\$606.00
Band 1: Units between 1 and 14 hours	\$16.00	
Band 2: Units between 15 and 24 hours	\$34.00	
Band 3: Units between 25 and 50 hours	\$66.00	
Band 4: Units with 51 hours or more	\$128.00	
<b>Concession Student</b>		\$303.00
Band 1: Units between 1 and 14 hours	\$8.00	
Band 2: Units between 15 and 24 hours	\$17.00	
Band 3: Units between 25 and 50 hours	\$33.00	
Band 4: Units with 51 hours or more	\$64.00	
<b>Category B (Access and Bridging) Courses</b>		
Flat fee of \$25 per semester		\$25.00

### 6.1.2 COURSE FEE - ACCESS & BRIDGING COURSES/QUALIFICATIONS

Students enrolling in access and bridging courses:

- pay a flat fee of \$25.00 per semester; and
- may pay a resource fee.

Where students enrol in an access and bridging course as a component of, or adjunct to, a vocational course enrolment, the flat semester fee for access and bridging courses will not be charged.

### 6.1.3 RESOURCE FEE

The resource fee covers materials purchased by the RTO to be consumed or transformed by students in the course of instruction. The resource fee also covers internet charges and other services utilised by the students in the course of instruction.

Any equipment that will be retained by the student as his or her own personal property must be purchased separately by the student.

Students will not be charged for leasing, purchase or depreciation of equipment or general infrastructure. Excursions will be charged to students as they arise.

Any increases to the resource fee must not exceed a Perth consumer price index (CPI) increase of 2.58%. Where appropriate, accountable officers may apply a resource fee to new or existing courses where they have not previously applied.

Resource fees must be published by providers prior to the commencement of the academic year. Accountable officers must be able to substantiate fees.

Trainees and apprentices are not exempt from resource fees. However, RTOs must provide Training Record Books to trainees and apprentices free of charge.

#### **Guideline**

*Where resource fees are calculated on a course/qualification basis, and the student is not enrolled for the full course/qualification, a pro-rata adjustment should be made based on the student's enrolment.*

### 6.1.4 OTHER FEES

Other fees must be published by providers prior to commencement of the academic year. Accountable officers must be able to substantiate fees.

#### **Guideline**

*In addition to the fees outlined above, RTOs may levy other fees to recover the cost of other items and services provided by the RTO (for example, parking and security passes).*

## 6.2 CALCULATING FEES

The fee applicable is from the start date of the unit in which the student is enrolled.

If a concession is to be applied (refer to Section 6.3.1), this relates to the date of enrolment. A student is considered to be concessional for a semester should any concessional enrolment exist within that semester.

To ensure consistency, adjustments will not be made to fees to reflect variations in timetabling or in instances where students complete a course/qualification or unit in less time than that specified in the course outline defined in the State Training and Recognition System (STARS).

Students enrolling in a publicly funded course are charged according to the same fee structure regardless of mode of delivery, including:

- local face to face class;
- remote live electronic conferencing;
- self paced – scheduled and unscheduled;
- external studies;
- workplace learning;
- video / television based learning; and
- online learning.

## 6.3 FEES FOR SPECIFIC STUDENT GROUPS/COURSES/QUALIFICATIONS

### 6.3.1 CONCESSIONS ON VOCATIONAL COURSES/QUALIFICATIONS

The following students are entitled to the concession rate on course fees:

- 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) Persons who have reached the age of 15 but who have not reached 18 years of age, and who are not due to reach 18 years of age in the calendar year for which they enrol (that is, for study in 2012, year of birth must be 1995, 1996 or 1997).

Proof of eligibility for concession must be shown at the time of enrolment. For online or self enrolments where a concession is claimed, proof-of-concession checks by RTOs will be carried out at a later date.

### 6.3.2 UNEMPLOYED PERSONS

Unemployed persons enrolling in a vocational course are exempt from the course fee if they enrol before 30 June 2012. Normal full or concession rates apply after this date. The exemption only applies for:

- one semester if the course is completed within that semester; or
- a maximum of two semesters for the same course.

Proof of eligibility for the unemployed exemption must be shown at the time of enrolment.

#### **Guideline**

*Refer to Section 4.5 for a definition of an unemployed person.*

### 6.3.3 TEE COURSES

Students enrolling in TEE courses are exempt from the course fee.

#### 6.3.4 VET IN SCHOOLS

Secondary school students undertaking VET courses, including apprenticeships and traineeships, as part of a publicly funded VET in Schools program are exempt from course and resource fees.

#### 6.3.5 INTERSTATE STUDENTS

Students residing in other Australian States or Territories are charged at fee-for-service rates, with no specified maximum.

#### 6.3.6 INTERNATIONAL STUDENTS AND TEMPORARY RESIDENTS

International students and some temporary residents are charged at rates determined by Education and Training International Western Australia.

Persons holding a temporary visa of sub-class 309, 310, 820, 826, 851 or secondary holders of a temporary visa of sub-class 457 are to be treated as Australian residents for fee charging purposes and are also eligible for fee waivers and concessions.

**Guideline**

*Refer to Section 4.6 for a definition of a secondary visa holder.*

*For further information, please contact Education and Training International on (08) 9218 2100 or make an enquiry at <http://www.eti.wa.edu.au/enquiries.html> .*

#### 6.3.7 ADULT MIGRANT ENGLISH PROGRAM

The Adult Migrant English Program is funded by the Department of Immigration and Citizenship. It provides English language tuition to eligible newly arrived migrants and refugees, delivered through TAFE colleges.

Refugees undertaking the course are fully funded by the Commonwealth Government. Migrants assessed offshore are required to pay for the course prior to entry to Australia. Students undertaking the Adult Migrant English Program are exempt from further fees and charges.

#### 6.3.8 CHILDREN'S SERVICES COURSES

Students enrolling in either a Diploma of Children's Services or an Advanced Diploma of Children's Services are exempt from the course fee.

This exemption applies from 1 January 2009 to government training providers including any state training provider or university accredited to deliver these courses.

### 6.4 NON-STANDARD ENROLMENTS

#### 6.4.1 MULTIPLE ENROLMENTS

Where students enrol in vocational courses/qualifications at different campuses or RTOs, the total course charges will not be greater than the maximum charges prescribed in Section 6.1.

Where students enrol in access and bridging courses at different campuses or RTOs, a flat fee of \$25.00 per semester will only be charged to students once.

Where students enrol in a category B course in addition to a category A course, and the category B course relates to, or is a component of the category A course, the flat fee is not charged.

The student must provide proof of any previous enrolment, and a copy should be retained by the RTO for audit purposes.

#### 6.4.2 ENROLLING IN A PART OF A UNIT

Students enrolling for only part of unit are required to pay the same fees as would have applied had they enrolled in the full unit. This does not apply where a substantial part of the unit is delivered on a fee-for-service basis.

#### 6.4.3 ENROLLING FOR ASSESSMENTS (EXAMINATIONS) ONLY

Students enrolling for examination or assessment only, may be required to pay an assessment entry charge of \$20 per unit. No other fees apply.

Students who have already paid the maximum course fee for the semester are not required to pay this charge.

#### 6.4.4 RE-ENROLLING OR STUDYING MULTIPLE CLASSES OF THE SAME UNIT

Students wishing to enrol in a unit, in which the student has already obtained a pass, may do so only with the approval of the accountable officer. These enrolments will not be publicly funded.

#### 6.4.5 FEES CHARGEABLE BY STATE TRAINING PROVIDERS

Fees for re-enrolments and multiple classes are now governed by the *Ministerial Guidelines Relating to Commercial Activities by Public Training Providers 2009*.

State training providers should refer to the *Ministerial Guidelines Relating to Commercial Activities by Public Training Providers 2009* for further information.

#### 6.4.6 FEES CHARGEABLE BY OTHER RTOs

Where the accountable officer has given approval, the cost of the unit will be charged at the same hourly rate as for fee-for-service courses, with no specified maximum.

If a student enrolls in multiple classes in the same unit within the same enrolment period, these additional classes will also be charged at the same hourly rate as for fee-for-service courses.

#### 6.4.7 REMOTE ASSESSMENT SUPERVISION

Where a student is remotely enrolled in a course/qualification but sits an assessment with another RTO that is situated in geographic proximity, a remote assessment fee of \$50 will be applied. In the case of trainees and apprentices this fee will be paid by the Department.

## 6.4.8 CHARGES FOR STUDENTS TRANSFERRING TO OTHER RTOs

Where a student or a block of students transfers to another RTO, the new RTO will have course and resource fees transferred in full from the RTO from which the student(s) has transferred, if the program of study has not been commenced.

In all other circumstances, the new RTO may seek a pro rata transfer, based on elapsed time, of course and resource fees from the RTO from which the student(s) has transferred. Transfers of fees are to be managed on an RTO to RTO basis.

In cases where the resource fee at the RTO to which the student is transferred is greater than at the first place of enrolment, the new RTO may charge the difference.

Proof of previous enrolment must be provided by the student and retained by the RTO for audit purposes. Details of transfers must be retained by both RTOs for audit purposes.

## 6.5 SKILLS RECOGNITION

### 6.5.1 RECOGNITION OF PRIOR LEARNING

Recognition of prior learning (RPL) involves the assessment of previously unrecognised skills and knowledge an individual has achieved outside the formal education and training system in respect of a specific unit. RPL is an assessment process that assesses the individual's non-formal and informal learning to determine the extent to which that individual has achieved these required learning outcomes or competency outcomes. From an end-user perspective the result from RPL is indistinguishable from the recognition awarded when an individual undertakes training to achieve unit(s) or a complete qualification/course.

Students enrolling in RPL for vocational courses pay the unit fees prescribed in Section 6.1, to a maximum course fee of \$606 (\$303 concession) per semester.

If a student undertakes training additional to the RPL enrolment, the combined course fee for RPL and training must not exceed \$606 (\$303 concession) per semester. Students undertaking training in conjunction with RPL are still liable for resource fees for the training component.

A student who has previously enrolled in a unit resulting in RPL not being granted and seeking to enrol in the same unit as a standard enrolment must pay the relevant fees for that unit.

### 6.5.2 RECOGNITION OF PRIOR LEARNING FOR ACCESS AND BRIDGING COURSES

No charge is to be levied for students seeking RPL assessment within access and bridging courses.

### 6.5.3 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 (e.g. by a licensing authority) to be reassessed to ensure that competency is being maintained. Students enrolling in RCC are charged at the same rate as fee-for-service courses.

#### 6.5.4 CREDIT TRANSFER

The transfer of credit provides the student with exemption(s) from relevant unit(s) within a qualification. Credit transfer does not involve an assessment of the student's knowledge or skills – it is an assessment of the credentials of the formal accredited learning presented against the destination course to determine the extent to which it is equivalent to the required learning outcomes, competency outcomes, or standards in a qualification. Students are not charged for credit transfer.

**Guideline**

*Students may be granted credit for the completion of formal accredited learning with a school, university or RTO.*

#### 6.6 PAYMENT OF FEES AND CHARGES

Enrolment is not complete until statutory and RTO based fees and charges are paid, deferred payment arrangements have been made or fees and charges have been waived.

Irrespective of payment option, details of all student enrolments must be retained for audit purposes.

##### 6.6.1 PAYMENT OPTIONS

Apprentices and trainees are to be treated the same as other students and are legally liable to pay fees.

On enrolment, students will take up one of the following payment options:

- a) pay the full amount of fees and charges;
- b) present a signed authority from an employer to invoice that employer for the student's fees and charges;
- c) make application on the grounds of financial hardship to pay by instalments and pay a deposit to a maximum of \$100;
- d) make application on the grounds of severe financial hardship for fees and charges to be waived; or
- e) for students who have fallen behind in their instalments during the previous semester, the RTO may work out with the student an appropriate arrangement to pay the amount outstanding, plus the fees and charges for the next semester. If this can be arranged, the student may be enrolled.

Students who fail to take up one of the above options must not be enrolled.

##### 6.6.2 PAYMENT BY INSTALMENT

In cases of financial hardship, students must be given a minimum of eight weeks from the commencement of semester to finalise payment, which may include payment by instalments.

Accountable officers should use their discretion in application of this instruction by formulating the payment by instalments to more appropriately match the particular training program. In some cases, sponsorship arrangements may be made. Details of the student's enrolment and details of why deferred payment was granted must be retained for audit purposes.

### 6.6.3 WAIVING OF CHARGES

In cases of severe financial hardship, accountable officers may waive all fees and charges. Details of the student's enrolment and grounds for waiving of fees and charges must be retained for audit purposes. RTOs are expected to have in place formal processes for the waiving of fees and charges.

### 6.6.4 DEBT RECOVERY PROCEDURES

Where approval has been given for a student to pay by instalment, the RTO is responsible for the collection of outstanding fees and charges. Fair and adequate recovery procedures should be in place to manage the collection and recovery of monies.

## 6.7 REFUNDS

RTOs are required to make public all policy relating to refunds.

### 6.7.1 ADVICE OF WITHDRAWAL

Students must be advised that written advice of withdrawal is necessary to ensure they are eligible for refunds.

Requests for refunds must be lodged within two weeks of the official withdrawal date.

### 6.7.2 FULL REFUNDS

Students who withdraw are entitled to a full refund of fees and charges where:

- a course/qualification or unit 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; or
- a student accepts an offer of a place in a university. In this situation, students must provide a copy of the letter of offer with their refund application.

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 lecturer, or due to other circumstances caused by the RTO.

### 6.7.3 PART REFUNDS

Students who withdraw for reasons other than those outlined above, and who lodge a withdrawal form prior to or within four weeks of commencing their unit or their program of study or before 25% of delivery has been concluded (whichever is sooner) will be eligible for a full refund of their course fee and 50% of the resource fee paid.

#### 6.7.4 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; or
- other exceptional reasons at the discretion of the accountable officer.

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

Details of all refunds should be retained for audit purposes, and the enrolment form annotated to show that a refund has been given.

#### 6.7.5 REFUNDS FOLLOWING RE-MARKING

Students requesting a re-mark of their assessment should do so within four weeks of the date of publication of the results. Should a 'Not Yet Competent' candidate achieve an outcome of 'Competent' on a re-marking of the assessment, the \$25 re-marking charge is to be refunded.

The \$50 charge for reporting on assessments is not refundable.

### 6.8 INCIDENTAL CHARGES

#### 6.8.1 INCIDENTAL CHARGE MAXIMUM FEE

- a) Late entry to assessments \$25.
- b) Special deferred assessment – each unit \$25.
- c) Assessment only, and assessment held in normal assessment period – each unit \$20.
- d) Assessment only, and assessment not held in the normal assessment period – each unit:
  - i) Setting of paper by assessor (shared equally between candidates) \$150.
  - ii) Marking of paper by assessor (each candidate) \$10.
  - iii) Supervision of assessment (each candidate) \$50.
  - iv) RTO administration costs (each candidate) \$50.
  - v) Assessment administration costs (each candidate) \$50.
- e) Re-marking of assessment – each unit \$25.
- f) Report on assessment – each unit \$50.
- g) Replacement of award/qualification/academic record \$50.
- h) Re-issue of academic statement
  - i) Results on computer network \$20.
  - ii) Results on microfiche \$30.
- i) Re-issue of non-current enrolment form \$20.
- j) Remote assessment supervision \$50.

## 7 FURTHER INFORMATION

This policy:

- Department of Training and Workforce Development  
Policy, Planning and Research  
Optima Centre, Building B  
OSBORNE PARK WA 6017  
Phone: (08) 6551 5506  
Email: [Justin.overman-edmiston@dtwd.wa.gov.au](mailto:Justin.overman-edmiston@dtwd.wa.gov.au)

International students and temporary residents:

- Education and Training International  
Phone: (08) 9218 2100  
Web: <http://www.eti.wa.edu.au/>  
Email: [study.eti@dtwd.wa.gov.au](mailto:study.eti@dtwd.wa.gov.au)

Recognition of overseas qualifications:

- Career Centre  
Phone: (08) 9224 6500 or 13 23 98  
Web: <http://trainingwa.wa.gov.au/careercentre/>  
Email: [Career.Centre@dtwd.wa.gov.au](mailto:Career.Centre@dtwd.wa.gov.au)