

## Fee Structure

(Effective from 6 Nov 2019)

### Fee Policy

Centre of Professional Learning and Education (CPLÉ) is entitled to charge fees for services provided to students undertaking a course of study. These fees are for items such as course materials and resources, administrative services, student services and training and assessment services. Fees that are charged are mandatory and are at the direction Communities@Work and Skills Canberra who manage Commonwealth and ACT funding directed to VET Programs in the ACT.

The student will be invoiced administration fees directly unless an employer is paying for administration fees on behalf of the student. Students who meet the eligibility of a fee waiver will not be charged administration fees and a fee waiver will be granted.

Fees are non-negotiable and will be charged in all cases, even if there is no completion of a qualification. Once the student enrolment form is submitted the student and/or employer are responsible for the payment of respective fees. Testamur's and statements of attainment (SOA) will not be issued until administration fees are paid in full.

CPLÉ complies with Clause 7.3 'Protect prepaid fees by learners' from Standard 7 of the Standards for Registered Training Organisations 2015. To meet this CPLÉ will not;

- accept an initial payment of more than \$1,500 from each student prior to the commencement of their course
- collect subsequent payments that equal more than \$1,500 from students in advance, following commencement of the course and are based on the costs of your training and assessment which is yet to be delivered.

### Refund Policy

Fees are non-negotiable and will be charged in all cases, even if there is no completion of a qualification. Any request for refunds must be made in writing via email or letter to [cple@commsatwork.org](mailto:cple@commsatwork.org) or PO BOX 1066, Tuggeranong, ACT 2900. Students will be required to complete a *Refund Request Form* and should state their reasons for requesting the refund and attach any relevant documentary evidence such as a medical certificate. You will be advised of the outcome of your request for a refund in writing within 10 days and all refunds will be processed within 28 days of the date advising you of the outcome of your request.

Refunds will not be issued after course commencement in the case of:

- change in work hours
- moving interstate
- job change or retrenchment
- lack of progress towards qualification

A full refund of fees may be approved in extenuating circumstances if:

- a course has been cancelled by us
- you give written notice of withdrawal prior to commencement of a course
- you are unable to attend due to hospitalisation, illness, childbirth, etc. and can verify the circumstances with a doctor's certificate

**User Choice Funding Fees:**

User Choice Funded Qualifications		Administration Fee	Completion Payment
<b>Student Administration Fees</b>	CHC30113 Certificate III in Early Childhood Education and Care	<b>\$400.00</b>	<b>\$300.00*</b>
	CHC50113 Diploma of Early Childhood Education and Care	<b>\$500.00</b>	<b>\$300.00*</b>

**Skilled Capital Funding Fees:**

User Choice Funded Qualifications		Administration Fee	Completion Payment
<b>Student Administration Fees</b>	CHC30113 Certificate III in Early Childhood Education and Care	<b>\$500.00</b>	<b>\$300.00*</b>
	CHC50113 Diploma of Early Childhood Education and Care	<b>\$850.00</b>	<b>\$300.00*</b>

**Fee Concessions/Waivers:**

Concessions and fee waivers only apply to administration fees through the User Choice and Skilled Capital funding arrangements. Fee for Service paying students are not eligible for a fee waiver or concession.

A fee concession is available to eligible students if they hold a current and valid;

- Australian Government Health Care Card
- Australian Government Low Income Health Care Card
- Australian Government Pensioner Concession Card
- Veteran’s Gold Card

To assess your Fee Waiver eligibility, you will be required to provide CPLE with a copy with one of the above concession cards during you’re pre-enrolment process.

## Qualification Completion Payment:

Payment of the completion payment is subject to student eligibility criteria, as set out in the ACT Standard Compliance Guides for Australian Apprenticeships. The amount quoted is to be used as a guide only. The completion payment will be paid directly to the student upon completion of the qualification and a survey issued by Skills Canberra. Students will be eligible to receive the completion payment for up to one (1) year after successful completion of the qualification, provided up to date email address and bank account details are confirmed within your AVETARS account.

*\* A student enrolled through User Choice funding arrangements is not eligible for a completion payment where more than 50% of the units are completed through RPL. Where a proportion of units have been issued through credit transfer, this may impact on eligibility for the completion incentive.*

*\* A student enrolled through Skilled Capital funding arrangements is not eligible for a completion payment where more than 50% of the units are completed through RPL and/or credit transfer.*

## Payment Plans:

Payment plans are available where fees can be paid off through instalments by signing a payment plan arrangement during the enrolment process. These can be completed through two deduction options; direct debit or credit card. Please refer to the example fee schedule table below for some of our available options.

Example of Fee Schedule (Payment Plan)		Administration Fee
Payment Plans	<b>Fee Schedule 1:</b> Upfront payment	<b>\$400.00</b> <i>(total of 1 payment)</i>
	<b>Fee Schedule 2:</b> Over 2 fortnights	<b>\$200.00</b> <i>(total of 2 payments)</i>
	<b>Fee Schedule 3:</b> Over 5 fortnights	<b>\$80.00</b> <i>(total of 5 payments)</i>

*\* Payment plan fee schedules vary for Fee for Service and Skilled Capital funding arrangements.*

**Additional Fees:**

Text Book Resource		Text Book Fee
<b>ADDITIONAL FEES</b>	The Early Childhood Educator text book is an optional resource you can access that aligns with the required core units of competency, for both the Certificate III and Diploma qualifications. This resource is designed to support students' learning with content and activities at a Certificate III and Diploma level. The text book enables the essential skills and knowledge that is necessary to be an effective early childhood educator.	\$100
First Aid		First Aid Fee
<b>ADDITIONAL FEES</b>	<p>HLTAID004 Provide an emergency first aid response in an education and care setting <i>The cost of your first aid certificate is not covered in the student admin fees above and an additional fee will be charged if you are required to complete First Aid as a part of this qualification. It the responsibility of the student to book and pay for this course if you do not hold a current First Aid certificate.</i></p> <p><small>* First Aid is delivered through a third party arrangement with St John Ambulance Australia (RTO 88041).</small></p>	\$100
Recognition of Prior Learning (RPL)		RPL Fee
<b>ADDITIONAL FEES</b>	If you choose to apply for RPL, you will be provided with an RPL tool kit that you will be required to use. The kit will assist you in collecting all of the evidence you will need to provide us in order for your RPL application to be assessed. This will determine if you meet the eligibility to receive RPL for your chosen qualification. A trainer/assessor will also be available to assist you in this process.	<b>\$350.00*</b> <i>(per unit of competency)</i>

**Student Government Incentives:**

Youth Allowance, Austudy or ABSTUDY

Australian Apprentices may also be eligible to access fortnightly payments delivered by Centrelink:

- Youth Allowance for Australian Apprentices aged 16-24;
- Austudy for Australian Apprentices aged 25 and over;
- ABSTUDY for Australian Apprentices of any age and who are Indigenous Australians.

Further information about these payments is available from the Department of Human Services on 13 24 68 or [www.humanservices.gov.au](http://www.humanservices.gov.au)

**Employer Government Incentives:**

Payment of employer incentives with employees enrolled through User Choice Funding arrangements, is subject to employers and Australian Apprentices eligibility criteria as set out in the Australian Apprenticeships Incentives Program Guidelines (AAIP).

The amount quoted above is for a full time employee who is classified as a new worker or existing worker under the Australian Apprenticeships Scheme, and is to be used as a guide only. For eligible employee’s incentives, payment is made directly to the employer.

For further information on available classifications and Australian Government incentives, please visit the Australian Apprenticeships website <http://www.australianapprenticeships.gov.au/>.

Incentive Payments (User Choice)	Employer Incentives (New Worker)			
		Employer Commencement Incentive*	Employer Completion Incentive*	Total Employer Government Incentive*
	CHC30113 Certificate III in Early Childhood Education and Care	\$1,500.00	\$2,500.00	\$4,000.00
CHC50113 Diploma of Early Childhood Education and Care	\$1,500.00	\$2,500.00	\$4,000.00	

Incentive Payments (User Choice)	Employer Incentives (Existing Worker)			
		Employer Commencement Incentive*	Employer Completion Incentive*	Total Employer Government Incentive*
	CHC30113 Certificate III in Early Childhood Education and Care	N/A	\$2,500.00	\$2,500.00
CHC50113 Diploma of Early Childhood Education and Care	N/A	\$3,000.00	\$3,000.00	

## Fee for Service (FFS) Arrangements:

FFS is a payment model that is not linked to any Government funding or subsidised fees. Where a student is not eligible for subsidised fees, full fees will be required to be paid in full. On enrolment students will be issued with an administration fee. Further fees charged will continue throughout enrolment and will vary depending on previous qualifications and/or units of competency completed by the student. The fees charged are based on a module or unit of competency rate. Students eligible to receive a credit transfer outcome are not charged for the eligible units of competency. For RPL outcomes, please refer to RPL fees and charges.

Qualifications		Administration Fee (Fee For Service)	Total Cost of Qualification (Fee For Service)
Fee for Service	<b>CHC30113</b> <b>Certificate III in Early Childhood Education and Care</b> (This qualification contains 18 units of competency)	<b>\$500.00</b>	<b>\$3,915.00</b> <i>(includes administration fee)</i>
		<b>Module Fee</b>	<b>Unit of Competency Fee</b>
Modules <i>(each module contains units of competency)</i>	<b>Legislation &amp; Ethics</b> CHCECE009 Use an approved learning framework to guide practice CHCPRT001 Identify and respond to children and young people at risk CHCLEG001 Work legally and ethically	<b>\$585.00</b>	<b>\$195.00</b> <i>(charged per unit of competency)</i>
	<b>Health &amp; Safety</b> CHCECE002 Ensure the health and safety of children CHCECE004 Promote and provide healthy food and drinks HLTWHS001 Participate in workplace health and safety	<b>\$585.00</b>	<b>\$195.00</b> <i>(charged per unit of competency)</i>
	<b>Relationships in the Early Years</b> CHCECE005 Provide care for babies and toddlers CHCECE010 Support the holistic development of children in early childhood	<b>\$390.00</b>	<b>\$195.00</b> <i>(charged per unit of competency)</i>
	<b>Guiding Behaviour</b> CHCECE006 Support the behaviour of children and young people CHCECE020 Establish and implement plans for developing cooperative behaviour	<b>\$390.00</b>	<b>\$195.00</b> <i>(charged per unit of competency)</i>
	<b>Supporting Play &amp; Development</b> CHCECE011 Provide experiences to support children's play and learning CHCECE007 Develop positive and respectful relationships with children CHCECE003 Provide care for children CHCECE013 Use information about children to inform practice	<b>\$780.00</b>	<b>\$195.00</b> <i>(charged per unit of competency)</i>
	<b>Inclusive Practices</b> CHCECE001 Develop cultural competence CHCDIV001 Work with diverse people CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety	<b>\$585.00</b>	<b>\$195.00</b> <i>(charged per unit of competency)</i>
	<b>First Aid</b> HLTAID004 Provide an emergency first aid response in an education and care setting	<b>\$100.00</b>	<b>\$100.00</b> <i>(charged per unit of competency)</i>

Qualification		Administration Fee <i>(Fee For Service)</i>	Total Cost of Qualification <i>(Fee For Service)</i>	Total Cost Of Qualification <i>(Fee For Service)</i>
<b>Fee for Service</b>	<b>CHC50113</b> Diploma of Early Childhood Education and Care (This qualification contains 28 units of competency)	<b>\$500.00</b>	<b>\$6,060.00</b> <i>(includes administration fee)</i>	<b>\$2,840.00*</b> <i>(Includes administration fee. Fees are based on completion of Certificate III)</i>
<b>Modules</b> <i>(each module contains unit/s of competency)</i>	*This qualification contains modules from the CHC30113 Certificate III in Early Childhood Education and Care training package as stated in table above. Where equivalent units of competency have already been completed by the student, credit transfer of units will be applied and no charge will occur for equivalent units with a credit transfer outcome.	<b>Module Fee</b>	<b>Unit of Competency Fee</b>	
	<b>Safe Environments</b> HLTWHS003 Maintain work health and safety CHCECE016 Establish and maintain a safe and healthy environment for children	<b>\$390.00</b>	<b>\$195.00</b> <i>(charged per unit of competency)</i>	
	<b>Child Development</b> CHCECE022 Promote children's agency CHCECE023 Analyse information to inform learning	<b>\$390.00</b>	<b>\$195.00</b> <i>(charged per unit of competency)</i>	
	<b>Curriculum Design</b> CHCECE017 Foster the holistic development and wellbeing of the child in early childhood CHCECE018 Nurture creativity in children CHCECE024 Design and implement the curriculum to foster children's learning and development	<b>\$585.00</b>	<b>\$195.00</b> <i>(charged per unit of competency)</i>	
	<b>Lead Service Quality Improvement</b> CHCECE019 Facilitate compliance in an education and care service	<b>\$195.00</b>	<b>\$195.00</b> <i>(charged per unit of competency)</i>	
	<b>Partnership and Inclusion</b> CHCECE021 Implement strategies for the inclusion of all children CHCECE026 Work in partnership with families to provide appropriate education and care for children	<b>\$390.00</b>	<b>\$195.00</b> <i>(charged per unit of competency)</i>	
	<b>Reflective Practices and Sustainability</b> CHCPRP003 Reflect on and improve own professional practices CHCECE025 Embed sustainable practices in service Operations	<b>\$390.00</b>	<b>\$195.00</b> <i>(charged per unit of competency)</i>	