

# Fee Structure

**CHC30113 Certificate III and  
CHC50113 Diploma in Early  
Childhood Education and Care**

RT0 88148

**Communities@Work**

## Fee Structure (effective from May 2018)

### CHC30113 Certificate III and CHC50113 Diploma in Early Childhood Education and Care

#### Student Administration Fees:

Qualifications		Student Administration Fee (User Choice Funding)	Student Administration Fee (Skilled Capital Funding)
Student Administration Fees (Government funded contracts)	<b>CHC30113</b> Certificate III in Early Childhood Education and Care	<b>\$400.00</b> (Fee includes textbook resources)	<b>\$500.00</b> (Fee includes textbook resources)
	<b>CHC50113</b> Diploma of Early Childhood Education and Care	<b>\$400.00</b> (Fee includes textbook resources)	<b>\$850.00</b> (Fee includes textbook resources)

Students will not receive their first assessment until student administration fees are paid in full or they have agreed to a payment plan to pay fees through instalments.

#### Fee Concessions:

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

Concessions only apply to early childhood education and care qualification student administration fees

#### Additional Fees and Concessions:

First Aid		First Aid Fee
Additional Fees	<b>HLTAID004</b> Provide an emergency first aid response in an education and care setting.  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 is the responsibility of the student to book and pay for this course if you do not hold a current First Aid certificate.	<b>\$195.00</b>

Recognition of Prior Learning (RPL)		RPL Fee
Additional Fees	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> (per unit of competency)

## Payment Plans:

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

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

Payment plan fee schedules vary for Fee for Service arrangements.

## Student Government Incentives:

Student Completion Incentive		User Choice Funding	Skilled Capital Funding
Government Incentives (Government funded contracts)	<b>CHC30113</b> Certificate III in Early Childhood Education and Care	<b>\$300.00*</b>	<b>\$300.00*</b>
	<b>CHC50113</b> Diploma of Early Childhood Education and Care	<b>\$300.00*</b>	<b>\$300.00*</b>

Payment of student completion incentives and personal benefits is subject to student eligibility criteria as set out in the ACT Standard Compliance Guides for Australian Apprenticeships and Skilled Capital Funding. The amount quoted is to be used as a guide only. The completion incentive 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 AVETARS.

\* 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.

## 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:

	Employer Incentives (New Worker)	Employer Commencement Incentive*	Employer Completion Incentive*	Total Employer Government Incentive*
Incentive Payments (Australian Apprenticeships)	<b>CHC30113</b> Certificate III in Early Childhood Education and Care	<b>\$1500.00</b>	<b>\$2500.00</b>	<b>\$4000.00</b>
	<b>CHC50113</b> Diploma of Early Childhood Education and Care	<b>\$1500.00</b>	<b>\$2500.00</b>	<b>\$4000.00</b>

	Employer Incentives (Existing Worker)	Employer Commencement Incentive*	Employer Completion Incentive*	Total Employer Government Incentive*
Incentive Payments (Australian Apprenticeships)	<b>CHC30113</b> Certificate III in Early Childhood Education and Care	<b>N/A</b>	<b>\$3000.00</b>	<b>\$3000.00</b>
	<b>CHC50113</b> Diploma of Early Childhood Education and Care	<b>N/A</b>	<b>\$3000.00</b>	<b>\$3000.00</b>

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. The amount quoted above is for an 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: [australianapprenticeships.gov.au](http://australianapprenticeships.gov.au)

## Fee for Service Arrangements:

Fee for Service (FFS) is a payment model that is not linked to 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 a student administration fee. Further fees charged will continue throughout enrolment and will vary depending on previous qualifications completed by the student. Those fees charged are based on a module or unit of competency rate.

Employer Incentives (New Worker)		Student Administration Fee (Fee For Service)	Total Cost of Qualification (Fee For Service)
Fee for Service	<b>CHC30113</b> Certificate III in Early Childhood Education and Care (This qualification contains 18 units of competency)	<b>\$500.00</b> (Fee includes textbook resources)	<b>\$4010.00</b> (Fee includes administration fee)
		<b>Module Fee</b> (Fee For Service)	<b>Unit of Competency Fee</b> (Fee For Service)
Modules (each module contains unit/s of competency)	<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> (charged per unit of competency)
	<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> (charged per unit of competency)
	<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> (charged per unit of competency)
	<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> (charged per unit of competency)
	<b>Fostering Play &amp; Relationships</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> (charged per unit of competency)
	<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> (charged per unit of competency)
	<b>First Aid</b> HLTAID004 Provide an emergency first aid response in an education and care setting	<b>\$195.00</b>	<b>\$195.00</b> (charged per unit of competency)

	Qualifications	Student Administration Fee (Fee For Service)	Total Cost of Qualification (Fee For Service)	Total Cost of Qualification (Fee For Service)
Fee for Service	<b>CHC50113</b> Diploma of Early Childhood Education and Care (This qualification contains 28 units of competency)	<b>\$500.00</b> (Fee includes textbook resources)	<b>\$5960.00</b> (Cost includes student administration fee)	<b>\$2340.00*</b> (Fees based on completion of Certificate III – will vary on RTO credit transfer)
Modules (each module contains unit/s of competency)	*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 been completed by the student, credit transfer of units will be applied and no charge will occur for equivalent units.		Module Fee (Fee For Service)	Unit of Competency Fee (Fee For Service)
	<b>Safe Environments</b> HLTWHS003 Maintain work health and safety CHCECE016 Establish and maintain a safe and healthy environment for children		\$390.00	\$195.00 (charged per unit of competency)
	<b>Child Development</b> CHCECE022 Promote children’s agency CHCECE023 Analyse information to inform learning		\$390.00	\$195.00 (charged per unit of competency)
	<b>Curriculum Design</b> CHCECE017 Foster the holistic development and well being of the child in early childhood CHCECE018 Nurture creativity in children CHCECE024 Design and implement the curriculum to foster children’s leaning and development		\$585.00	\$195.00 (charged per unit of competency)
	<b>Lead Service Quality Improvement</b> CHCECE019 Facilitate compliance in an education and care service		\$195.00	\$195.00 (charged per unit of competency)
	<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		\$390.00	\$195.00 (charged per unit of competency)
	<b>Reflective Practices and Sustainability</b> CHCPRP003 Reflect on and improve own professional practices CHCECE025 Embed sustainable practices in service operations		\$390.00	\$195.00 (charged per unit of competency)

\* Students will not receive their first assessment until student administration fees are paid in full or they have agreed to enter into a payment plan to pay fees through instalments.

\* Students eligible to receive credit transfer is based on previous qualifications completed. If credit transfer is applied there is no charge for those unit/s of competency.

\* For students enrolled in a Fee For Service arrangement that engage in the RPL process you will be charged fees as per RPL fee policy.

## Fee Policy:

### Student Administration Fees

These fees apply to the course in which a student has enrolled. It is a mandatory fee charged at the direction of Communities@Work and Skills Canberra who manage Commonwealth and ACT funding directed to VET programs in the ACT.

The student will be invoiced the student administration fees directly unless an employer is paying these fees on behalf of the student. Students who meet the eligibility of a fee waiver will not be charged student administration fees. Transcripts will not be issued until student administration fees are paid in full.

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.

### Refunds

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 should state their reasons for requesting a 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 14 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.

## Contact Us

**Communities@Work**  
**Registered Training Organisation**  
**(RTO 88148)**

Tuggeranong Community Centre  
245 Cowlshaw St, Greenway ACT 2900

PO Box 1066  
Tuggeranong ACT 2900

Phone: (02) 6293 6220

Email: [cple@commsatwork.org](mailto:cple@commsatwork.org)