

From 01/07/2020 Fees and Charges Policy

Certificate III in Early Childhood Education & Care

Unit Code	Unit of Competence	Nominal Hours
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	30
CHCECE001	Develop cultural competence	70
CHCECE002	Ensure the health & safety of children	50
CHCECE003	Provide care for children	60
CHCECE004	Promote and provide healthy food and drinks	30
CHCECE005	Provide care for babies and toddlers	60
CHCECE006	Support the behaviour of children and young people	40
CHCECE007	Develop positive and respectful relationships with children	60
CHCECE009	Use an approved learning framework to guide practice	35
CHCECE010	Support the holistic development of children	60
CHCECE011	Provide experiences to support children's play and learning	40
CHCECE012	Support children to connect to their world	30
CHCECE013	Use information about children to inform practice	35
CHCECE026	Work in partnership with families to provide appropriate education and care for children	50
CHCLEG001	Work legally and ethically	50
CHCPRT001	Identify and respond to children and young people at risk	30
HLTAID004	Provide an emergency first aid response in an education and care setting	20
HLTWHS001	Participate in work health and safety	30
Total Nominal Hours		780
Indicative Course Fee (\$1,200 annual fee cap applies)		\$1,263.60
Indicative Course Fee 15-24yrs (\$400.00 annual cap fee applies)		\$1,263.60
Indicative Concession Fee		\$374.40

The student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as student service and resource fees.

Certificate IV in School Age Education & Care

Unit Code	Unit of Competence	Nominal Hours
CHCDIV001	Work with diverse people	30
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	30
CHCECE001	Develop cultural competence	70
CHCECE002	Ensure the health and safety of children	50
CHCECE004	Promote and provide healthy food and drinks	30
CHCECE006	Support the behaviour of children and young people	40
CHCECE009	Use an approved learning framework to guide practice	35
CHCECE011	Provide experiences to support children's play and learning	40
CHCECE012	Support children to connect with their world	30
CHCECE022	Promote children's agency	80
CHCLEG001	Work legally and ethically	50
CHCPRP003	Reflect on and improve own professional practice	40
CHCPRT001	Identify and respond to children and young people at risk	30
CHCSAC001	Support children to participate in school age care	40
CHCSAC002	Develop and implement play and leisure experiences in school age care	60
CHCSAC003	Work collaboratively and respectfully with children in school age care	55
CHCSAC004	Support the holistic development of children in school age care	50
HLTAID004	Provide an emergency first aid response in an education and care setting	20
HLTWHS001	Participate in work health and safety	30
Total Nominal Hours		810
Indicative Course Fee		\$2632.50
Indicative Concession Fee		\$785.70

The student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as student service and resource fees.

Diploma of Early Childhood Education & Care

Unit Code	Unit of Competence	Nominal Hours
BSBLED401	Develop teams and individuals	40
CHCDIV001	Work with diverse people	30
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	30
CHCECE001	Develop cultural competence	70
CHCECE002	Ensure the health and safety of children	50
CHCECE003	Provide care for children	60
CHCECE004	Promote and provide healthy food and drinks	30
CHCECE005	Provide care for babies and toddlers	60
CHCECE007	Develop positive and respectful relationships with children	60
CHCECE009	Use an approved learning framework to guide practice	35
CHCECE016	Establish and maintain a safe and healthy environment for children	40
CHCECE017	Foster the holistic development and wellbeing of the child in early childhood	300
CHCECE018	Nurture creativity in children	80
CHCECE019	Facilitate compliance in an education and care services	80
CHCECE020	Establish and implement plans for developing cooperative behaviour	40
CHCECE021	Implement strategies for the inclusion of all children	60
CHCECE022	Promote children's agency	80
CHCECE023	Analyse information to inform learning	70
CHCECE024	Design and implement the curriculum to foster children's learning and development	90
CHCECE025	Embed sustainable practices in service operations	45
CHCECE026	Work in partnership with families to provide appropriate education and care for children	50
CHCINM002	Meet community information needs	30
CHCLEG001	Work legally and ethically	50
CHCPOL002	Develop and implement policy	75
CHCPRP003	Reflect on and improve own professional practice	40
CHCPRT001	Identify and respond to children and young people at risk	30
HLTAID004	Provide an emergency first aid response in an education and care setting	20
HLTWHS003	Maintain work health and safety	40
Total Nominal Hours		1685
NWT Indicative Course Fee (15-24 \$400.00 cap 25+ \$1,200.00 annual cap applies)		\$2,729.70
EWT Indicative Course Fee (\$7,860 annual cap applies)		\$9,756.15
EWT Indicative Course Fee with an eligible Concession Holder		\$2,931.90

The student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as student service and resource fees.

Pricing

An hourly rate based on nominal hours will apply to each unit commenced in 2020. Please refer to the nominal hours identified in the course outlines.

Qualification Level	Category of enrolment	Fee Rate per Nominal Hour	Annual Fee Cap (If applicable)
Certificate III	Aged 25+ New Worker Trainee and Non-Concession	\$1.62	\$1,200.00
	Aged 25+ New Worker Trainee with an eligible Concession Card	\$0.48	\$400.00
	Aged 15-24 New Worker Trainee Non-Concession	\$1.62	\$400.00
	Aged 15-24 New Worker Trainee with an eligible Concession Card	\$0.48	\$400.00
	Existing Worker Trainee	\$5.79	
	Secondary School Aged Student**^	\$0.48	\$420.00
	School Based Trainee	Fee Exempt	
	Fees for Service	\$9.50	
	Credit Transfer	Fee Exempt	
	NWT Recognition of Prior Learning	\$1.62	
EWT Recognition of Prior Learning	\$2.90		
Certificate IV	Non-Concession New Worker Trainee & PIT Students	\$3.25	
	Concession New Worker Trainee & PIT Students	\$0.97	
	Existing Worker Trainee	\$5.79	
	Secondary School Aged Student*	\$0.97	\$420.00
	School Based Trainee	Fee Exempt	
	Fees for Service	\$9.50	
	Credit Transfer	Fee Exempt	
	Recognition of Prior Learning	\$1.65	
Diploma	Aged 25+ New Worker Trainee & PIT Students	\$1.62	\$1,200.00
	Aged 15-24 New Worker Trainee & PIT Students	\$1.62	\$400.00
	Existing Worker Trainee	\$5.79	\$7,860.00
	Concession Existing Worker Trainee	\$1.74	\$7,860.00
	Secondary School Aged Student**^	\$1.62	\$420.00
	School Based Trainee	Fee Exempt	
	Fees for Service	\$9.50	
	Credit Transfer	Fee Exempt	
	NWT Recognition of Prior Learning	\$1.62	
	EWT Recognition of Prior Learning	\$2.90	

* If a secondary school aged student studying Cert III or Cert IV is also an existing worker the existing worker fees and conditions apply.

^Can utilise the Targeted Fee Relief rates as outlined above, if enrolling in multiple courses in a calendar year, fees will be capped at \$420.00 for all courses.

The student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as student service and resource fees. The fees and charges documented in this policy are applicable to all units of study commenced in 2020. If a qualification continues into 2021 those units will be charged according to the 2021 fees and charges policy.

Definitions

New Worker Trainees: A new worker trainee is defined as a person employed within an enterprise for not more than three months full time or 12 months part time or casual, or any combination of the above, for a continuous period not exceeding 12 months.

Existing Worker Trainee: An existing worker trainee is defined as a person employed with the same employer continuously for more than three months full time or 12 months casual or part time, or a combination of both, immediately prior to the commencement date of the training contract.

Secondary School Aged Student: A secondary school aged student is a person who has reached 15 years of age but has not reached the end of the calendar year in which their compulsory education period expires. In 2020, these persons will be born on or after 1 July 2002.

School Based Trainee: A school based trainee is a person who is enrolled at school, as defined in the School Education Act 1999 and undertaking a traineeship.

Fees for Service Student: A fees for service student is a person who is enrolled in a training program that is not publicly funded. For example, a person who is ineligible for a traineeship.

PIT Student A PIT Student is a person who is enrolled in a training program that is publicly funded by Priority Industry Training (PIT). For example, a person who is ineligible for a traineeship.

Terms and Conditions

Enrolment

Students are provided with this detailed fees, charges and refund information prior to their enrolment and are asked to sign the below declaration stating that they have been informed and determining how they will be paying for their course fees.

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

- a) Pay each invoice in full
- b) Request a direct debit payment plan
- c) Present a signed authority from an employer to invoice that employer for the student's fees and charges;
- d) Make an application on the grounds of severe financial hardship for fees and charges to be waived (if applicable)

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

Concessions

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 and dependants of persons who are inmates of a custodial institution.
- e) Secondary school aged persons, not enrolled at school. In 2020, these students will be born on or after 1 July 2002 and must be at least 15 years old.

Proof of eligibility for concession must be demonstrated prior to the commencement of the unit. If the concession is valid for the full enrolment period, then all eligible units commenced within that period attract the concession rate. If the concession is valid for part of the enrolment period, then only eligible units commenced prior to the expiry of the concession attract the concession rate. Students enrolling in fees for service courses will not be entitled to any concessions.

Severe Financial Hardship

Students who find themselves to be in severe financial hardship may apply for a fee waiver for below diploma level courses only. A person is considered in severe financial hardship only where they are unable to provide food, accommodation, clothing, medical treatment or other basic necessities. CTAS Education will assess each situation on a case by case basis, this will include a formal evidenced-based assessment of the student's capacity to pay the fees for the enrolment period and is based on the individual's financial incomings, outgoings and financial status. Approved fee waivers will only apply to the course fee for the year in which they are approved.

Exceptional circumstances withstanding, students will need to meet specific criteria to be considered for a fee waiver.

1. *The student must not exceed the Department of Human Services income thresholds for the low-income health care card as outlined below.*

Status	Weekly Income	Total Income in the 8-week period prior to applying
Single, no children	\$561.00	\$4,448.00
Couple combined, no children	\$969.00	\$7,752.00
Single, one dependent child	\$969.00	\$7,752.00
For each additional child, add	\$34.00	\$272.00

2. *The student does not have the disposable income to pay the fees via instalments without compromising their ability to meet their basic living needs or those of their dependents.*
3. *There is no basis for concluding that the student's financial circumstances are likely to change within a reasonable time (e.g. 12 months)*

To apply for a fee waiver on the grounds of severe financial hardship, students will be required to contact the CTAS Student Services Manager (d.butt@ctas.wa.edu.au). Students will be required to complete an application and submit it along with a statutory declaration. CTAS will also require additional supporting evidence i.e. copies of payslips, health care card, bills or contracts and bank statements to determine the outcome of each application. Students enrolling in the Diploma or a fees for service courses will not be entitled to apply for fees to be waived due to financial hardship.

Direct Debit Payment Plan

CTAS Education offers flexible payment options to assist with the payment of qualifications. A request to pay invoices by instalments can be discussed with a CTAS representative upon enrolment. (Ezidebit fees may apply)

- An Ezidebit payment request form must be completed and submitted to CTAS Education for approval.
- Fees are charged and invoiced upon commencement of a unit.
- You can nominate the frequency and amount of the payments; however, the minimum payments are/or a variation of Cert III: \$50/fortnight, Cert IV: \$100/fortnight, Diploma: \$150/fortnight. Lower minimums can be negotiated for those of concession rate.
- You will be invoiced on a monthly basis, which will reflect the units commenced that month.
- Direct debit will commence upon receiving your first invoice.
- Payments will only be taken for outstanding fees; no advance payments will be taken.
- In the case that you have paid all outstanding fees before commencing a new unit, your payment plan will pause until you receive a new invoice.
- You will be given a minimum of eight weeks from commencing a unit to finalise a payment.
- Additional fees apply when your direct debit fails, please ensure you have the nominated payment amount ready.
- Enrolment in a unit is not complete until the fees and charges are paid, therefore a qualification or statement of attainment will not be issued until all outstanding payments have been made.

Refunds

As per the DTWD Fees and Charges Policy and individual's Consumer Rights, students are entitled to a full refund of fees and charges where:

- A course is cancelled or re-scheduled to a time or location unsuitable to the student.
- A student is not given a place due to the class being full.
- A student withdraws prior to course commencement due to a serious illness, injury or disability that prevents the student from attending the course. *(Medical certificate is required).*
- After the start of classes, a pro-rata refund of the tuition fee may be considered for serious medical reasons ONLY *(Medical certificate is required).*
- A student lodges a written withdrawal before the census/withdrawal date. *(census/withdrawal dates will be documented on the invoice for each unit of competency)*

There are NO other grounds for refunds.

Credit Transfers and RPL

Students are not charged for credit transfers. The transfer of credit provides the student with an exemption from relevant units within a course. Credit transfer does not involve an assessment of the student's knowledge or skills – it is an assessment of any prior credentials of formal accredited learning or qualifications presented.

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.

The fees for RPL are dependent on the timeframe of the training/assessment, the level of qualification and the number of units. Course fees will be worked out on a case by case basis. RPL unit are charges at the RPL rate stated on the table on page 4. For RPL students, the balance of their training costs must be paid in full prior to completion of the RPL process. Resource books are not included in RPL costs but can be purchased upon request.

Any person wanting their eligibility for RPL assessed prior to entering into a formal enrolment into a course (Traineeship or Fees for Service) can request an Initial RPL Evaluation appointment. This Initial RPL Evaluation appointment has a \$150.00 non-refundable, non-transferable fee which needs to be paid prior to the appointment. After the appointment the candidate will receive a quote for the cost of their enrolment should they wish to proceed.

Fees for Service

Fees for service students are those who are enrolled in a training program that is not publicly funded. For example, a person who is ineligible for a traineeship. Students who enrol under a fee for service arrangement will not be entitled to any concessions, fee capping or financial hardship applications. Fees for service students will not be enrolled into a course or unit until a deposit is paid in advance (no more than \$1500.00) or a payment plan agreement is approved by CTAS.

Invoicing and Receipt of Student Fees

CTAS will provide students with an itemised enrolment invoice upon the commencement of any units they are enrolled in. Invoices are distributed on a monthly basis, and therefore an invoice will reflect the units commenced that month. All student invoices will include the following details:

- a) Personal details – first and last name
- b) Course details – Course identifier and title
- c) Concession status (if applicable)
- d) Funding category (if applicable) – i.e. Future skills WA category: traineeship, Priority Industry Qualification
- e) Enrolment date
- f) List of enrolled units – Each unit will have specified: Withdrawal/census date, nominal hours, unit fee, resource fee (if applicable), Recognition of Prior Learning (RPL) fee (if applicable)
- g) Total invoice amount

The standard term for payment of CTAS invoices is 30 days unless otherwise stated or alternate arrangements have been made and agreed upon. Fees can be paid by credit card, bank account direct deposit or cheque. CTAS Education, in accordance with the Standards for Registered Training Organisations 2015 does not accept payment of more than \$1,500.00 in advance from each individual student prior to the commencement of their course.

Regardless of payment method used CTAS Education will receipt all fee payments received through the student management system. Students will then be issued with a receipt once invoices are paid in full. Students should note that like any business CTAS Education reserves the right to recover outstanding debts using support from third party debt recovery agencies

Recovery of Outstanding Fees

CTAS Education uses fair and adequate recovery procedures to manage the collection and recovery of outstanding fees. Students with fees that are overdue or not paid can expect one or more of the following to occur:

- a) Students paying by instalments will immediately forfeit the approval to continue paying by instalments, and their entire balance outstanding will become immediately due.
- b) Students who have fallen behind in payments will not be enrolled in additional units unless appropriate arrangements, agreed by both the student and CTAS Education, have been put in place to pay the amount outstanding.
- c) No subsequent instalment plans may be considered.
- d) If the student completes the requirements for the qualification in which the student is enrolled, and has outstanding fees, the student may not be issued with evidence of completion until such time as the outstanding fees are paid in full.
- e) Any amounts not paid by the student may be referred to a debt collection agency which may result in additional costs being incurred and/or information being provided to a credit reporting body

Records

Irrespective of qualification, course duration or payment options the following records and details will be retained for audit purposes:

- a) Invoices
- b) Payment plans or deferred payment options
- c) Granted fee waivers and reasons for approval
- d) Refunds
- e) Outstanding fees
- f) Any other documentation that can be used to verify that fees and charges have been applied in accordance with the DTWD VET Fees and Charges Policy.

Disclaimer

The student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as student service and resource fees. The fees and charges documented in this policy are applicable to all units of study commenced in 2020. If a qualification continues into 2021 those units will be charged according to the 2021 fees and charges policy.

Declaration & Payment Method

By signing below, I declare that I have been informed of all fees and charges associated with my enrolment with CTAS Education and that I agree to all of the terms and conditions outlined in this policy.

<input type="checkbox"/> I will be paying for my own training	Student Name		Student Signature		Date	
	<input type="checkbox"/> I will pay my invoices in full as I receive them		<input type="checkbox"/> I wish to request a direct debit payment plan			
<input type="checkbox"/> My employer will be paying for my training	Student Name		Student Signature		Date	
	Employer Name		Employer signature		Date	