

real skills for
real careers

FEE STRUCTURE



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Communities@Work

**CENTRE OF PROFESSIONAL
LEARNING AND EDUCATION**
(RTO 88148)

FEE POLICY



Centre of Professional Learning and Education (CPLE) is entitled to charge fees for services provided to students undertaking a course of study. These fees are for items such as course materials, resources, administrative services, training and assessment services.

Fees charged are non-negotiable and will be charged at the direction of Communities@Work and Skills Canberra who manage Commonwealth and ACT funding directed to VET programs within the ACT. The student will be invoiced relevant fees directly unless the employer is paying for fees on behalf of the student.

The initial fee payment must occur prior to commencing training, or within 14 days of the invoice being issued by CPLE. Once the student enrolment form is submitted the student and/or employer are responsible for the payment of respective fees. Students who meet the eligibility of a fee waiver will not be charged for administration fees and a fee waiver will be granted.

CPLE may discontinue training and assessment services and will withhold issuing any certificates and statements of attainment (SOA) if fees are not paid.

CPLE complies with Clause 7.3 'Protect prepaid fees by learners' from Standard 7 of the Standards for Registered Training Organisations 2015. To meet this CPLE will;

- Not accept an initial payment of more than \$1,500 from each student prior to the commencement of their course
- Not 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.

USER CHOICE FUNDING FEES



The **Centre of Professional Learning and Education** offers competency based training to students through subsidised Government funding as well as fee for service arrangements. Participants must meet eligibility requirements to enrol.

| | User Choice Funded Qualifications | Administration Fee | Completion Payment |
|-----------------------------|---|--------------------|--------------------|
| Student Administration Fees | CHC30113 Certificate III in Early Childhood Education and Care | \$400.00 | \$300.00* |
| | CHC50113 Diploma of Early Childhood Education and Care | \$500.00 | \$300.00* |
| | BSB30415 Certificate III in Business Administration | \$400.00 | \$300.00* |

SKILLED CAPITAL FUNDING FEES



| | User Choice Funded Qualifications | Administration Fee | Completion Payment |
|-----------------------------|---|--------------------|--------------------|
| Student Administration Fees | CHC30113 Certificate III in Early Childhood Education and Care | \$500.00 | \$300.00* |
| | CHC50113 Diploma of Early Childhood Education and Care | \$850.00 | \$300.00* |
| | BSB30415 Certificate III in Business Administration | \$500.00 | \$300.00* |

FEE CONCESSIONS AND WAIVERS



Concessions and fee waivers only apply to student 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 pre-enrolment process.

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 \$300.00 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.*

For further information on the completion payment, contact Skills Canberra on (02) 6205 8555 or skills@act.gov.au

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.

| | User Choice Fee Schedule Example | Administration Fee |
|---------------|-----------------------------------|--|
| Payment Plans | Fee Schedule 1: Upfront payment | \$400.00 (total of 1 payment) |
| | Fee Schedule 2: Over 2 fortnights | \$200.00 (total of 2 payments) |
| | Fee Schedule 3: Over 5 fortnights | \$80.00 (total of 5 payments) |

| | Skilled Capital Fee Schedule Example | Administration Fee |
|---------------|--------------------------------------|--|
| Payment Plans | Fee Schedule 1: Upfront payment | \$850.00 (total of 1 payment) |
| | Fee Schedule 2: Over 5 fortnights | \$170.00 (total of 5 payments) |
| | Fee Schedule 3: Over 10 fortnights | \$85.00 (total of 10 payments) |

**Payment plan fee schedules vary for Fee for Service arrangements.*

ADDITIONAL FEES



Additional fees that can be charged to a student are outlined below. These fees charged are for additional training resources and services provided.

| | Text Book Resource | Fee |
|-----------------|---|---|
| Additional Fees | <p>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 educator.</p> | \$100.00 |
| | First Aid | Fee |
| Additional Fees | <p>HLTAID004 Provide an emergency first aid response in an education and care setting.</p> <p>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.</p> <p>*First Aid is delivered through partnership arrangements with Canberra First Aid (RTO 90909)</p> | \$120.00 |
| | Recognition of Prior Learning (RPL) | Fee |
| Additional Fees | <p>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 the process.</p> | <p>\$350.00*</p> <p>(per unit of competency)</p> |

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.

Youth Allowance

Youth Allowance is financial help if you're 24 or younger and studying or an Australian Apprentice either:

- Studying full time
- Full time Australian Apprenticeship
- Independent or needing to live away from home to study

AUSTUDY

AUSTUDY is the main income support payment if you're 25 or older and a full time student or Australian Apprentice.

ABSTUDY

ABSTUDY is financial help for Aboriginal and Torres Strait Islander students and Australian Apprentices.

Further information about these payments is available from the Department of Human Services on 13 24 68 or 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 standards for Incentives for Australian Apprenticeships (IAA).

The amount quoted 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 <https://www.australianapprenticeships.gov.au>

| | Employer Incentives (New Worker) | Employer Commencement Incentive* | Employer Completion Incentive* | Total Employer Government Incentive* |
|----------------------------------|---|----------------------------------|--------------------------------|--------------------------------------|
| Incentive Payments (User Choice) | CHC30113 Certificate III in Early Childhood Education and Care | \$1,500.00 | \$2,500.00 | \$4,000.00 |
| | BSB30415 Certificate III in Business Administration | | | |
| | CHC50113 Diploma of Early Childhood Education and Care | \$1,500.00 | \$2,500.00 | \$4,000.00 |

| | Employer Incentives (Existing Worker) | Employer Commencement Incentive* | Employer Completion Incentive* | Total Employer Government Incentive* |
|----------------------------------|---|----------------------------------|--------------------------------|--------------------------------------|
| Incentive Payments (User Choice) | CHC30113 Certificate III in Early Childhood Education and Care | N/A | \$2,500.00 | \$2,500.00 |
| | BSB30415 Certificate III in Business Administration | | | |
| | CHC50113 Diploma of Early Childhood Education and Care | N/A | \$3,000.00 | \$3,000.00 |

JOB TRAINER



JobTrainer offers fee-free vocational education and training to young people (17 to 24 years, who have finished school), and job seekers across Canberra in areas of employment growth.

This is one of the ways the ACT Government is supporting jobs and the economy during COVID-19.

CPLE has registered to deliver the following qualifications through this initiative:

- CHC50113 Diploma in Early Childhood Education and Care
- CHCSS00072 Building Inclusive Practices in Early Childhood Education and Care Skill Set

To be eligible for JobTrainer, students must be:

- an Australian citizen, permanent resident, or New Zealand passport holder resident for more than 6 months, or
- an eligible visa holder, and living or working in the ACT, and
- a person aged 17 to 24 years of age, regardless of employment status, who is not enrolled in or attending a school or college, or another program leading to the completion of year 12

In addition to these requirements, students must also meet the following CPLE enrolment conditions:

- hold sufficient levels of language and literacy skills as determined via completion of an LLN assessment,
- be employed within an education and care service or have access to a service for the sake of work placement.

JobTrainer is a jointly funded initiative of the Commonwealth, state and territory governments.

FEE FOR SERVICE (FFS) ARRANGEMENT



Fee For Service (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 additional charges for RPL.

| | Qualifications | Administration Fee (Fee For Service) | Total Cost of Qualification (Fee For Service) |
|-----|---|---|--|
| FFS | CHC30113 Certificate III in Early Childhood Education and Care (This qualification contains 18 units of competency) | \$500.00 | \$3,915.00 (includes administration fee) |

| | | Module Fee | Unit of Competency Fee |
|---|--|------------|--|
| Modules (each module contains unit/s of competency) | Legislation & Ethics 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 | \$585.00 | \$195.00 (charged per unit of competency) |
| | Health & Safety CHCECE002 Ensure the health and safety of children CHCECE004 Promote and provide healthy food and drinks HLTWS001 Participate in workplace health and safety | \$585.00 | \$195.00 (charged per unit of competency) |
| | Relationships in the Early Years CHCECE005 Provide care for babies and toddlers CHCECE010 Support the holistic development of children in early childhood | \$390.00 | \$195.00 (charged per unit of competency) |
| | Guiding Behaviour CHCECE006 Support the behaviour of children and young people CHCECE020 Establish and implement plans for developing cooperative behaviour | \$390.00 | \$195.00 (charged per unit of competency) |
| | Supporting Play & Development 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 | \$780.00 | \$195.00 (charged per unit of competency) |
| | Inclusive Practices CHCECE001 Develop cultural competence CHCDIV001 Work with diverse people CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety | \$585.00 | \$195.00 (charged per unit of competency) |
| | First Aid HLTAID004 Provide an emergency first aid response in an education and care setting | \$100.00 | \$100.00 (charged per unit of competency) |

FEE FOR SERVICE (FFS) ARRANGEMENT



| | Qualifications | Administration Fee (Fee For Service) | Total Cost of Qualification (Fee For Service) | Total Cost of Qualification (Fee For Service) |
|---|---|---|--|--|
| FFS | CHC50113 Diploma in Early Childhood Education and Care (This qualification contains 28 units of competency) | \$500.00 | \$6,060.00 (includes administration fee) | \$2,840.00 (includes administration fee. Fees based on completion of Certificate III) |
| | *This qualification contains modules from the CHC30113 Certificate III in Early Childhood Education and Care training package as stated in the 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. | | Module Fee | Unit of Competency Fee |
| Modules (each module contains unit/s of competency) | Safe Environments HLTWS003 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) |
| | Child Development CHCECE022 Promote children's agency CHCECE023 Analyse information to inform learning | | \$390.00 | \$195.00 (charged per unit of competency) |
| | Curriculum Design 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 | | \$585.00 | \$195.00 (charged per unit of competency) |
| | Lead Service Quality Improvement CHCECE019 Facilitate compliance in an education and care services | | \$195.00 | \$195.00 (charged per unit of competency) |
| | Partnerships and Inclusion 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) |
| | Reflective Practices and Sustainability CHCPRP003 Reflect on and improve own professional practices CHCECE025 Embed sustainable practices in service operations | | \$390.00 | \$195.00 (charged per unit of competency) |

FEE FOR SERVICE (FFS) ARRANGEMENT



| | Qualifications | Administration Fee (Fee For Service) | Total Cost of Qualification (Fee For Service) |
|---------------------|--|---|--|
| FFS | BSB30415 Certificate III in Business Administration (This qualification contains 13 units of competency) | \$500.00 | \$3,100.00 (includes administration fee) |
| | | | Unit of Competency Fee |
| Units of Competency | BSBITU307 Develop keyboarding speed and accuracy (Core) BSBWHS201 Contribute to health and safety of self and others (Core) BSBWRT301 Write simple documents (Elective) BSBADM302 Produce texts from notes (Elective) BSBADM307 Organise schedule (Elective) BSBITU306 Design and produce business documents (Elective) BSBITU309 Produce desktop published documents (Elective) BSBITU312 Creative electronic presentations (Elective) BSBITU313 Design and produce digital text documents (Elective) BSBITU314 Design and produce spreadsheets (Elective) BSBBCU301 Deliver and monitor a service to customers (Elective) BSBINN201 Contribute to workplace innovation (Elective) BSBWOR301 Organise personal work priorities and development (Elective) | | \$200.00 (charged per unit of competency) |

OUR GUARANTEE TO CLIENTS

If for any reason CPLE is unable to fulfill its service agreement with a student, CPLE must issue a full refund for any services not provided. The basis for determining "services not provided" is to be based on the units of competency completed by the student and which can be issued in a Certificate/SOA at the time the service is terminated.

FEE FOR SERVICE (FFS) ARRANGEMENT



| | Qualifications | Administration Fee (Fee For Service) | Total Cost of Qualification (Fee For Service) |
|---------------------|--|---|---|
| FFS | CHCSS00072 Building Inclusive Practices in Early Childhood Education and Care Skill Set | \$500.00 | \$1,670.00 |
| | | | Unit of Competency Fee |
| Units of Competency | CHCECE007 Develop positive and respectful relationships with children CHCECE020 Establish and implement plans for developing cooperative behaviour CHCECE017 Foster the holistic development and wellbeing of the child in early childhood CHCECE021 Implement strategies for the inclusion of all children CHCECE026 Work in partnership with families to provide appropriate education and care for children CHCPRP003 Reflect and improve on professional practice | | \$195.00 <i>(charged per unit of competency)</i> |

OUR GUARANTEE TO CLIENTS

If for any reason CPLE is unable to fulfill its service agreement with a student, CPLE must issue a full refund for any services not provided. The basis for determining "services not provided" is to be based on the units of competency completed by the student and which can be issued in a Certificate/SOA at the time the service is terminated.

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 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
- 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 medical certificate

REPLACEMENT OF TEXT AND TRAINING BOOKS

Students who require replacement of issued text or training workbooks will be liable for additional charges to cover the cost of replacement. Where a student has purchased a text or training workbooks and subsequently cancels his or her enrolment, CPLE will not refund monies for the training resources.

CONTACT DETAILS

**Communities@Work's Centre of Professional Learning
and Education (RTO 88148)**

Phone: (02) 6293 6220

Email: cple@commsatwork.org

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www.commsatwork.org

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