



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

**VET FEES AND CHARGES POLICY 2014**

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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. 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; and
- accredited award courses.

## 3. BACKGROUND

In 1992, the Western Australian 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 Western Australia.

This document sets out the statutory and provider based fees and charges that apply to training funded by the Western Australian Department of Training and Workforce Development and delivered by Registered Training Organisations in 2014. It outlines the procedures governing the administration of these fees and charges.

## 4. DEFINITIONS AND ACRONYMS

### 4.1 ACCOUNTABLE OFFICER

The Managing Director in the case of State Training Providers, 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 COMPULSORY EDUCATION PERIOD

#### **For people born in 1996:**

For the beginning of the year in which the child reaches the age of 5 years and 6 months, until the end of the year in which the child reaches the age of 17.

#### **For people born in 1997 and after:**

From the beginning of the year in which the child reaches the age of 5 years and 6 months, until the end of the year in which the child reaches the age of 17 years and 6 months, or the child reaches the age of 18, whichever happens first.

### **4.3 NOMINAL HOURS**

The hours assigned to units as set out in the course outline defined in the State Training and Recognition System (STARS).

### **4.4 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.

### **4.5 SECONDARY VISA HOLDER**

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

### **4.6 SEMESTER**

The six month period that contains the study start date of a unit in which the student is enrolled. There are two semesters or six month periods in 2014.

### **4.7 STATE TRAINING PROVIDER**

A college established under the *Vocational Education and Training Act 1996* (previously known as a TAFE college).

### **4.8 UNIT**

The component of a course (either a unit or a module) in which VET on a discrete subject is provided to students enrolled in that course.

## **5. PROCEDURES**

RTOs must charge students fees where applicable. Minimising the collection of statutory fees or offering inducements that could be viewed as seeking a competitive advantage is prohibited.

All RTOs must have a documented process for the receipt of student fees. Details must be retained for audit purposes.

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.

### **5.1 FEE STRUCTURE IN 2014**

A fee maintenance scheme will be in operation in 2014 for course fees. A student is eligible for fee maintenance if he or she:

- enrolled in a course prior to 22 August 2013; and
- participated in that course during 2013; and
- enrolls in the same course in 2014.

If the course undertaken by a student in 2013 has been superseded and there is a replacement course funded by the Department in 2014, the student may be charged under fee maintenance if all other eligibility requirements are satisfied.

It is the responsibility of the student to provide evidence of their eligibility for fee maintenance at enrolment. However, if an RTO holds appropriate records of a student's eligibility, no further evidence is required from the student.

RTOs must retain records of all fee maintenance decisions for audit purposes, including:

- enrolment evidence, such as a dated receipt of the financial transaction relating to the enrolment in 2013; and
- participation evidence, as specified in Section 5 of the Western Australian VET Enrolment Data Standard - Invalid Enrolment (IE Audit Guidelines).

### 5.1.1 COURSE FEES

The course fee is the sum of fees for all units that a student enrolls in.

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

#### 5.1.1.1 Enrolments With Fee Maintenance

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).

If a student elects to complete two semester enrolments in 2014, the maximum course charge will be \$1,284 (\$642.00 concession) for the full calendar year. Each semester component must not exceed \$642.00 (\$321.00 concession).

Students enrolling in access and bridging courses pay a flat fee of \$25.00 per semester and may pay a resource fee.

*Table 1: Course Fees with Fee Maintenance in 2014*

CATEGORY OF ENROLMENT	UNIT FEE	SEMESTER MAXIMUM FEE
<b>Vocational Courses</b>		
<b>Non-concession Student</b>		\$642.00
Band 1: Units between 1 and 14 hours	\$16.00	
Band 2: Units between 15 and 24 hours	\$36.00	
Band 3: Units between 25 and 50 hours	\$70.00	
Band 4: Units with 51 hours or more	\$136.00	
<b>Concession Student</b>		\$321.00
Band 1: Units between 1 and 14 hours	\$8.00	
Band 2: Units between 15 and 24 hours	\$18.00	

Band 3: Units between 25 and 50 hours	\$35.00	
Band 4: Units with 51 hours or more	\$68.00	
<b>Access and Bridging Courses</b>		
Flat fee of \$25 per semester		\$25.00

### 5.1.1.2 Enrolments With No Fee Maintenance

If a student is not eligible for fee maintenance, or elects not to be charged under fee maintenance, an hourly rate based on nominal hours will apply to each unit commenced in 2014.

The composition of courses must comply with training package requirements and enrolled units must be attached to a course.

*Table 2: Course Fees without Fee Maintenance in 2014*

CATEGORY OF ENROLMENT	FEE RATE PER NOMINAL HOUR	ANNUAL MAXIMUM FEE PER COURSE*
<b>Non-concession Student</b>		
Diploma or Advanced Diploma	\$5.53	\$7,500
Apprenticeships, Traineeships, and Priority Industry Qualifications (Up to Certificate IV)	\$2.49	\$2,500
General Industry Training (Up to Certificate IV)	\$3.92	\$2,500
Foundation Skills Courses	\$0.20	\$2,500
<b>Concession Student</b>		
Diploma or Advanced Diploma	\$5.53	\$7,500
Apprenticeships, Traineeships, and Priority Industry Qualifications (Up to Certificate IV)	\$1.25	\$2,500
General Industry Training (Up to Certificate IV)	\$1.96	\$2,500
Foundation Skills Courses	\$0.20	\$2,500

**\*Important note:** For students born between 1 January 1997 and 31 December 1999 and who are at least 15 years old, the maximum course fee chargeable in 2014 is \$400. This maximum applies to the total course fees for one or more courses for both concessional and non-concessional students.

For all other students the maximum course fee chargeable in 2014 is \$7,500 for a Diploma or Advanced Diploma course and \$2,500 for other courses. These maximums apply per course.

For fee charging purposes, where the Diploma of Dental Technology is undertaken as an apprenticeship, it will be charged at the rate of \$2.49 per nominal hour with the annual maximum fee per course of \$7,500.

### **5.1.2 RESOURCE FEES**

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 items essential to the course of study, which may include essential admissions services, examinations or assessments, and re-assessment of results where a student has failed an assessment and therefore the subject.

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 2.4%. 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.

In any instances where the tuition fee requirements of the Commonwealth Government's VET FEE-HELP program are not consistent with the resource fee requirements in this policy, approved VET FEE-HELP providers are to meet their obligations under the VET FEE-HELP program.

### **5.1.3 OTHER FEES**

Other fees may be charged for:

- goods or services that are not essential to the course; or
- alternate forms of access to goods or services that are otherwise made available by the RTO at no additional cost.

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

## **5.2 CALCULATING FEES**

The fee applicable is from the start date of the unit in which the publicly subsidised student is enrolled. If the duration of a course is longer than a year, the course fees applicable in 2014 are for units that commence in the 2014 calendar year.

Publicly subsidised students cannot be charged for units that commence in 2015 or subsequent years, under this policy.

If a concession is to be applied (refer to Section 5.3.1), this relates to the date of enrolment. A student is deemed 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 or unit in less time than the nominal hours 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.

### **5.3 FEES FOR SPECIFIC STUDENT GROUPS/COURSES**

#### **5.3.1 CONCESSIONS ON COURSES**

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 the end of their compulsory education period. In 2014, eligible students will have birthdates between 1 January 1997 and 31 December 1999.

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.

#### **5.3.2 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.

### 5.3.3 INTERSTATE STUDENTS

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

Apprentices and trainees may be eligible for publicly funded training if the:

- training contract is registered in Western Australia; and
- workplace is in Western Australia; and
- training occurs in Western Australia, unless the training is only available in another state or territory.

### 5.3.4 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.

Further information can be obtained from the Education and Training International [website](#). Alternatively, enquiries can be made by telephone on 08 9218 2100 or emailed to [Study.eti@dtwd.wa.gov.au](mailto:Study.eti@dtwd.wa.gov.au).

### 5.3.5 CHILDREN'S SERVICES COURSES

Under the National Partnership Agreement on TAFE Fee Waivers for Child Care Qualifications, students are exempt from the course fee if they enrol in any of the following courses:

- CHC50113 Diploma of Early Childhood Education and Care
- CHC50908 Diploma of Children's Services (Early Childhood Education and Care)
- CHC50302 Diploma of Children's Services
- CHC60202 Advanced Diploma of Children's Services
- CHC60208 Advanced Diploma of Children's Services

This exemption applies to government training providers including any State Training Provider or university accredited to deliver these courses. The National Partnership Agreement ends on 31 December 2014.

Other RTOs may waive the course fee for the children's services courses listed above. The foregone course fees will be at the expense of the RTOs, as the National Partnership Agreement only covers course fee exemptions at government training providers.

## **5.4 NON-STANDARD ENROLMENTS**

### **5.4.1 MULTIPLE ENROLMENTS**

Where students enrol in courses at different campuses or RTOs, the total course charges will not be greater than the maximum charges prescribed in Section 5.1

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

### **5.4.2 ENROLMENT IN CAVSS AND USIQ**

The *Course in Applied Vocational Study Skills (CAVSS)* and the *Course in Underpinning Skills for Industry Qualifications (USIQ)* are always co-delivered with a vocational qualification.

Enrolments in CAVSS and USIQ are exempt from course fees.

### **5.4.3 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.

### **5.4.4 ENROLLING FOR ASSESSMENTS (EXAMINATIONS) ONLY**

Students enrolling for examination or assessment only, may be required to pay an assessment entry charge of \$20.00 per unit. No other fees apply.

Students who have already paid the maximum course fee as prescribed in Section 5.1 are not required to pay this charge.

### **5.4.5 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 and 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.

### **5.4.6 REMOTE ASSESSMENT SUPERVISION**

Where a student is remotely enrolled in a course but sits an assessment with another RTO that is situated in geographic proximity, a remote assessment fee of \$50.00 will be applied. In the case of trainees and apprentices this fee will be paid by the Department.

### **5.4.7 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.

Proof of previous enrolment and fees paid 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.

## **5.5 SKILLS RECOGNITION**

### **5.5.1 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.

Students enrolling in RPL are not subject to the fees specified in this policy, but will be determined by the training provider.

### **5.5.2 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 (that is, by a licensing authority) to be reassessed to ensure that competency is being maintained.

Students enrolling in RCC are not subject to the fees specified in this policy, but will be determined by the training provider.

### **5.5.3 CREDIT TRANSFER**

The transfer of credit provides the student with exemption(s) from relevant unit(s) within a course. 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 course. Students are not charged for credit transfer.

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

## **5.6 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.

### **5.6.1 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) pay fee by instalment;
- d) the acceptance by the provider of the student's intent to defer payment and their eligibility to do so under the Commonwealth Government's VET FEE-HELP program;
- e) pay part of the full amount of fee and charges and defer payment of the other part under the Commonwealth Government's VET FEE-HELP program;
- f) make application on the grounds of severe financial hardship for fees and charges to be waived; or
- g) 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.

### **5.6.2 PAYMENT BY INSTALMENT**

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. Details of the student's enrolment and details of why deferred payment was granted must be retained for audit purposes.

### **5.6.3 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.

#### **5.6.4 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.

#### **5.7 ADVICE OF WITHDRAWAL**

Students must be advised that written advice of withdrawal is necessary to ensure that:

- they are eligible for refunds; or
- they do not incur a liability under the Commonwealth Government's VET FEE-HELP program.

#### **5.8 REFUNDS**

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

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

##### **5.8.2 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; or
- a student is not given a place due to maximum number of places being reached.

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.

##### **5.8.3 PART REFUNDS**

Students who withdraw for reasons other than those outlined above, and who lodge a withdrawal form before 20% of delivery has been concluded will be eligible for a full refund of their course fee, and:

- a full refund of the resource fee if the course is a Diploma or Advanced Diploma; or
- 50% of the resource fee if the course is below Diploma level.

#### **5.8.4 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.

#### **5.8.5 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 \$25.00 re-marking charge is to be refunded.

The \$50.00 charge for reporting on assessments is not refundable.

### **5.9 INCIDENTAL CHARGES**

#### **5.9.1 INCIDENTAL CHARGE MAXIMUM FEE**

- a) Late entry to assessments \$25.00.
- b) Special deferred assessment – each unit \$25.00.
- c) Assessment only, and assessment held in normal assessment period – each unit \$20.00.
- d) Assessment only, and assessment not held in the normal assessment period – each unit:
  - i) Setting of paper by assessor (shared equally between candidates) \$150.00.
  - ii) Marking of paper by assessor (each candidate) \$10.00.
  - iii) Supervision of assessment (each candidate) \$50.00.
  - iv) RTO administration costs (each candidate) \$50.00.
  - v) Assessment administration costs (each candidate) \$50.00.
- e) Re-marking of an assessment if the result was a fail – each unit \$0.00.

- f) Re-marking of an assessment if the result was a pass – each unit \$25.00.
- g) Report on assessment – each unit \$50.00.
- h) Replacement of award/qualification/academic record \$50.00.
- i) Re-issue of academic statement
  - i) Results on computer network \$20.00.
  - ii) Results on microfiche \$30.00.
- j) Re-issue of non-current enrolment form \$20.00.
- k) Remote assessment supervision \$50.00.

## 6. RELEVANT LEGISLATION

*Vocational Education and Training Act 1996*  
*Vocational Education and Training (Colleges) Regulations 1996*  
*Vocational Education and Training (General) Regulations 2009*  
*School Education Act 1999*

## 7. CONTACT INFORMATION

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OSBORNE PARK WA 6017  
T: 08 6551 5052  
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International students and temporary residents:

- Education and Training International  
T: 08 9218 2100  
W: [eti.wa.edu.au/](http://eti.wa.edu.au/)  
E: [study.eti@dtwd.wa.gov.au](mailto:study.eti@dtwd.wa.gov.au)

Recognition of overseas qualifications:

- Overseas Qualifications Unit  
T: 08 6212 9850  
W: [migration.wa.gov.au/oqu](http://migration.wa.gov.au/oqu)  
E: [ogu@dtwd.wa.gov.au](mailto:ogu@dtwd.wa.gov.au)