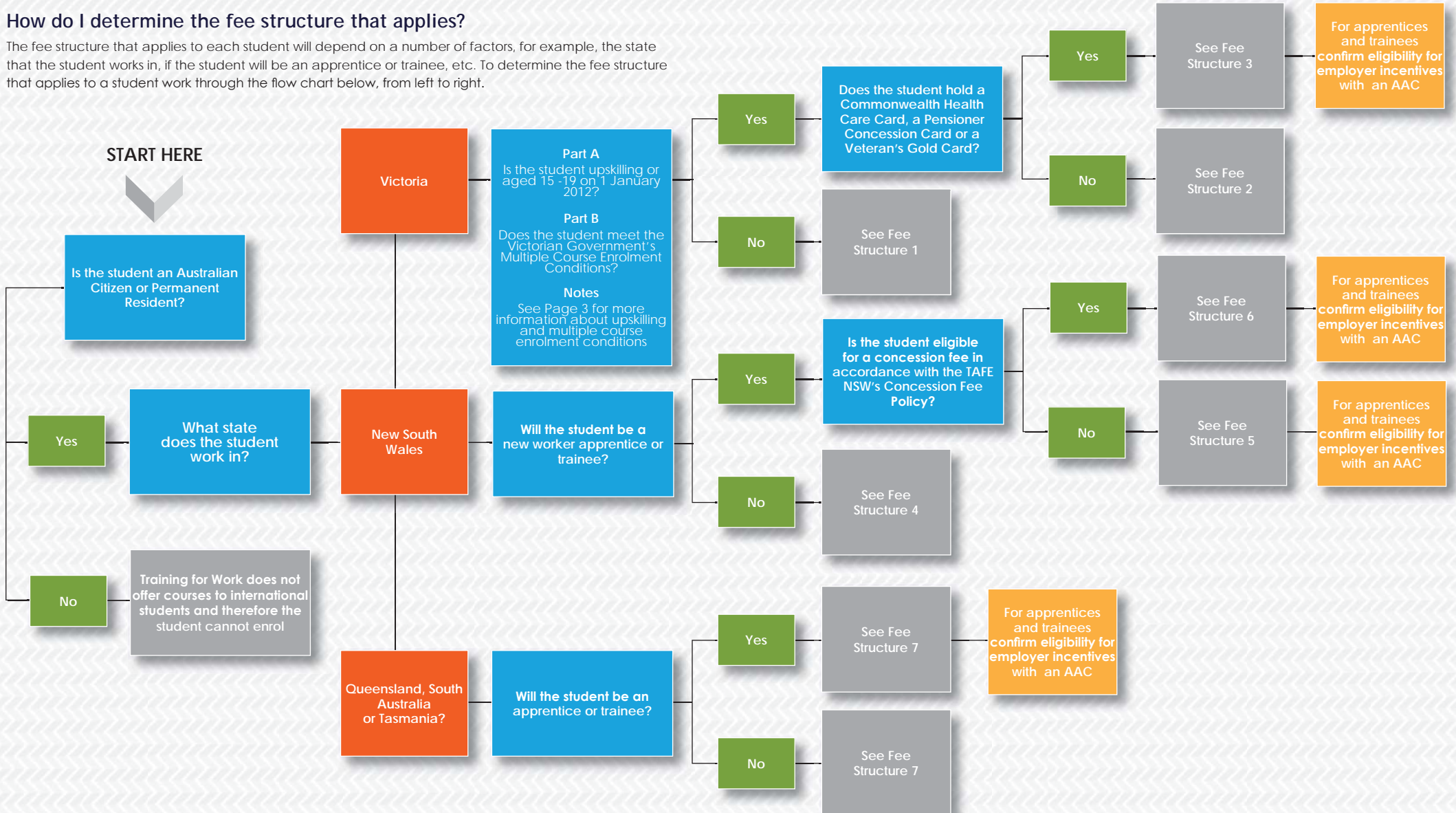


2012 Fees and Charges

How do I determine the fee structure that applies?

The fee structure that applies to each student will depend on a number of factors, for example, the state that the student works in, if the student will be an apprentice or trainee, etc. To determine the fee structure that applies to a student work through the flow chart below, from left to right.



2012 Fees and Charges

Fee Schedule	Victoria					New South Wales					Old, SA and Tas
	Fee Structure 1 VIC Fee for Service	Fee Structure 2 VIC Gvt Funded Non Concession	Fee Structure 3 Vic Gvt Funded Concession	Available for New Worker apprentice or trainee?	Available for Existing Worker apprentice or trainee?	Fee Structure 4 NSW Fee for Service	Fee Structure 5 NSW New Worker Non Concession	Fee Structure 6 NSW New Worker Concession	Available for New Worker apprentice or trainee?	Available for Existing Worker apprentice or trainee?	Fee Structure 7 QLD, SA, and TAS FFS
Business Services											
Certificate III in Business Administration	\$3,000	\$187.50	\$187.50	Yes	No	\$3,000	\$436.00	\$53.00	Yes	No	\$3,000
Certificate IV in Business	\$3,250	\$187.50	\$187.50	Yes	No	\$3,250	\$436.00	\$53.00	Yes	Yes	\$3,250
Certificate IV in Business Administration	\$3,250	\$187.50	\$187.50	Yes	Yes	\$3,250	\$436.00	\$53.00	Yes	Yes	\$3,250
Diploma of Business	\$3,500	\$375.00	\$187.50*	Yes	Yes	\$3,500	Fee Structure 4 applies		Yes	Yes	\$4,000
Human Resources											
Diploma of Human Resource Management	\$3,500	\$375.00	\$187.50*	Yes	Yes	\$3,500	N/A	N/A	Yes	Yes	\$4,000
Management											
Certificate IV in Frontline Management	\$3,250	\$187.50	\$187.50	Yes	No	\$3,250	\$436.00	\$53.00	Yes	Yes	\$3,250
Diploma of Management	\$3,500	\$375.00	\$187.50*	Yes	Yes	\$3,500	Fee Structure 4 applies		Yes	Yes	\$4,000
Advanced Diploma of Management	\$3,500	\$375.00	\$187.50*	Yes	Yes	\$3,500	N/A	N/A	No	No	\$4,000
Hospitality											
Certificate II in Hospitality	\$2,800	\$105.00	\$105.00	Yes	No	\$2,800	\$436.00	\$53.00	Yes	No	POA
Certificate II in Hospitality (Kitchen Operations)	\$2,800	\$105.00	\$105.00	Yes	No	\$2,800	\$436.00	\$53.00	Yes	No	POA
Certificate III in Hospitality	\$3,000	\$187.50	\$187.50	Yes	Yes	\$3,000	\$436.00	\$53.00	Yes	Yes	POA
Certificate III in Hospitality (Commercial Cookery)	\$4,000	\$187.50	\$187.50	Yes	Yes	\$4,000	POA	POA	Yes	Yes	POA
Certificate IV in Hospitality	\$3,250	\$187.50	\$187.50	Yes	Yes	\$3,250	\$436.00	\$53.00	Yes	Yes	POA
Certificate IV in Hospitality (Commercial Cookery)	\$5,000	\$187.50	\$187.50	Yes	Yes	\$5,000	\$436.00	\$53.00	Yes	Yes	POA
Diploma of Hospitality	\$5,000	\$375.00	\$187.50*	No	No	\$5,000	N/A	N/A	No	No	POA
Advanced Diploma of Hospitality	\$5,000	\$375.00	\$187.50*	No	No	\$5,000	N/A	N/A	No	No	POA
Wholesale											
Certificate III in Wholesale	\$3,000	\$187.50	\$187.50	Yes	Yes	\$3,000	\$436.00	\$53.00	Yes	No	\$3,000
Retail											
Certificate II in Retail	\$2,800	\$105.00*	\$105.00*	Yes	No	\$2,800	\$436.00	\$53.00	Yes	No	\$2,800
Certificate III in Retail	\$3,000	\$187.50**	\$187.50**	Yes	Yes	\$3,000	\$436.00	\$53.00	Yes	No	\$3,000

Enrolment / RPL fees and Student Services / Amenities fees listed under Fee Structures 2 and 3 are a) indicative only and subject to change given individual circumstances at enrolment and b) per 12 month period.

Enrolment / RPL fees and Student Services / Amenities fees listed under Fee Structure 5 and 6 are payable in each calendar year of enrolment.

Fees under all Fee Structures are subject to review (and increase) by the Victorian and New South Wales Governments and / or Training for Work.

* a Student Services / Amenities fee of \$112.50 per 12 month period also applies to this course.

** a Student Services / Amenities fee of \$312.50 per 12 month period also applies to this course.

2012 Fees and Charges

Frequently Asked Questions

What does Training for Work's fees include?

Training for Work's Enrolment / RPL and Student Services / Amenities fees include:

- training and assessment visits at the student's workplace by their allocated industry training consultant;
- support telephone calls / emails between the student and their allocated industry training consultant;
- training workbooks / text books that are required to complete the qualifications; and
- upon successful completion of all assessment requirements, the awarding of the relevant qualification.

Students who do not satisfactorily complete a unit will be provided the opportunity to review and resubmit assessment tasks. No additional fees are charged for students who resubmit assessment tasks.

When are fees to be paid?

For Fee Structures 2 and 3:

- this training is provided with funding made available by the Victorian and Commonwealth Governments;
- fees are charged per 12 month period, e.g. for a student that commences in May 2012 and completes in April 2013, only one Enrolment / RPL fee and Student Services / Amenities fee will be payable;
- fees will be invoiced upon enrolment and are to be paid within 7 days of invoice; and
- fees are refundable if: a) the student withdraws within 28 days of Visit 1; and b) a refund request is made in writing to Training for Work.

For Fee Structure 4 and 5:

- this training is provided with funding made available by the New South Wales and Commonwealth Governments;
- fees are charged in each calendar year, e.g. for a student that commences in May 2012 and completes in April 2013 will be charged an Enrolment / RPL fee and Student Services / Amenities fee in both 2012 and 2013;
- fees will be invoiced upon enrolment and are to be paid within 7 days of invoice; and
- fees are not refundable.

For Fee Structures 1, 4 and 7:

Commercial Cookery and Hospitality Management Qualifications
Certificate III in Hospitality (Commercial Cookery)
Certificate IV in Hospitality (Commercial Cookery)
Diploma of Hospitality
Advanced Diploma of Hospitality

- \$500 non-refundable enrolment fee within 7 days of enrolment;
- \$1,500 3 months after enrolment;
- \$1,000 6 months after enrolment; and
- the balance upon completion.

All other qualifications

- \$500 non-refundable enrolment fee within 7 days of enrolment;
- \$1,500 3 months after enrolment; and
- the balance upon completion.

How can fees be paid?

An invoice will be issued for all fees. The invoice will contain detailed information about how fees can be paid. The payment options include Visa Card, Master Card, BPAY or over the counter payment at any Australia Post Office.

What is upskilling?

To be considered upskilling the student must be:

- aged 15 – 19 at Sunday, 1 January 2012; OR
- be undertaking a qualification at a higher level than any previous qualification that they have completed (e.g. a student who has completed Certificate III in Business and is now seeking to enrol in Certificate IV in Business would be considered upskilling); OR
- be undertaking Certificate III in Hospitality (Commercial Cookery) as an apprentice.

What are the multiple course enrolment conditions?

The multiple course enrolment condition is set by the Victorian Government. The condition prohibits a student from:

- undertaking more than 2 Victorian Government funded courses concurrently; and
- enrolling in more than 2 Victorian Government funded courses in a calendar year, e.g. 2012.

Indicative Scheduled Hours and Tuition Fee Per Scheduled Hour

The fees charged under Fee Structure 2 are determined by multiplying the Indicative tuition fees per scheduled hour by the indicative scheduled hours for the course.

For example, the fee charged under fee Structure 2 for Certificate III in Business Administration is \$187.50. This fee is calculated by multiplying the indicative tuition fees per scheduled hour, i.e. \$0.3640776 by the indicative scheduled hours for the course, i.e. 515. The indicative tuition fees per scheduled hour and the scheduled hours for a course are indicative only and subject to change given individual circumstances at enrolment.

Qualification	Indicative Tuition Fee Per Scheduled Hour	Indicative Scheduled Hours for Course
Certificate III in Business Administration BSB30407	0.3640776	515
Certificate IV in Business BSB40207	0.3947368	475
Certificate IV in Business Administration BSB40507	0.4807692	390
Diploma of Business BSB50207	0.8522727	440
Diploma of Human Resource Management BSB50607	0.7812500	480
Certificate IV in Frontline Management BSB40807	0.4120879	455
Diploma of Management BSB51107	0.7978723	470
Advanced Diploma of Management BSB60407	0.7211538	520
Certificate II in Hospitality SIT20207	0.2678571	392
Certificate II in Hospitality (Kitchen Operations) SIT20307	0.2482269	423
Certificate III in Hospitality SIT30707	0.3735059	502
Certificate III in Hospitality (Commercial Cookery) SIT30807	0.2104377	891
Certificate IV in Hospitality SIT40307	0.2281021	822
Certificate IV in Hospitality (Commercial Cookery) SIT40407	0.1469435	1,276
Diploma of Hospitality SIT50307	0.2902470	1,292
Advanced Diploma of Hospitality SIT60307	0.2249550	1,667
Certificate III in Wholesale SIR30307	0.5681818	330
Certificate II in Retail SIR20207	0.2800000	375
Certificate III in Retail SIR30207	0.6147540	305