

POLICY AND PROCEDURE

TRAINEESHIP FEES, CHARGES AND REFUNDS POLICY



INTRODUCTION

The Royal Life Saving Society – Western Australia is a Registered Training Organisation and as such is required to outline the policy for determining fees and charges for traineeships as per the Department of Training and Workplace Development VET fees and charges policy 2021.

The fees and charges contained in this policy will encompass training and assessment services for the following:

Vocational Courses/Qualifications (AQF)

- Qualifications from Training Packages

Certificates include

- Certificate II and III in Sport and Recreation
- Certificate III in Aquatics and Community Recreation

POLICY

Royal Life Saving will amend the fees and charges for training programs on an annual basis as per the Department of Training and Workforce development VET fees and charges policy. A price list of relevant fees and charges for the training programs and services provided by the Royal Life Saving will be produced and changes made as required.

For the full copy of the Department of Training and Workforce Developments VET Fees and Charges Policy 2021, follow this link:

<https://www.dtwd.wa.gov.au/sites/default/files/uploads/dtwd-vet-fees-charges-policy-v1.0-jan2021.pdf>

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.
- A resource fee for hard copies of training and assessment resources of \$70 will be required for the training materials and folder provided by Royal Life Saving Society for the supervisor and student.
- An hourly rate based on nominal hours will apply to each unit commenced in 2021.
- The composition of courses must comply with training package requirements and enrolled units must be attached to a course.

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

Table 1: Course Fees for 2021

| CATEGORY OF ENROLMENT | FEE RATE PER NOMINAL HOUR |
|---|---------------------------|
| Non-concession Student | |
| Existing Worker Traineeships | \$5.79 |
| Apprenticeships, Traineeships** and Priority Industry Qualifications (Up to Certificate IV) | \$3.25 |
| General Industry Training (Up to Certificate IV) | \$4.88 |
| Foundation Skills and Equity Courses*** | \$0.21 |
| Concession Student | |
| Existing Worker Traineeships | \$5.79 |
| Apprenticeships, Traineeships** and Priority Industry Qualifications (Up to Certificate IV) | \$0.97 |
| General Industry Training (Up to Certificate IV) | \$1.47 |
| Foundation Skills and Equity Courses*** | \$0.21 |

*The maximum course fee chargeable for secondary school aged persons not enrolled at school is \$420 in 2021. This is the total course fee for all courses the student is enrolled in.

**Excludes existing worker traineeships.

***The Course in Applied Vocational Study Skills and Underpinning Skills for Industry Qualification which are co-delivered with a vocational qualification are fee free.

Please note the following for 2021:

- Children who are under the care of the Chief Executive Officer of the Department for Child Protection and Family Support are exempt from paying fees.
- All existing worker traineeships attract a fee rate of \$5.79 per hour in 2021.

The following students are entitled to the concession rate on course fees:

a) Persons and dependants of persons holding:

- Pensioner Concession Card.
- Repatriation Health Benefits Card issued by the Department of Veterans' Affairs.
- Health Care Card.

b) Persons and dependants of persons for whom the Commonwealth's JobKeeper payments are being received.

c) Persons and dependants of persons in receipt of services from the following Commonwealth support or employment services programs:

- Jobactive;
- Online Employment Services; or
- ParentsNext.

d) Persons and dependants of persons in receipt of AUSTUDY or ABSTUDY.

- e) Persons and dependants of persons in receipt of the Youth Allowance.
- f) Persons and dependants of persons who are inmates of a custodial institution.
- g) Secondary school aged persons, not enrolled at school.

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 on or after the start date and prior to the expiry of the concession attract the concession rate.

CALCULATING FEES

The fee applicable is from the start date of the unit in which the publicly subsidised student is enrolled, irrespective of the date of enrolment or duration of the course.

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 on the Department's website.

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.

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.

PAYMENT OPTIONS

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 the fee by instalment. Instalment fee forms must be signed and returned to RLSSWA prior to enrolment. Students will be given a minimum of eight weeks from the commencement of the unit to finalise payment;
- d) make application on the grounds of severe financial hardship for fees and charges to be waived.

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

Apprentices and trainees are to be treated the same as other students and are legally liable to pay fees.

WAIVING OF CHARGES

Students will be assessed on a case by case basis to determine whether a student is in severe financial hardship. This should include an evidenced-based assessment of the client's capacity to pay the fees for the enrolment period and is generally based on the individual's financial incomings and outgoings.

CHARGES FOR STUDENTS TRANSFERRING TO OTHER RTOS

Proof of previous enrolment and fees paid must be provided by the student to the RTO. Further invoices will be provided by the new RTO of payments by instalment.

CREDIT TRANSFER

Students are not charged for credit transfer. The transfer of credit provides the student with an exemption from relevant units within a course once the RTO has received a copy of the qualification or statement of attainment from a formal accredited learning with a school, university or RTO.

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 DTWD VET Fees and Charges Policy 2021.

FULL REFUNDS

Students who withdraw are entitled to a full refund of the applicable course fee, resource fee and other fees where:

- a unit is cancelled or re-scheduled to a time unsuitable to the student
- a student is not given a place due to maximum number of places being reached; or
- due to low student numbers, no available lecturer or other circumstances caused by the RTO.

PART REFUNDS

RTOs must set a census/withdrawal date for each unit at no less than 20% of the duration for that unit.

Students who withdraw for reasons other than those outlined as per the full refund details and who lodge a withdrawal form before the census/withdrawal date for a unit will be eligible for a full refund of the course fee for the unit; and 50% of the resource fee if the course is below Diploma level.

PRO RATA REFUNDS

The Training Manager or General Manager of Operations 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.

RLSSWA WITHDRAWAL AND REFUND POLICY

A refund will be issued under the following circumstances:

- where are student notifies RLSSWA in writing a minimum of four weeks prior to the commencement date of training a full refund of all tuition fees will be issued
- where are student notifies RLSSWA in writing after the four week minimum, an administration fee of \$200 will be withheld or charged if on a payment plan
- where are student notifies RLSSWA in writing after commencement of the course and withdraws for reasons other than personal circumstances beyond their control, no tuition fee refund will be issued
- refund request to be sent to training@royallifesavingwa.com.au

Fees for Courses

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

| Course name | Course code | Indicative scheduled hours | Indicative fee | Indicative concession fee | Resource Fee |
|---|-----------------|----------------------------|----------------|---------------------------|--------------|
| Certificate II in Sport and Recreation | SIS20115 | 265 | \$861.25 | \$257.05 | \$70 |
| Certificate III in Sport and Recreation | SIS30115 | 415 | \$1348.75 | \$402.55 | \$70 |
| Certificate III in Aquatics and Community Activities | SIS31015 | 355 | \$1153.75 | \$344.35 | \$70 |

For the full copy of our Traineeship Fees and Charges Policy and Procedures, including refunds, follow this link: <https://royallifesavingwa.com.au/programs/vocational-training/rto-policies>

For the full copy of the Department of Training and Workforce Developments VET Fees and Charges Policy 2019, follow this link:

<https://www.dtwd.wa.gov.au/sites/default/files/uploads/dtwd-vet-fees-charges-policy-v1.0-jan2021.pdf>