

SIS31015 Certificate III Aquatics and Community Activities

Core	SISXEMR001 Respond to emergency situations
Elective	HLTAID003 Provide first aid
Core	SISXCCS001 Provide quality service
Core	SISXIND001 Work effectively in sport, fitness and recreations environments
Elective	SISXIND002 Maintain sport, fitness and recreation industry knowledge
Elective	BSBWOR301 Organise personal work priorities and development
Elective	SFICOMP205B Communicate effectively in cross-cultural environments
Core	SISXCAI003 Conduct non-instructional sport fitness or recreation sessions
Core	SISXRES002 Educate user groups
Elective	SISCAQU002 Perform basic water rescue
Elective	SISCAQU006 Supervise clients in aquatic locations
Elective	SISCAQU007 Perform advanced water rescue
Elective	PUAEME003C Administer oxygen in an emergency situation
Elective	PUAEME001B Provide emergency care

Unique student identifier (USI)

In January 2015 the USI initiative was developed jointly by the Australian and State and Territory governments. Any individual that is participating in a vocational qualification is required to provide the RTO with a USI. Training cannot begin without a valid USI.

A USI can be created here - <http://www.usi.gov.au/create-your-USI/Pages/default.aspx>

Current and previous studies

If you are currently studying or have previously completed study, you may be eligible for credit transfers or recognition of prior learning (RPL) Before training commences we require copies of previous statements of attainments as well as any current units that will be completed alongside this traineeship.

Eligibility

New Entrant and Existing Worker Traineeships will not be provided to:

- Persons who are neither Australian citizens nor permanent residents of Australia unless they are holders of approved Visa subclasses described in the Fees and Charges Policy
- Secondary School Students
- Persons under 15 years of age.

Eligibility for the concession rate on course fees is determined at the time of enrolment. The following students are entitled to the concession rate on course fees.

- Persons and dependants of persons holding:
 - o a Pensioner Concession Card;
 - o a Repatriation Health Benefits Card issued by the Department of Veterans' Affairs; or
 - o a Health Care Card.
- Persons and dependants of persons in receipt of services from the following Commonwealth support or employment services programs:

- o Jobactive;
- o Online Employment Services; or
- o ParentsNext.
- Persons and dependants of persons in receipt of AUSTUDY or ABSTUDY.
- Persons and dependants of persons in receipt of the Youth Allowance.
- Persons and dependants of persons who are inmates of a custodial institution.
- Secondary school-aged persons, not enrolled at school.

Traineeships will not be provided to:

- Persons who are neither Australian citizens nor permanent residents of Australia unless they are holders of approved Visa subclasses described in the Fees and Charges Policy
- Persons under 15 years of age.

Secondary school students are exempt from course and resource fees if they:

- are enrolled at school, as defined in the School Education Act 1999; and
- are undertaking a VET course.

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.
- An hourly rate based on nominal hours will apply to each unit commenced.
- 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

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

Please note the following:

- 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.

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.

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 a 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 a 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 a 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 fee.

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

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>