

Fee information for publicly funded Traineeships

Introduction

This document sets out the fees and charges that apply to training funded by the Western Australian Department of Training and Workforce Development and delivered by Training Services Australia.

The Department of Training and Workforce Development's VET Fees and Charges Policy requires Training Services Australia to collect fees and charges for students undertaking publicly funded vocational education and training (VET) in Western Australia 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 our contractual arrangements.

Reference documents

Government of Western Australia, Department of Training and Workforce Development, **VET Fees and Charges Policy 2018**.

Eligibility for traineeships

Not all students are eligible for government funded traineeships. Prospective students should contact a TSA Training Advisor to discuss their eligibility and the availability of places.

Total fee payable

The total fee payable by an individual student undertaking a publicly funded Traineeship with TSA is comprised of the course fee and resources fee detailed below. Students wishing to seek RPL for one or more units within the Traineeship are also required to pay an RPL assessment fee.

Course fees and resource fees

Training Services Australia is required to charge students accepted on a traineeship, a course fee based on rates set by the Department of Training and Workforce Development. The rate set per nominal hour by the Department for 2018 is \$5.79 (existing worker) or \$3.25 (new worker). The nominal hours for each unit within a qualification is also set by the Department.

In addition to the course fees, Training Services Australia charges a resource fee of \$20 per unit (i.e., \$200 for the entire qualification) to cover the cost of manuals, handouts and other materials supplied to students.

A different fee will apply for candidates who obtain credit for units previously completed and for candidates who wish to seek RPL for one or more units of competency.

Fees applying to units attended in future years

The above fees apply for units completed in 2018. New rates will apply to units attended in 2019 and beyond, as per the Department of Training and Workforce Development's VET Fees and Charges Policy's gazetted unit hour fee.

Students will be invoiced in 2018 only for the portion of their training they are scheduled to attend in 2018 (as per their training plan). Those who are scheduled to attend training in subsequent years will be issued an invoice for that portion of the training when the new fees become available.

Students who are invoiced for training which is scheduled for 2018, but defer their training until 2019 will be required to pay for the deferred training at 2019 rates, and an adjustment invoice will be issued prior to or shortly after their attendance at training in 2019.

RPL assessment fee

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 wishing to seek RPL for one or more units in their traineeship will be charged at the RPL assessment rate specified in TSA's 'Fee and Payment Information' document. This document can be accessed from the 'Policies and Procedures' page of the TSA website (www.tsa-wa.com.au/policies-and-procedures).

Students will not be charged a course fee or a resource fee for any units which they successfully complete via RPL.

Withdrawal / Refunds

Where a student wishes to withdraw from a traineeship, written advice of withdrawal is required to ensure eligibility to any refund. This should be provided by emailing tsa@tsa-wa.com.au.

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

Subject to meeting the withdrawal and refund notification requirements, a student will be entitled to a full refund of fees and charges for units not completed where they have withdrawn due to:

- a course/qualification being cancelled or rescheduled to an unsuitable time to the student; or
- a place being unavailable on the course due to maximum course numbers being reached.

Students who withdraw for reasons other than the above and lodge written notification of the withdrawal before 20% of the course delivery is complete, will be eligible for a full refund of course fees paid and 50% of applied Resource fees.

A pro rata refund may be approved where a student withdraws from their traineeship due to personal circumstances beyond their control. For example:

- serious illness resulting in extended absence from classes; or
- injury or disability that prevents the student from completing their program of study.

Such circumstances must be supported by relevant documentary evidence (e.g., medical certificate). Applications for pro-rata refunds will be reviewed by TSA management on a case-by-case basis.