

Policy & Procedure 14 – Fees

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| Relates to standards: | 3.3, 5.3, Schedule 6 Standards for Registered Training Organisations RTOs 2015 2.2 ACT Standards for Delivery of Training – Skills Canberra |
| Applicable to: | Learners, employers, community, industry, the Australian Skills Quality Authority, Skills Canberra, Training Services NSW and the ACT Training Fund Authority. Global Energy Training Solutions management, trainers/assessors, administration staff, contractors, volunteers and visitors. |
| Referenced documents: | In accordance with: 2 Training & Assessment Strategy 2 – Solar In accordance with: 3 Training & Assessment Strategy 3 – Telecommunications |
| Monitor and review: | In accordance with: Policy & Procedure 18 – Quality Management |
| Responsibility: | Ben Murphy – as Proprietor / Chief Executive |
| Questions/queries: | accounts@gets.edu.au (+61) 02 6262 0077 |

Table of Contents

| | |
|--|---|
| 1. Policy objective..... | 1 |
| 2. Fee tables..... | 2 |
| Training under an apprenticeship contract..... | 2 |
| Training under an Access Canberra Construction Occupations Unrestricted Work Permit..... | 2 |
| Training outside of an electrical apprenticeship..... | 2 |
| Solar and Telecommunications..... | 3 |
| Support services and learning resources..... | 3 |
| 3. Funding providers and acknowledgement..... | 3 |
| Skills Canberra ACT Apprenticeship funding..... | 3 |
| ACT Building and Construction Industry Training Funding Authority rebates..... | 3 |
| 4. Payment of fees..... | 4 |
| Timing of invoices..... | 4 |
| Prepayment of fees..... | 4 |
| Methods of payment..... | 4 |
| Payment terms..... | 4 |
| Actions arising from non-payment of fees..... | 4 |
| 5. Fee concessions, exemptions or refunds..... | 4 |
| 6. History of fee increases..... | 4 |
| 7. Version Control..... | 5 |

1. Policy objective

To outline;

- fees for different courses and funding models.
- methods of payment, payment terms and actions arising from non payment of fees.
- fee concessions, exemptions and refunds.

2. Fee tables

Training under an apprenticeship contract

| ACT Apprenticeship fees | Fees – GST free |
|--|----------------------------------|
| 1 st year | \$395 |
| 2 nd , 3 rd and 4 th year | \$525 per year |
| Australian School Based Apprentice (ASBA) | As above |
| Minimum and maximum fees per qualification | \$525 minimum \$1,970 maximum |
| Notes: <ul style="list-style-type: none"> • Applicable when the employer's registered business address is inside the ACT • Apprenticeships that are likely to take less than four years to complete e.g. second trade workers have the same fees as 2nd, 3rd or 4th years | |

| NSW Apprenticeship fees | Fees – GST free |
|---|------------------------------------|
| 1 st , 2 nd , 3 rd and 4 th year enrolment fees (Core units only) | \$1600 per year |
| Australian School Based Apprentice (ASBA) | As above |
| Maximum and minimum fees per qualification (Core units only) | \$1,600 minimum \$6,400 maximum |
| Electives (Additional fees) | See short course fees |
| Note: We are unable to access government funding in NSW due to our primary business address | |

Note: Tech fees are time based and issued at the beginning of each twelve month period.

Training under an Access Canberra Construction Occupations Unrestricted Work Permit

| Australian Wiring Rules Context Training for overseas qualified electricians | Fees – GST free |
|--|-------------------------------|
| When holding a Trades Recognition Australia, Offshore Technical Skills Record (OTSR) and training under an Access Canberra Construction Occupations Unrestricted work permit | \$1800 x 2 semesters = \$3600 |
| Electives (if required) | See short course fees |
| Note: Please see section 3 for information about eligibility for the ACT Building & Construction Industry Training Fund Authority rebates | |

Training outside of an electrical apprenticeship.

| Pre-Apprentiship | Fees – GST free |
|--|-----------------|
| The first six months of tech outside of an apprenticeship (Available to job seekers yet to start an apprenticeship only) | \$800 |

| Apprentice who has lost their employment | Fees – GST free |
|--|--------------------|
| Available to continue training while looking for work up to 6 months | No additional fees |

| Specific units required | Fees – GST free |
|-------------------------|-----------------|
| 1-2 days in a Semester | \$300 |
| 3-4 days in a Semester | \$600 |
| 5-6 days in a Semester | \$900 |

| | |
|---|---------|
| 7-9 days in a Semester | \$1,350 |
| 10-18 days in a Semester | \$1,600 |
| Capstone assessment (UEENEEG105A) | \$2,000 |
| Note: Please see section 3 for information about eligibility for the ACT Building & Construction Industry Training Fund Authority rebates | |

Solar and Telecommunications

| Solar courses | Full cost | Full cost if eligible for TFA rebates | Full cost if an apprentice at GETS |
|--|-----------|---------------------------------------|--------------------------------------|
| UEENEEK125A - Solve basic problems in photovoltaic energy apparatus and systems | \$500 | \$150 | No extra fees (elective in Cert III) |
| UEENEEK148A - Install, configure and commission LV grid connected photovoltaic power systems | \$500 | \$150 | No extra fees (elective in Cert III) |
| UEENEEK135A - Design grid connected photovoltaic power supply systems | \$500 | \$150 | \$150 |
| Total: | \$1,500 | \$450 | \$150 |

| Telecommunications courses | Full cost | Full cost if eligible for TFA rebates | Full cost if an apprentice at GETS |
|---|-----------|---------------------------------------|--------------------------------------|
| UEENEEF102A - Install and maintain cabling for multiple access to telecommunication services (ACMA) | \$780 | \$240 | No extra fees (elective in Cert III) |
| UEENEEF104A - Install and modify performance data communication copper cabling (Structured/Coax) | \$680 | \$210 | \$210 |
| Total: | \$1,460 | \$450 | \$210 |

Note: Please see section 3 for information about eligibility for the ACT Building & Construction Industry Training Fund Authority rebates

Support services and learning resources

| Support Services, Additional Fees and Text books | Fees – GST free |
|--|----------------------|
| Group tutorial – Available to all industry workers and professionals | Free |
| Re-sit assessment | Free |
| Re-sit course | Free |
| Training materials provided | Free |
| Additional charges or contributions | Nil |
| AS/NZS 3000 Wiring Rules | Purchased externally |

3. Funding providers and acknowledgement

Skills Canberra ACT Apprenticeship funding

Acknowledgement: ACT Apprenticeship training funded by ACT Government's User Choice funding

ACT Building and Construction Industry Training Funding Authority rebates

Subject to approval, learners who work in or in connection with the building and construction industry in the ACT (at least 80% of the time) may be eligible for ACT Building & Construction Industry Training Fund Authority training rebates for some units of competency.

4. Payment of fees

Timing of invoices

Invoices for apprenticeships are time based and issued at the beginning of each twelve month period. Invoices for other courses are issued per term, semester or year.

Prepayment of fees

Fees less than \$1500 are required to be paid at the beginning of the term, semester or year.

Fees greater than \$1500 are not required to be paid in advance and are instead paid at the end of the term, semester or year.

Methods of payment

Preferred payment method – Electronic Funds Transfer

Alternative payment method – Cash

Payment terms

- Payment terms: 10 business days unless extended by us
- All consumer rights apply
- Cooling off period – 10 business days

Actions arising from non-payment of fees

Where the appropriate fees have not been paid, certification may be withheld from the student as per clause 3.3 *Standards for Registered Training Organisations (RTOs) 2015*

Where the appropriate fees have not been paid, learners may have future enrolments denied.

5. Fee concessions, exemptions or refunds

For any 12 month period, an Australian Apprentice is eligible for a fee concession if they;

- hold a current Health Care Card or Pension Card, or
- can prove genuine financial hardship.

For any 12 month period, an Australian Apprentice is eligible for a fee exemption if they;

- changed Registered Training Organisation, or
- changed employer.

For any 12 month period, an Australian Apprentice is eligible for a refund if;

- training was not delivered or made available by us, or
- they were overcharged.

Learners are advised of the availability for concessions, exemptions and refunds during the induction process. Applications for a concession, exemption or refund, can be made in person or in writing (including email).

6. History of fee increases

Since October 2015 there has been one fee increase for ACT apprenticeships. This was an increase in fees by \$45 per person per year commencing at the beginning of 2020.

7. Version Control

| Version | Date of release | Author | Authorised by | Position | Reason for change |
|---------|-----------------|------------|---------------|------------------------------|--|
| V3 | 26/04/2017 | Ben Murphy | Ben Murphy | Proprietor / Chief Executive | Content removed from Access, Equity and Diversity policy to be stand alone. Version number consistent with full P&P review version release Added new sections for different funding models and courses. Redefined policy objective and non payment of fees |
| V3.1 | 07/05/2017 | Ben Murphy | Ben Murphy | Proprietor / Chief Executive | Fixed spelling error under procedures, invoicing. |
| V3.2 | 27/04/2020 | Ben Murphy | Ben Murphy | Proprietor / Chief Executive | Fee increase for ACT apprenticeships. Fixed NSW fees. Reworded and reordered. |