



Our Vision

Empowering people, building communities

Our Mission

To bridge the gap and build communities by empowering disadvantaged and disenfranchised individuals to build their self-sufficiency through social inclusion, practical training and enhanced employment opportunities

BTG RTO Fees and Charge Schedule Policy and Procedures 2017

Reference:

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2014

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Definitions

Accountable Officer

Managing Directors in the case of State Training Providers and other VET institutions, and the Chief Executive (or equivalent) in the case of other RTOs with whom the Department has a contract for the delivery of training services

BTG

Bridging the Gap Inc

DTWD

Department of Training and Workforce Development

VET

Vocational, Education & Training

RCC

Recognition of Current Competencies

RPL

Record of Prior Learning

RTO

Registered Training Organisation

Relevant Policy and Legislation

Relevant legislation

- Vocational Education and Training Act 1996
- Vocational Education and Training (Colleges) Regulations 1996

Vet Fees and Charges Policy 2017

<http://www.dtwd.wa.gov.au/sites/default/files/uploads/VETFeesandChargesPolicy2017v2.0.pdf>

Purpose

The purpose of this policy is to ensure that Bridging the Gap In (BTG) is fully transparent in detailing our policies and procedures pertaining to our course fees and charges. We want all our students and staff to be aware of the way in which participant fees and refunds are to be managed.

Policy

It is the policy of BTG, as a Registered Training Organisation (RTO) to have fair and reasonable financial dealings with all our students and stakeholders.

It is the policy of BTG:

- to clearly identify the amount applicable for tuition and materials fees and timeframes for payments
- In the event that a request for refund is applied for monies paid in advance, the Finance Department or their delegate is/are the delegate(s) for authorisation of refund of fees
- BTG reserves the right to withhold Certification documents until all applicable fees are received

Should BTG provide training through contracted services to employers, arrangements will be negotiated and documented in a Memorandum of Understanding with the individual employers.

Should BTG provide auspicing arrangements through contracted services to other organisations and services providers, arrangements will be negotiated and documented in Memorandum of Understanding with the individual service provider.

Scope

This policy applies to all fees and refunds applicable to:

- Fee for service qualifications, skill sets, units or other training programmes
- Fees in addition to the funded amount applicable through Department of Training and Workforce Development funding
- Accredited and Non- Accredited training programmes

Non-Accredited Training and Workshops

Along with our Nationally Accredited training, BTG also delivers non-accredited training and workshops. These courses are not able to be funded and are delivered on a fee for services basis. GST is included in the course cost where applicable.

Courses are delivered at minimum cost so there is no concession price available; however there may be discounts for group-bookings where applicable.

Each course or workshop will be individually priced, with full details made available. All of the terms and conditions, including the requirements around withdrawal and refunds will be clearly stated. If withdrawing from a training programme or course, you must send written advice of your withdrawal to be eligible for a refund.

Bridging the Gap Policy Course Fees & Charges

Course Fees As Per Vet Fees & Charges Policy 2017

CATEGORY OF ENROLMENT	FEE RATE PER NOMINAL HOUR
Non-concession Student	
Diploma, Advanced Diploma and 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	
Concession-eligible Diploma and Advanced Diploma Courses	\$1.74
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

Fees and Charges

Refer to the Fees and Charges schedule for the individual qualification/training programme.

Fees & Charges are based on the qualification and units selected for the course. Enrolment is not complete until fees and charges have been paid, deferred payment arrangements have been made, or fees and charges have been waived.

For secondary school-aged persons not enrolled at school, the maximum course fee chargeable in 2017 is \$420. This maximum is the total fee for all courses the student is enrolled in.

Resource Fee

The resource fee covers materials purchased by the RTO to be consumed or transformed by students in the course of instruction, such as workshop materials and workbooks. BTG has a set resource fee of \$20 per unit. Students will be notified if there are an additional uniform or equipment costs for training. Students may also be required to pay for excursions as a part of training.

Concessional Rates

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

- a) Persons and dependants of persons holding:
 - A Pensioner Concession Card
 - A Repatriation Health Benefits Card issued by the Department of Veterans Affairs
 - A Health Care Card
- b) Persons and dependants of persons in receipt of AUSTUDY or ABSTUDY
- c) Persons and dependants of persons in receipt of the Youth Allowance
- d) Persons who are inmates of a custodial institution
- e) Secondary school aged persons, not enrolled at school

Proof of eligibility for concession must be demonstrated upon enrolment of the unit. 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 prior to the expiry of the concession attract the concession rate.

Meeting the concession eligibility requirements entitles the individual to a fee concession, but is not sufficient grounds for the granting of a fee waiver.

Mode of training delivery

Students enrolling in a publicly funded course are charged according to the same fee structure regardless of mode of delivery of training programme, including:

- Face to face learning
- Remote live electronic conferencing
- Self-Paced – scheduled and unscheduled
- External Studies, or Workplace Learning
- Video or On-Line Learning

Enrolling in part of a unit

Students enrolling for only a part of unit are required to pay the same fees as would have applied if they had enrolled in the full unit.

Students enrolling for examination or assessment only, may be required to pay an assessment entry charge of \$20.00 per unit. No other fees apply.

Skills recognition

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. RPL fees are charged at 20% of the unit cost.

Recognition of Current Competencies (RCC) applies if a student has previously successfully completed the requirements for a unit and is now required (that is, by a licensing authority) to be reassessed to ensure that competency is being maintained. RCC fees are charged at 20% of the unit cost.

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. Credit transfer does not involve an assessment of the student's knowledge or skills – it is an assessment of the credentials of the formal accredited learning presented against the destination course to determine the extent to which it is equivalent to the required learning outcomes, competency outcomes, or standards in a course.

Students may be granted credit for the completion of formal accredited learning with a school, university or RTO.

Financial Hardship & Fee Waiver

Accountable officers at BTG may waive all fees and charges for students who are in severe financial hardship. This is determined on a case by case basis, based upon evidence provided and completion of BTG's Fee Exemption Application Form. The assessment of whether an applicant qualifies for a fee waiver is to be made on the basis of their individual circumstances and those of any dependent family members.

Subject to the exceptional circumstances outlined below, a fee waiver cannot be given unless **ALL** of the following criteria are met.

Criteria for Severe Financial Hardship

- 1 The student must have a health care/benefits card
- 2 The student does not have the disposable income to pay the fees via instalments without compromising their ability to meet their basic living needs or those of their dependents
- 3 There is no basis for concluding that the student's financial circumstances are likely to change within a reasonable period (e.g. 12 months)

Where these criteria are not met, instalment plans are appropriate and extended payment periods may also be considered.

Supporting Documentary Evidence

The student must provide relevant supporting documentation to evidence their claim, including detailed evidence as to their financial circumstances. The nature of the evidence provided will depend on the individual circumstances of the student; example evidence for assessing income includes: pay slips and bank statements.

Exceptional Circumstances

Short term hardship or temporary financial difficulty that arises from a sudden change in circumstances does not generally qualify a person for fee waiver consideration. Only in exceptional circumstances can a fee waiver be considered. An exceptional circumstance is when one of the following events occur, which compromises the student's ability to meet their essential living needs or those of their dependents:

- The student or family member has a sudden or unexpected health issue or disability
- Death of a significant wage earner in the family
- Relationship breakdown or domestic violence
- Natural disaster

In other circumstances, a payment plan is likely to be considered.

Partial Fee Waivers

A partial waiver of all fees for enrolled units within an enrolment period is not permitted

Time Limit

Fee waivers can only be granted for units commenced within the calendar year.

Approvals and Reporting

Details of a student's enrolment, records where a fee waiver has been granted and documented reasons and evidence for the decision will be retained for audit purposes.

Payment arrangements

Accountable officers will assess students on a case by case basis in regards to a payment arrangement. Details of the student's enrolment and details of why deferred payment was granted will be retained for audit purposes.

Where approval has been given for a student to pay by instalment, BTG is responsible for the collection of outstanding fees and charges. We will ensure that fair and adequate recovery procedures are in place to manage the collection and recovery of monies.

Students who have fallen behind in their payments will not be enrolled in additional units unless appropriate arrangements, agreed to by both the student and the RTO, have been put in place to pay the amount outstanding.

BTG is required to collect a maximum of \$1500 prior to course commencement. Once training has commenced, a payment arrangement will collect the remainder of fees in two instalments. Amounts and specific dates are dependent on each individual course and students will be notified on enrolment when their fees will be due.

Refunds

If withdrawing from a training programme, the student must send written advice of their withdrawal to be eligible for a refund. Our invoices will clearly indicate the course withdrawal census date.

Students who withdraw are entitled to a full refund of fees and charges where:

- a unit is cancelled or re-scheduled to a time unsuitable to the student; or
- a student is not given a place due to maximum number of places being reached

Accountable officers can approve a full refund of fees at any time during delivery if a class is cancelled because of declining student numbers, no available lecturer, or due to other circumstances caused by the RTO.

Students who withdraw for reasons other than those outlined above, and who lodge a withdrawal form before 20% of the way between the commencement and completion dates for the unit, will be eligible for a full refund of the course fee for the unit, and a full refund of the resource fee if the course is a Diploma, Advanced Diploma, or Certificate IV course included in the VET FEE-HELP Certificate IV trial in Western Australia; or

Accountable officers 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 programme 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. Details of all refunds will be retained for audit purposes and the enrolment form annotated to show that a refund has been given.

22237VIC Certificate II General Education for Adults

22237VIC CERTIFICATE II in GENERAL EDUCATION FOR ADULTS			FUNDED TRAINING FEES AS PER 2017 VET FEES & CHARGES POLICY		FEE FOR SERVICE TRAINING FEE (Non funded training)	
CORE UNITS		HOURS OF UNIT	NON CONCESSION @\$4.88 Per hour	CONCESSION @\$1.47 Per hour	NON CONCESSION @\$9.68 Per hour	CONCESSION @\$4.84 Per hour
VU21354 - Core	Implement and review a project	30	\$146.40	\$44.10	\$290.40	\$145.20
<i>Resource Fee</i>			\$20.00	\$20.00	\$20.00	\$20.00
VU21353 – Core	Research pathways and produce a learning plan and portfolio	20	\$97.60	\$29.40	\$193.60	\$96.80
<i>Resource Fee</i>			\$20.00	\$20.00	\$20.00	\$20.00
VU21356 – Core Skills Reading	Engage with a range of complex texts for learning purposes	30	\$146.40	\$44.10	\$290.40	\$145.20
<i>Resource Fee</i>			\$20.00	\$20.00	\$20.00	\$20.00
VU21357 – Core Skills Reading	Engage with a range of complex texts for employment purposes	30	\$146.40	\$44.10	\$290.40	\$145.20
<i>Resource Fee</i>			\$20.00	\$20.00	\$20.00	\$20.00
VU21360 – Core Skill Writing	Create a range of complex texts for learning purposes	30	\$146.40	\$44.10	\$290.40	\$145.20
<i>Resource Fee</i>			\$20.00	\$20.00	\$20.00	\$20.00
VU21361 – Core Skill Writing	Create a range of complex texts to participate in the workplace	30	\$146.40	\$44.10	\$290.40	\$145.20
<i>Resource Fee</i>			\$20.00	\$20.00	\$20.00	\$20.00
VU21364 - Core Skills Numeracy & Mathematics	Investigate numerical and statistical information in a range of contexts.	50	\$244.00	\$73.50	\$484.00	\$242.00
<i>Resource Fee</i>			\$20.00	\$20.00	\$20.00	\$20.00
VU21365 - Core Skills Numeracy & Mathematics	Investigate & use simple mathematical formulae and problem solving techniques in a range of contexts	50	\$244.00	\$73.50	\$484.00	\$242.00
<i>Resource Fee</i>			\$20.00	\$20.00	\$20.00	\$20.00
ELECTIVE UNITS (Special Interest)						
FNSFLT201	Develop and use a personal budget	20	\$97.60	\$29.40	\$193.60	\$96.80
<i>Resource Fee</i>			\$20.00	\$20.00	\$20.00	\$20.00
<i>Resource Fee</i>			\$20.00	\$20.00	\$20.00	\$20.00
BSBCMM201A	Communicate in the Workplace	30	\$146.40	\$44.10	\$290.40	\$145.20

	Resource Fee	\$20.00	\$20.00	\$20.00	\$20.00
COURSE FEE PER HOUR COST	320	\$1561.60	\$470.40		
	RESOURCE FEE TOTAL COST	\$220.00	\$220.00	\$220.00	\$220.00
	COURSE FEE TOTAL	\$1781.60	\$690.40		

Please Note

Course fees depend on course enrolment; if enrolled as fee for service or depending on eligibility for funding by Department of Training and Workforce Development.

Refer to the concessional section of this policy for Concession eligibility and evidence.

RPL and RCC costs are charged at 20% of unit cost, there is no resource fee associated with RPL and RCC.

Elective units above are selected from qualification package and may be adjusted at discretion of BTG RTO and in line with the qualification rules. If these electives are adjusted for a training programme this will be advised in the enrolment package sent to clients prior to course commencement, and pricing will be in accordance with Vet Fees and Charges policy.

AHC21016 Certificate II Conservation and Land Management

AHC21010 CERTIFICATE II IN CONSERVATION AND LAND MANAGEMENT			FUNDED TRAINING FEES AS PER 2017 VET FEES & CHARGES POLICY		FEE FOR SERVICE TRAINING FEE (Non funded training)	
CORE UNITS		HOURS OF UNIT	NON CONCESSION @ \$4.88 Per hour	CONCESSION @ \$1.47 Per hour	NON CONCESSION @ \$9.68 Per hour	CONCESSION @ \$4.84 Per hour
AHCWRK209	Participate in environmentally sustainable work practices	20	\$97.60	\$29.40	\$193.60	\$96.80
Resource Fee			\$20.00	\$20.00	\$20.00	\$20.00
AHCWHS201	Participate in Work Health & Safety processes	40	\$195.20	\$58.80	\$96.80	\$48.40
Resource Fee			\$20.00	\$20.00	\$20.00	\$20.00
ELECTIVE UNITS						
AHCPCM202	Collect, prepare and preserve plant specimens	24	\$117.12	\$35.28	\$232.32	\$116.16
Resource Fee			\$20.00	\$20.00	\$20.00	\$20.00
AHCFAU201	Recognise fauna	40	\$195.20	\$58.80	\$387.20	\$193.60
Resource Fee			\$20.00	\$20.00	\$20.00	\$20.00
AHCPCM201	Recognise plants	40	\$195.20	\$58.80	\$387.20	\$193.60
Resource Fee			\$20.00	\$20.00	\$20.00	\$20.00
AHCWRK202	Observe environmental work practices	30	\$146.40	\$44.10	\$290.40	\$145.20
Resource Fee			\$20.00	\$20.00	\$20.00	\$20.00
AHCWRK205	Participate in workplace communications	24	\$117.12	\$35.28	\$232.32	\$116.16
Resource Fee			\$20.00	\$20.00	\$20.00	\$20.00
AHCWRK204	Work effectively in the industry	40	\$195.20	\$58.80	\$387.20	\$193.60
Resource Fee			\$20.00	\$20.00	\$20.00	\$20.00
AHCNAR201	Carry out natural area restoration	40	\$195.20	\$58.80	\$387.20	\$193.60
Resource Fee			\$20.00	\$20.00	\$20.00	\$20.00
AHCPGD201	Plant trees and shrubs	30	\$146.40	\$44.10	\$290.40	\$145.20
Resource Fee			\$20.00	\$20.00	\$20.00	\$20.00
AHCPMG201	Treat weeds	35	\$170.80	\$51.45	\$338.80	\$169.40
Resource Fee			\$20.00	\$20.00	\$20.00	\$20.00
AHCNSY203	Undertake propagation activities	35	\$170.80	\$51.45	\$338.80	\$169.40
Resource Fee			\$20.00	\$20.00	\$20.00	\$20.00
AHCCHM201	Apply Chemicals under supervision	35	\$170.80	\$51.45	\$387.20	\$193.60
Resource Fee			\$20.00	\$20.00	\$20.00	\$20.00
AHCSOL202	Assist with soil or growing media sampling & testing	25	\$122.00	\$36.75	\$242.00	\$121.00

Resource Fee			\$20.00	\$20.00	\$20.00	\$20.00
AHCNAR305	Collect Native Seed	35	\$170.80	\$51.45	\$193.60	\$96.80
Resource Fee			\$20.00	\$20.00	\$20.00	\$20.00
COURSE FEE PER HOUR COST		493	\$2405.84	\$724.71	\$4385.04	\$2192.52
RESOURCE FEE TOTAL			\$300.00	\$300.00	\$300.00	\$300.00
COURSE FEE TOTAL			\$2705.84	\$1024.71	\$4685.04	\$2492.52

Please Note

Course fees depend on course enrolment; if enrolled as fee for service or depending on eligibility for funding by Department of Training and Workforce Development.

Refer to the concessional section of this policy for Concession eligibility and evidence.

RPL and RCC costs are charged at 20% of unit cost, there is no resource fee associated with RPL and RCC.

Elective units above are selected from qualification package and may be adjusted at discretion of BTG RTO and in line with the qualification rules. If these electives are adjusted for a training programme this will be advised in the enrolment package sent to clients prior to course commencement, and pricing will be in accordance with Vet Fees and Charges policy.

BSB20115 Certificate II Business

BSB20112 CERTIFICATE II IN BUSINESS SERVICES			FUNDED TRAINING FEES AS PER 2017 VET FEES & CHARGES POLICY		FEE FOR SERVICE TRAINING FEE (Non funded training)	
CORE UNITS		HOURS OF LIMIT	NON CONCESSION @ \$4.88 Per hour	CONCESSION @ \$1.47 Per hour	NON CONCESSION @ \$9.68 Per hour	CONCESSION @ \$4.84 Per hour
BSBWHS201	Contribute to health and safety of self and others	15	\$73.20	\$22.05	\$145.20	\$72.60
Resource Fee			\$20.00	\$20.00	\$20.00	\$20.00
ELECTIVE UNITS						
BSBITU203	Communicate electronically	20	\$97.60	\$29.40	\$193.60	\$96.80
Resource Fee			\$20.00	\$20.00	\$20.00	\$20.00
BSBCMM201	Communicate in the workplace	30	\$146.40	44.10	\$290.40	\$145.20
Resource Fee			\$20.00	\$20.00	\$20.00	\$20.00
BSBITU202	Create and use spreadsheets	20	\$97.60	\$29.40	\$193.60	\$96.80
Resource Fee			\$20.00	\$20.00	\$20.00	\$20.00
BSBCUS201	Deliver a service to customers	40	\$195.20	\$58.80	\$387.20	\$193.60
Resource Fee			\$20.00	\$20.00	\$20.00	\$20.00
BSBINM202	Handle Mail	15	\$73.20	\$22.05	\$145.20	\$72.60
Resource Fee			\$20.00	\$20.00	\$20.00	\$20.00
BSBWOR202	Organise and complete daily work activities	15	\$73.20	\$22.05	\$145.20	\$72.60
Resource Fee			\$20.00	\$20.00	\$20.00	\$20.00
BSBINM201	Process and maintain workplace information	20	\$97.60	\$29.40	\$193.60	\$96.80
Resource Fee			\$20.00	\$20.00	\$20.00	\$20.00
BSBITU201	Produce simple work processed documents	40	\$195.20	\$58.80	\$387.20	\$193.60
Resource Fee			\$20.00	\$20.00	\$20.00	\$20.00
BSBWOR204	Use business technology	30	\$146.40	\$44.10	\$290.40	\$145.20
Resource Fee			\$20.00	\$20.00	\$20.00	\$20.00
BSBWOR203	Work effectively with others	20	\$97.60	\$29.40	\$193.60	\$96.80
Resource Fee			\$20.00	\$20.00	\$20.00	\$20.00
BSBIND201	Work effectively in a business environment	20	\$97.60	\$29.40	\$193.60	\$96.80
Resource Fee			\$20.00	\$20.00	\$20.00	\$20.00
COURSE FEE PER HOUR COST		285	\$1390.80	\$418.95	\$2758.80	\$1379.40
RESOURCE FEE TOTAL			\$240.00	\$240.00	\$240.00	\$240.00

COURSE FEE TOTAL	\$1630.8 0	\$658.95	\$2998.8 0	\$1619.4 0
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Please Note

Course fees depend on course enrolment; if enrolled as fee for service or depending on eligibility for funding by Department of Training and Workforce Development.

Refer to the concessional section of this policy for Concession eligibility and evidence.
RPL and RCC costs are charged at 20% of unit cost, there is no resource fee associated with RPL and RCC.

Elective units above are selected from qualification package and may be adjusted at discretion of BTG RTO and in line with the qualification rules. If these electives are adjusted for a training programme this will be advised in the enrolment package sent to clients prior to course commencement, and pricing will be in accordance with Vet Fees and Charges policy.

Other Fees & Charges

QUALIFICATION	BTG FEE maximum	FUNDED PLACEMENT FEE maximum
Re-issue of Academic Statement	\$20.00	\$20.00
Re-issue of Qualification	\$50.00	\$50.00
Late Entry to Assessments	\$25.00	\$25.00
Assessment Only Assessment held in normal assessment period charged per unit	\$20.00	\$20.00
Skills Recognition RPL and RCC costs are charged at 20% of unit cost, there is no resource fee associated with RPL and RCC		
ASSESSMENT ONLY, AND ASSESSMENT NOT WITHIN THE NORMAL ASSESSMENT PERIOD		
Marking of Paper by Assessor	\$10.00	\$10.00
Supervision of Assessment	\$50.00	\$50.00
RTO Administrative costs	\$50.00	\$50.00
Assessment Administrative costs	\$50.00	\$50.00