

1. ENROLMENT FEES AND CHARGES

The enrolment fees and charges outlined in the *Fees and Charges Table* attached are for prospective students enrolling into training programs at Skillinvest Limited under the Skills First Program in Victoria. All students will be charged the relevant Tuition Fee for enrolment in each training program. For some training programs a Materials Fee and/or a Student Services and Amenities (SSA) Fee is also applicable. Where a range in fees is listed, it indicates that the fees for the training program may vary depending on the units selected. During your enrolment session, you will be provided with a Statement of Fees outlining all applicable fees to your training program.

1.1 TUITION FEE

Tuition Fees as published are subject to change given individual circumstances at enrolment. For each enrolment, the tuition fee will be calculated based on the scheduled number of hours (SCH) of training a prospective student enrolls in at that time: (i.e. **Number of Hours (SCH) to be undertaken x \$ amount per hour = \$ Tuition Fee to be charged**).

Prospective students will be charged their fees (as applicable) at enrolment, but may elect to pay fees off using a payment plan (terms and conditions apply).

Scheduled Hours (SCH)

Please note SCH are dependent on the elective units selected, therefore the hours could vary dependant on which elective units are selected. The range of hours are guided based on the relevant Victorian Purchasing Guide (VPG).

Skills First Program Funded Tuition Fee

Prospective students eligible under the State Government's *Skills First Program* are required to pay either the *Skills First Program* Funded Tuition Fee, or if applicable, the Concession Tuition Fee as outlined in the *Fees and Charges Table*.

Full Tuition Fee

Prospective students who are not eligible under the *Skills First Program* are required to pay the Full Tuition Fee as outlined on the *Fees and Charges Table*.

Concession Tuition Fee

For enrolments in training programs at Certificate IV level and below, and Skills Sets, the Concession Tuition Fee will apply for prospective students who are eligible for government funding and prior to the commencement of training, produce a current and valid:

- Commonwealth Health Care Card (or a dependant spouse or dependent child of a cardholder); or
- Pensioner Concession Card (or a dependant spouse or dependent child of a cardholder); or
- Veteran's Gold Card.

Concession Entitlements for Government Initiatives

The following prospective students are entitled to receive a Fee Concession whether or not they hold one of the forms of Fee Concession specified above.

- Asylum Seeker VET Program

If a prospective student applies for a concession and is unable to provide the required evidence at the time of enrolment, Skillinvest will provide a “Grace Period” of up to 90 days after enrolment, to enable the student to produce a current concession card to access the concession fees. If no evidence of a concession card is provided at enrolment, the original invoice will be raised at the non-concession rate. Where the student applies for concession at the time of enrolment and successfully produces their current concession card evidence within the grace period, a credit will be raised to support the ‘concession’ fees. The start date of the Concession Card must be on or before the commencement of training date.

Fee Waivers

Some prospective students may be eligible for a fee waiver. Evidence for fee waivers must be provided prior to the commencement of training. Fee waivers may apply to the following:

- Judy Lazarus Transition Centre
- Young people of community based orders
- Skills First Aboriginal Access fee waiver

Credit Transfers

Where evidence is provided to support any Credit Transfers, tuition fees will be reduced accordingly, and will be outlined on the Statement of Fees.

Recognition of Prior Learning (RPL) Tuition Fees

Skillinvest will apply a charge for any assessment conducted as RPL only if the assessment is conducted at the request, or with the consent of the student. The Tuition Fee for RPL is calculated at 70% of the Full Tuition Fee rate.

Government Contribution to Training

The Government Contribution to Training (applicable to *Skills First Program* students) shows the approximate value of the contribution from government towards the training program for prospective students eligible for Skills First funding. The rate at which the Government contribute to training depends on a range of factors including Location (Regional or Metropolitan) and Delivery Mode (Classroom, Workplace Based or Online). The individual rates are identified as R1, R2 and R3 in the Indicative Fees and Charges. The rate will be confirmed via the Statement of Fees during the enrolment process.

R1 – Regional Delivery or Students who self-identify as being of Aboriginal or Torres Strait Islander descent

R2 – Delivery Mode Internal – Metro Delivery

R3 – Delivery Mode External/Workplace – Metro Delivery

VET Student Loans (VSL)

Effective 1/06/2024, Skillinvest is an approved course provider under the VSL Act.

1.2 MATERIALS FEE

In addition to the Tuition Fee a Materials Fee will also apply and be charged to the prospective student as outlined on the *Fees and Charges Table*. These fees are for payment of all required learning and assessment materials. The Materials Fee charged will vary depending on the training program and the units to be undertaken. Detailed information will be provided to prospective students prior to enrolment.

1.3 STUDENT SERVICES AND AMENITIES (SSA) FEE

For students undertaking study at the Longerenong College campus, a Student Services and Amenities Fee may apply as outlined on the *Fees and Charges Table*.

1.4 ADDITIONAL FEES

Additional fees may apply resulting from any variation to the original training program i.e. unit substitution, Skills First Program updates or Ministerial Directives.

Re-assessment

In the event that a student is deemed not-yet competent at the completion of the training program, options and fees for completing training and assessment or re-enrolment can be discussed with Skillinvest. A re-assessment fee of \$200 will be charged with the re-enrolment for each unit of competency.

Replacement of Testamur/Statement of Attainment

Issuance of a replacement Testamur at the request of the student may incur an administrative fee of \$75 (per qualification). If charged, this fee must be paid prior to the issuance of the Testamur. Students can request an Academic Progress Report at any time without charge.

2. PAYMENT OF FEES

Upon the commencement of the training program, the student will be issued with a Tax Invoice. Refer to the Tax Invoice issued by Skillinvest for payment details. All fees are payable within 14 days of receipt of invoice.

Student Fee Payment Plans (for tuition fees only) may be available to students where tuition fees are equal to or above \$500.00. For further information, or to apply for a direct debit agreement, please contact Skillinvest.

2.1 FAILURE TO PAY FEES

Training may be suspended if fees are not paid by the due date indicated on the invoice. Alternative payment arrangements may only be approved by the Skillinvest Training Manager. Testamurs/Statement of Results will not be issued, and students will not be permitted to re-enrol or enrol in another training program until all outstanding amounts including fees, charges and fines have been paid.

2.2 PROTECTION OF PREPAID FEES BY STUDENTS

Skillinvest will hold an Unconditional Bank Guarantee to safeguard students in the event of it becoming insolvent and unable to return Tuition Fees that have been paid in advance. The Unconditional Bank Guarantee will be held with a bank operating in Australia, to the appropriate level - being the total amount of prepaid fees in excess of \$1,500 per student held by Skillinvest at any time.

3. REFUND OF FEES

Refunds of Tuition Fees paid may apply in some instances. To be eligible for a refund (or part refund), students must officially withdraw from their training program in writing and complete an 'Enrolment Details Variation Form' available from Skillinvest.

Skillinvest ensure refunds are processed for students/employers in line with the Refund Policy. Students who may not be eligible for a refund in line with the refund policy can request for a refund by contacting Skillinvest and the request will be carefully considered by the General Manager Training or nominated delegate.

Please refer to the Fees and Refund Policy as published on our website www.skillinvest.com.au

To calculate fees, please refer to Section 1 Enrolment Fees and Charges, Clauses 1.1 – 1.4

AGRICULTURE PROGRAM DETAILS			TUITION FEES					MATERIALS FEE	STUDENT SERVICES AND AMENITIES FEE	
			(1)	(2)	(3)			(4)	(5)	(6)
Training Program Code	Training Program Title	Scheduled Hours (SCH) (Dependent on units selected)	Concession Tuition Fee Per SCH	Skills First Funded Tuition Fee Per SCH	Government Contribution to Training Per SCH			Fee for Service Rate per SCH	Materials Fee incl. GST	Longerenong College Campus only
					R1	R2	R3			
On Campus – Longerenong College										
AHC20122	Certificate II in Agriculture	690 - 725	Non-Traineeship \$0.40	Non-Traineeship \$2.00	\$8.50	\$5.53	\$5.50	N/A	Non-Traineeship \$150.00	
			Traineeship \$0.40	Traineeship \$2.00					Traineeship \$100.00	
AHC30122	Certificate III in Agriculture	1140 - 1200	Non-Traineeship \$0.70	Non-Traineeship \$3.50	\$10.50	\$6.83	\$8.00	N/A	Non-Traineeship \$250.00	
			Traineeship \$0.50	Traineeship \$2.50					Traineeship \$150.00	
AHC40122	Certificate IV in Agriculture	1140 - 1200	Non-Traineeship \$0.90	Non-Traineeship \$4.50	\$10.50	\$6.83	\$7.00	N/A	Non-Traineeship \$250.00	
			Traineeship \$0.60	Traineeship \$3.00					Traineeship \$150.00	
AHC41316	Certificate IV in Wool Classing	810-855	Non-Traineeship \$0.40	Non-Traineeship \$2.00	\$10.50	\$6.83	\$5.50	N/A	Non-Traineeship \$250.00	
AHC51920	Diploma of Applied Agronomy	1245 - 1310	N/A	Non- Traineeship/Online \$2.00	\$6.00	\$3.90	\$8.00	N/A	Non-Traineeship \$250.00	
									Online N/A	
AHC60319	Advanced Diploma of Agribusiness Management	1530 - 1610	N/A	Non-Traineeship \$3.50	\$6.00	\$3.90	\$8.00	N/A	Non-Traineeship \$250.00	
Skills Sets & Courses										
AHCSS00074	Agricultural Chemical Skill Set	120	N/A	N/A	N/A		\$425.00	N/A	N/A	

AGRICULTURE PROGRAM DETAILS			TUITION FEES				MATERIALS FEE	STUDENT SERVICES AND AMENITIES FEE
			(1)	(2)	(3)	(4)	(5)	(6)
Training Program Code	Training Program Title	Scheduled Hours (SCH) (Dependent on units selected)	Concession Tuition Fee Per SCH	Skills First Funded Tuition Fee Per SCH	Government Contribution to Training per SCH	Fee for Service Rate per SCH	Materials Fee incl. GST	Longerenong College Campus only
Skills Sets & Courses								
22661VIC	Course in minimising risks in the use of 1080 and PAPP bait products for vertebrate pest control	12	N/A	N/A	N/A	\$295.00	N/A	N/A
22539VIC	Course in Introductory Shearing	170	N/A	N/A	N/A	\$800.00	N/A	N/A
Short Courses								
N/A	Chemical Refresher Course	N/A	N/A	N/A	N/A	\$225.00	N/A	N/A
AHCMOM317	Operate tractors with attachments	60	N/A	N/A	N/A	\$212.50	N/A	N/A
AHCMOM207	Conduct front-end loader operations	60	N/A	N/A	N/A	\$212.50	N/A	N/A
AHCMOM213	Operate and Maintain Chainsaws	40	N/A	N/A	N/A	\$300.00	N/A	N/A
AHCMOM216	Operate Side By Side Utility Vehicles	50	N/A	N/A	N/A	\$300.00	N/A	N/A
AHCBIO203	Inspect and Clean Machinery, Tools and Equipment to Preserve Biosecurity	20	N/A	N/A	N/A	\$295.00	N/A	N/A
AHCLSK355	Prepare and present livestock for Competition	90	N/A	N/A	N/A	\$800.00	N/A	N/A

AUTOMOTIVE & RECREATIONAL VEHICLE PROGRAM DETAILS			TUITION FEES					MATERIALS FEE	STUDENT SERVICES AND AMENITIES FEE	
			(1)	(2)	(3)			(4)	(5)	(6)
Training Program Code	Training Program Title	Scheduled Hours (SCH) (dependent on units selected)	Concession Tuition Fee Per SCH	Skills First Funded Tuition Fee Per SCH	Government Contribution to Training Per SCH			Fee for Service Rate per SCH	Materials Fee incl. GST	Longerenong College Campus only
					R1	R2	R3			
AUR20220	Certificate II in Automotive Air Conditioning Technology	328 - 345	Traineeship \$0.50	Traineeship \$2.50	\$9.50			\$10.00	N/A	N/A
			Non-Traineeship \$0.50	Non-Traineeship \$2.50	\$9.50					
AUR20520	Certificate II in Automotive Servicing Technology	361 - 380	Traineeship \$0.50	Traineeship \$2.50	\$9.50			\$10.00	N/A	N/A
AUR30620	Certificate III in Light Vehicle Mechanical Technology	1145 - 1205	Apprenticeship \$0.50	Apprenticeship \$2.50	\$15.50			\$10.00	N/A	N/A
AUR31020	Certificate III in Automotive Sales	608 - 640	Apprenticeship \$0.50	Apprenticeship \$2.50	\$14.50			\$10.00	N/A	N/A
AUR31120	Certificate III in Heavy Commercial Vehicle Mechanical Technology	1140 - 1200	Apprenticeship \$0.50	Apprenticeship \$2.50	\$15.50			\$10.00	N/A	N/A
MSM31022	Certificate III in Recreational Vehicle Service and Repair	506 - 533	Traineeship \$1.00	Traineeship \$5.00	\$9.50	\$6.18	\$6.18	\$10.00	N/A	N/A
MSM31122	Certificate III in Recreational Vehicle Manufacturing	633 - 666	Traineeship \$1.00	Traineeship \$5.00	\$11.00	\$11.00	\$7.15	\$10.00	N/A	N/A
Short Courses										
AURETU103	Service air conditioning and HVAC systems	25	N/A	N/A	N/A			\$475.00 (total fee)	\$15	N/A
AURETU104	Diagnose and repair air conditioning and HVAC components	35	N/A	N/A	N/A			\$475.00 (total fee)	\$15	N/A

RACING PROGRAM DETAILS			TUITION FEES					MATERIALS FEE	STUDENT SERVICES AND AMENITIES FEE	
			(1)	(2)	(3)			(4)	(5)	(6)
Training Program Code	Training Program Title	Scheduled Hours (SCH) (Dependent on units selected)	Concession Tuition Fee Per SCH	Skills First Funded Tuition Fee Per SCH	Government Contribution to Training Per SCH			Fee for Service Rate per SCH	Materials Fee incl. GST	Longerenong College Campus only
					R1	R2	R3			
RGR20221	Certificate II in Racing industry	675 - 710	Traineeship \$0.50	Traineeship \$2.50	\$8.50	\$5.53		\$10.00	N/A	N/A
RGR30518	Certificate III in Racing (Trackwork Rider)	1025 - 1080	Traineeship \$0.50	Traineeship \$2.50	\$9.50	\$6.18		\$10.00	N/A	N/A
			Non-Traineeship \$0.50	Non-Traineeship \$2.50						
RGR30218	Certificate III in Racing (Stablehand)	920 - 970	Traineeship \$0.12	Traineeship \$0.60	\$9.50	\$6.18		\$10.00	N/A	N/A
			Non-Traineeship \$0.12	Non-Traineeship \$0.60						
RGR40118	Certificate IV in Racing (Racehorse Trainer)	900 - 950	Apprenticeship \$0.50	Apprenticeship \$2.50	\$14.50		\$10.00	N/A	N/A	
			Non-Apprenticeship \$0.50	Non-Apprenticeship \$2.50	\$9.50	\$6.18				
RGR40221	Certificate IV in Racing (Jockey)	875 - 920	Apprenticeship \$0.50	Apprenticeship \$2.50	\$14.50		\$10.00	N/A	N/A	
Skills Sets										
22673VIC	Course in Trackwork Riding for Slow Work	285	\$0.50	\$2.50	\$11.00		\$5.00	N/A	N/A	
22674VIC	Course in Trackwork Riding for Fast Work	435	\$0.50	\$2.50	\$11.00		\$5.00	N/A	N/A	
22675VIC	Course in Trackwork Riding for Jump Outs	455	\$0.50	\$2.50	\$11.00		\$5.00	N/A	N/A	

RACING PROGRAM DETAILS			TUITION FEES					MATERIALS FEE	STUDENT SERVICES AND AMENITIES FEE	
			(1)	(2)	(3)			(4)	(5)	(6)
Training Program Code	Training Program Title	Scheduled Hours (SCH) (Dependent on units selected)	Concession Tuition Fee Per SCH	Skills First Funded Tuition Fee Per SCH	Government Contribution to Training Per SCH			Fee for Service Rate per SCH	Materials Fee incl. GST	Longerenong College Campus only
					R1	R2	R3			
Short Courses										
BSBWHS211	Contribute to the health and safety of self and others	20	\$0.50	\$2.50	\$11.00			\$350.00 (total fee)	N/A	N/A
RGRPSH201	Handle racehorses in stables and at trackwork	80	\$0.50	\$2.50	\$11.00			\$350.00 (total fee)	N/A	N/A
BUSINESS PROGRAM DETAILS			TUITION FEES					MATERIALS FEE	STUDENT SERVICES AND AMENITIES FEE	
			(1)	(2)	(3)			(4)	(5)	(6)
Training Program Code	Training Program Title	Scheduled Hours (SCH) (Dependent on units selected)	Concession Tuition Fee Per SCH	Skills First Funded Tuition Fee Per SCH	Government Contribution to Training Per SCH			Fee for Service Rate per SCH	Materials Fee incl. GST	Longerenong College Campus only
					R1	R2	R3			
BSB30120	Certificate III in Business	466 - 490	Traineeship \$1.20	Traineeship \$6.00	\$8.50	\$5.53		\$10.00	N/A	N/A
BSB40120	Certificate IV in Business	594 - 625	N/A	N/A	N/A			\$10.00	N/A	N/A
BSB40520	Certificate IV in Leadership & Management	551 - 580	Traineeship \$1.10	Traineeship \$5.50	\$7.00			\$10.00	N/A	N/A

BUILDING AND CONSTRUCTION PROGRAM DETAILS			TUITION FEES					MATERIALS FEE	STUDENT SERVICES AND AMENITIES FEE	
			(1)	(2)	(3)			(4)	(5)	(6)
Training Program Code	Training Program Title	Scheduled Hours (SCH) (Dependent on units selected)	Concession Tuition Fee Per SCH	Skills First Funded Tuition Fee Per SCH	Government Contribution to Training Per SCH			Fee for Service Rate per SCH	Materials Fee incl. GST	Longerenong College Campus only
					R1	R2	R3			
CPC30220	Certificate III in Carpentry	1130 - 1189	Apprenticeship \$0.40	Apprenticeship \$2.00	\$14.50			\$10.00	***	N/A
CPC40120	Certificate IV in Building and Construction	885 - 932	Traineeship \$0.40	Traineeship \$2.00	\$11.50			\$10.00	N/A	N/A
			Non-Traineeship \$0.40	Non-Traineeship \$2.00	\$11.50					
Short Courses										
CPCWHS1001	Prepare to Work Safely in the Construction Industry	6	N/A	N/A	N/A			\$175.00 (total fee)	N/A	N/A

*** Delivery Mode for Certificate III in Carpentry is workplace based. In the event that any units within the training plan cannot be delivered in the workplace, apprentices will undertake training in our training facility. Additional costs may apply dependant on the unit(s) undertaken.

HAIRDRESSING PROGRAM DETAILS			TUITION FEES					MATERIALS FEE	STUDENT SERVICES AND AMENITIES FEE	
			(1)	(2)	(3)			(4)	(5)	(6)
Training Program Code	Training Program Title	Scheduled Hours (SCH) (Dependent on units selected)	Concession Tuition Fee Per SCH	Skills First Funded Tuition Fee Per SCH	Government Contribution to Training Per SCH			Fee for Service Rate per SCH	Materials Fee incl. GST	Longerenong College Campus only
					R1	R2	R3			
SHB20216	Certificate II in Salon Assistant	318 - 335	N/A	N/A	N/A			\$10.00	N/A	N/A
SHB30416	Certificate III in Hairdressing	1026 - 1080	Apprenticeship \$0.40c	Apprenticeship \$2.00	\$13.00			\$10.00	N/A	N/A

The student tuition fees as published are subject to change given individual circumstances at enrolment.
This training is delivered with Victorian and Commonwealth Government funding. People with a disability are encouraged to apply.