

Statement of Fees – April 2025 - Skills First (VIC) and Skills SA

* Course offerings may change during 2025. People with disabilities are encouraged to apply.

Delivery Modes: **Online Supported** is delivered predominantly via zoom sessions with some **face to face** classes. Face to Face is class room with no zoom sessions. **Blended** is predominantly face to face classes with some zoom classes.

VICTORIA – GOVERNMENT SUBSIDISED FOR ELIGIBLE STUDENTS

Qualification Code and Title Course Currency	Course Fees for Victorian Skills First Government Funded students - <u>Metropolitan</u> Student Address			Course Fees for Victorian Skills First Government Funded students - <u>Regional</u> Student Address			Aboriginal and/or Torres Strait Islander – address is not relevant		Concession
			With concession (20% of Tuition Fee)			With concession (20% of Tuition Fee)			
Online Supported Delivery CHC33021 Certificate III in Individual Support (Ageing and Disability) Course Currency Status: Current Note: Due to recent changes to Government funding in Victoria, a different Government subsidy rate applies for metropolitan and regional areas. For regional areas refer to the post codes on page 6. 'Regional' is based on the address of the student for this delivery mode.	Upfront Admin Fee	\$110	\$110	Upfront Admin Fee	\$110	\$110	Upfront Admin Fee	\$110	Not applicable
	Tuition Fee	\$365	\$70	Tuition Fee	\$365	\$70	Tuition Fee	\$0	Not applicable
	Total Fee Payable	\$475	\$180	Total Fee Payable	\$475	\$180	Total Fee Payable	\$110	Not applicable
	Government Contribution - Victoria	\$5,557	\$5,557 + balance of Tuition Fee \$70	Government Contribution - Victoria	\$8,550	\$8,550 + balance of Tuition Fee \$70	Government Contribution - Victoria	\$8,550	

SOUTH AUSTRALIA - GOVERNMENT SUBSIDISED FOR ELIGIBLE STUDENTS

Qualification Code and Title Course Currency	Course Fees for South Australian Skills SA Government Funded students		With Concession (based on \$0.50 per hour x 945 hours)
Online Supported Delivery CHC33021 Certificate III in Individual Support (Ageing and Disability) Course Currency Status: Current	Upfront Admin Fee	\$110	\$110
	Tuition Fee Tuition Fee is based on 945 payment hours x \$0.50 as per the Skills SA co-investment policy.	\$365	\$0.0
	Total Fee Payable	\$475	\$110
	Government Contribution – South Australia	\$7,137.84	\$7,137.84
Classroom (face to face) Delivery CHC33021 Certificate III in Individual Support (Ageing and Disability) Course Currency Status: Current	Upfront Admin Fee	\$110	\$110
	Tuition Fee Tuition Fee is based on 945 payment hours x \$0.50 as per the Skills SA co-investment policy.	\$365	\$0.0
	Total Fee Payable	\$475	\$110
	Government Contribution – South Australia	\$7,137.84	\$7,137.84

FEE FOR SERVICE VICTORIA AND SOUTH AUSTRALIA (NO GOVERNMENT SUBSIDIES WHERE STUDENT IS NOT ELIGIBLE)

Qualification Code and Title	Fees	
Online Supported Delivery CHC33021 Certificate III in Individual Support (Ageing and Disability) Course Currency Status: Current	Upfront Admin Fee	\$110
	Tuition Fee	\$3,440
	Total Fees	\$3,550
Face to Face Delivery, and Blended Delivery CHC33021 Certificate III in Individual Support (Ageing and Disability) Course Currency Status: Current	Upfront Admin Fee	\$110
	Tuition Fee	\$3,440
	Total Fees	\$3,550

Eligibility criteria apply. Student tuition fees as published are subject to change given individual circumstances at enrolment. Unless otherwise stated, all courses are 'current' as published on the National Register and EmployEase website.

Skills First Program Entitlement

To be eligible for a Skills First Program training subsidy an individual must be an Australian citizen, a holder of a permanent visa or a New Zealand citizen and must be undertaking a higher-level course than that already held (exceptions may apply). An individual is eligible to:

- Commence a maximum of two (2) subsidised courses in a calendar year
- Undertake a maximum of two (2) subsidised courses at any one time.

Accessing the Skills First Program entitlement may impact individual's future eligibility for further government subsidised training. Individual eligibility for the Skills First Program is assessed by a Course Advisor prior to enrolment. The Skills First Program is delivered with Victorian and Commonwealth Government funding.

Skills SA Program Entitlement

A student may be eligible for a subsidised training place if they live or work in South Australia, and:

- are an Australian or New Zealand citizen, or
- are a permanent Australian resident, or
- hold a state sponsored visa on a pathway to permanent residency (see Eligible visa types)

and are:

- 16 years or over and not enrolled at school.

Student Entitlement to subsidised training:

- One training place at Certificate III level or above
- Access to foundation skills courses as required
- Up to five fee-free foundation skills bridging units of competency for those assessed to need them
- Up to five vocational bridging units of competency for those assessed to need them.

RPL Fees

RPL fees are provided on application as the fees are dependent upon each unit of competency.

Credit Transfers

Course fees may be reduced where credit has been allocated for units of competency (or equivalent) that have already been deemed competent by another RTO. Reductions are calculated at the time of the credit transfer approval.

Concession Rates

Concession rates apply only to Certificate IV level courses and below. To be eligible for the concession rate an individual must be eligible for a government subsidised training place and at course commencement, must hold a current and valid Commonwealth Health Care Card, Pensioner Concession Card or Veteran's Gold Card.

Fee for Service

Fee for service rates apply to those applicants who do not meet the eligibility criteria for government funding.

Payment Terms

Payment Plan is available via a third party, *DebitSuccess Pty Ltd*. The exact fees and charges for a Payment Plan will be set out in your contract. Examples of fees and charges that apply under the contract include:

- A non-refundable, one-off administration fee of \$12.00 (payable with your first instalment)
- 4.4%* surcharge for each direct debit (based on amount of payment plan)
- A reversal fee of \$14.95 for each failed direct debit

NOTE: Discounts and/or Payment Plans **do not** apply to Qualifications and Skill Sets if the course fee is \$300 or less.

Course fee option for 'HLTSS00064 Infection Control Skill Set'

Option 1: Payment in full on enrolment (10% Discount)	\$421
Option 2: Payment of deposit on enrolment	\$160
2 nd Payment prior to placement	\$160
3 rd Payment prior to certificate issue	\$160

Refund Policy (*excluding HLT54115 Diploma of Nursing*)

Students who provide EmployEase with written notification of their withdrawal from a course within 4 weeks of their **Course Start Date** as stated in their **Training Plan** will be eligible to receive a refund. Refunds are calculated as follows:

- Written notification received within a period of no less than 3 working days prior to the Course Start Date = full refund minus any **Payment Plan Agreement Contract** fees, if applicable.
- Written notification received **after** Course commencement = no Refund

Refund Policy – *HLT54115 Diploma of Nursing*

Students who provide EmployEase with written notification of their withdrawal from a course within 4 weeks of their **Course Start Date** as stated in their **Training Plan** will be eligible to receive a refund. Refunds are calculated as follows:

- Written notification received within a period of no less than 3 working days prior to the Course Start Date = full refund minus \$1,000 and any **Payment Plan Agreement Contract** fees, if applicable.
- Written notification received less than 3 working days, or within 28 days of Course Start Date = full refund minus \$2,200 and any **Payment Plan Agreement Contract** fees, if applicable.
- Written notification received more than 28 days from Course Start Date = no refund

Initial Holding Deposit – HLT54115 Diploma of Nursing

Candidates who progress to the panel interview stage are required to pay a holding deposit of \$250.00. The holding deposit is refundable if the candidate is not offered a position in the course. However, the holding deposit is non-refundable if the student chooses not to accept the position following receipt of a Letter of Offer or withdraws their application prior to a Letter of Offer being made.

Payment Plan Agreement

Payment Plan Agreement continues after course withdrawal. Students on a payment agreement who withdraw from a course within 28 days from the Course Start Date are eligible for early termination of the payment agreement. Terminations are calculated in accordance with the terms above.

Fee Protection

EmployEase holds an unconditional financial guarantee (Bank Guarantee) from the HSBC bank, for the total amount of prepaid fees held by us in excess of the \$1,500 prepaid threshold per learner for services to be provided by EmployEase to those learners.

Cancellation of a Course

Should a course be cancelled by EmployEase prior to commencement, all fees paid will be automatically refunded, unless the student chooses to transfer to another EmployEase course. No additional costs will be incurred. Should EmployEase cancel a course after course commencement, every reasonable step will be taken to support students to complete their training with another EmployEase group without financial disadvantage. Discretion may be applied as deemed reasonable by EmployEase. Should EmployEase be advised to transfer continuing students to another RTO, EmployEase would seek guidance from ASQA and would, through established professional networks with ACPET secure training places with reputable RTOs.

Failure to Attend Placement

If a student cancels placement more than 8 weeks prior to the commencement of placement (student is deemed that they can't go on placement due to not satisfactory assessment outcomes or not submitting work) and the placement is cancelled, then they must pay the cancelled placement full fee.

Failure to Attend Mandatory Classes

A fee of \$150 will be applicable to students who do not attend a designated mandatory class unless a medical certificate is provided.

Course Outline

EmployEase is responsible for the quality of training and assessment in compliance with the Standards for RTOs 2015. For course specific information including delivery methods, course duration, locations and work placement requirements please refer to the Course Outline. Course Outlines are available on the EmployEase website at www.employease.com.au

Certificates and Statements of Attainment

EmployEase is responsible for the issuance of AQF certification documentation. Certificates are issued to students who successfully complete all aspects of their training. Certificates and Statements of Attainment are issued within 30 business days of the final competency being recorded. Hard copies and replacement certificates and Statements of Attainment are available upon request, reprints will incur a charge of \$33.00 (incl. GST) each.

Complaints and Appeals

EmployEase Complaints and Appeals Policy and Procedure is available on the EmployEase website www.employease.com.au

Student Handbook, Student Information Handbook – HLT54115 Diploma of Nursing

A copy of the *Student Handbook* and *Student Information Handbook – HLT54115 Diploma of Nursing* are available on the EmployEase website www.employease.com.au

VICTORIAN REGIONAL POSTCODES - provided by the Department of Jobs, Skills, Industry and Regions for Skills First Funding

VICTORIA						
3211	3293	3396	3509	3614	3717	3875
3212	3294	3400	3512	3616	3718	3878
3213	3300	3401	3515	3617	3719	3880
3214	3301	3407	3516	3618	3720	3882
3215	3302	3409	3517	3620	3722	3885
3216	3303	3412	3518	3621	3723	3886
3217	3304	3413	3520	3622	3725	3887
3218	3305	3414	3521	3623	3726	3888
3219	3309	3415	3522	3624	3727	3889
3220	3310	3418	3523	3629	3728	3890
3221	3311	3419	3525	3630	3730	3891
3222	3312	3420	3527	3631	3732	3892
3223	3314	3423	3529	3633	3733	3893
3224	3315	3424	3530	3634	3735	3895
3225	3317	3430	3531	3635	3737	3896
3226	3318	3431	3533	3636	3738	3898
3227	3319	3432	3537	3637	3739	3900
3228	3321	3433	3540	3638	3740	3902
3230	3322	3434	3542	3639	3741	3903
3231	3323	3435	3544	3640	3744	3904
3232	3324	3437	3546	3641	3746	3909
3233	3325	3438	3549	3644	3747	3921
3234	3328	3440	3550	3646	3749	3922
3235	3329	3441	3551	3647	3753	3923
3236	3330	3442	3555	3649	3756	3925
3237	3331	3444	3556	3658	3758	3945
3238	3332	3446	3557	3659	3762	3946
3239	3333	3447	3558	3660	3763	3950
3240	3334	3448	3559	3662	3764	3951
3241	3340	3450	3561	3663	3778	3953
3242	3341	3451	3562	3664	3816	3954
3243	3342	3453	3563	3665	3818	3956
3249	3345	3458	3564	3666	3820	3957
3250	3350	3460	3565	3669	3821	3958

3251	3351	3461	3566	3670	3822	3959
3254	3352	3462	3567	3672	3823	3960
3260	3355	3463	3568	3673	3824	3962
3264	3356	3464	3570	3675	3825	3964
3265	3357	3465	3571	3677	3831	3965
3266	3358	3467	3572	3678	3832	3966
3267	3360	3468	3573	3682	3833	3967
3268	3361	3469	3575	3683	3835	3971
3269	3363	3472	3576	3685	3840	3979
3270	3364	3475	3579	3687	3842	3987
3271	3370	3477	3580	3688	3844	3988
3272	3371	3478	3581	3690	3847	3990
3273	3373	3480	3583	3691	3850	3991
3274	3374	3482	3584	3695	3851	3992
3275	3375	3483	3585	3697	3852	3995
3276	3377	3485	3586	3698	3854	3996
3277	3378	3487	3588	3699	3856	
3278	3379	3488	3589	3700	3857	
3279	3380	3489	3590	3701	3858	
3280	3381	3490	3591	3704	3859	
3281	3384	3491	3594	3705	3860	
3282	3385	3494	3595	3707	3862	
3283	3387	3496	3596	3708	3864	
3284	3388	3498	3597	3709	3865	
3285	3390	3500	3599	3711	3869	
3286	3391	3501	3607	3712	3870	
3287	3392	3505	3608	3713	3871	
3289	3393	3506	3610	3714	3873	
3292	3395	3507	3612	3715	3874	

NSW
2546
2548 - 2551
2625 - 2633
2640 - 2648
2650, 2651, 2653, 2655, 2656
2658 - 2660
2700, 2707
2710 - 2717
2720
2730 - 2739

SA
5262, 5263
5267 - 5272
5277 - 5279
5290, 5291
5302 - 5304
5311, 5333, 5340
5342 - 5345

ADDITIONAL BORDER POSTCODES ACCEPTED for SKILLS FIRST FUNDING