



Workplace
Training
Strategies

STATEMENT OF FEES WORKPLACE TRAINING STRATEGIES

*Government-Subsidised and
Fee for Service Courses*

The Skills First Program - Eligibility Criteria

Who may be eligible? Now is the ideal time to make a start on gaining new skills, or upgrading your existing skills, to help you get the job you want. You may be eligible for government-subsidised training. This is only offered by training providers who have a contract with the Victorian Government to deliver government-subsidised training. If you are eligible, the government will contribute to the cost of training.

Your eligibility will be determined by your training provider when you enrol, but the eligibility checker below will give you an indication of your eligibility.

Think carefully about the course you choose

Think carefully about the course you choose because you won't necessarily be eligible for another government-subsidised place at the same level if you change your mind and decide you want to do a different course. You need to be aware of how enrolling in training and assessment will impact your access to further government funded training.

If you complete a Certificate III in Aged Care, for example, and then find you don't like the work or there are no jobs in your area, you probably won't be eligible for another government subsidised place in a different Certificate III course. Make the most of your opportunity and choose carefully.

Who may be eligible?

To be eligible, an individual must meet the Skills First Program requirements as follows: To meet general citizenship/residency and eligibility requirements an individual must be 1 of the following:

AUSTRALIAN CITIZEN

HOLDER OF A PERMANENT VISA

NEW ZEALAND CITIZEN

And are **any** of the following:

- Under 20 years of age
- over 20 years of age (as at 1 January in the year of commencement of training) and enrolling in nationally recognised training as an Apprentice (not Trainee);
- over 20 years of age (as at 1 January in the year of commencement of training) and enrolling in nationally recognised training in a course that is at a higher qualification level than the highest qualification held at the time of the scheduled commencement of training.

School Students enrolling in VET

If you are enrolled at a school, you will not be able to receive a government-subsidised training place for a course through the Skills First program, unless you are undertaking the course as part of a School-Based Apprenticeship or Traineeship. The Government supports schools in other ways to offer vocational training to their students, so you should discuss all your options with your school

You can also check what you may be eligible for using the interactive Victorian Skills Gateway Eligibility Indicator

<https://www.skills.vic.gov.au/victorianskillsgateway/Students/Pages/vtg-eligibility-indicator.aspx>

How many courses can Eligible Individuals do?

You are eligible to commence a maximum of two subsidised courses at the same qualification level in your lifetime. This restriction applies whether or not you complete the courses. For example, this means if you have already commenced two courses at the Certificate III level, you may only commence courses at the Certificate IV level (or above).

This restriction does not apply to courses on the Foundation Skills List or to students recommencing training in the same qualification (at the same or a different provider).

Under exceptional circumstances students may apply for an exemption to the rule allowing only two commencements at the same level, enabling them to enrol in a further qualification at the same level. See (<https://www.skills.vic.gov.au/victorianskillsgateway/Students/Pages/vtg-eligibility-indicator.aspx>) for information about this. No exemptions are available for any other eligibility criteria.

In addition, eligible students can begin up to two subsidised courses in a year as long as you are not doing any more than two courses at a time.

How many courses can Eligible Individuals do?

LIMITATION	HOW MANY?	OF WHAT?	OVER WHAT PERIOD?	AT WHAT LEVEL?	NOT TAKING INTO ACCOUNT	WHY?
'2 in a year' The student may take a maximum of ...	2	Commencements (Government subsidised)	In a calendar year	The limitation applies regardless of the level of the commencements	Qualifications listed on the Approved Pre-Apprenticeship and Pathway qualification list for individuals seeking to enrol in an Apprenticeship	To maximise course completion and encourage students to make informed decisions about their training and employment opportunities
'2 at a time' The student may be undertaking a maximum of ...	2	Courses (Government subsidised)	At any one time	The limitation applies regardless of the level of the commencement	Qualifications listed on the Approved Pre-Apprenticeship and Pathway qualification list for individuals seeking to enrol in an Apprenticeship	To maximise course completion and encourage students to make informed decisions about their training and employment opportunities
'2 at level' The student may make a maximum of ...	2	Commencements (Government subsidised)	Across the lifetime of the student	-at each level of the AQF; -in the 'Courses in' category, which are not mapped to the AQF	-Foundation Skills courses; -VCE/VCL; and -VET certificates completed as part of a senior secondary qualification -transitioning from a superseded qualification -recommencing training in the same qualification	To encourage individuals to obtain progressively higher skills

Traineeships and Apprenticeships, the individual must also be:

- Employed in Victoria in either a full time or part time capacity under an award or registered agreement
- Undertaking an Approved Training Scheme
- A signatory to a training contract with their employer which is registered with the VRQA
- A signatory, jointly with the employer and the RTO to a training plan
- Involved in paid work and structured training, either workplace based or off-the-job

If you are seeking to enrol in an apprenticeship (not a traineeship) and you have already commenced two courses in that same year, you will be eligible for government subsidised training under the Skills First Program if either of the two courses you previously commenced are included on the Higher Education and Skills Pre-Apprenticeship and Pathway qualifications list.

All training must be delivered within the state of Victoria

Traineeships and Apprenticeships, the individual must also be: Whether an individual is an Apprentice or a Trainee depends on how the qualification they are undertaking is designated in the relevant Approved Training Scheme. Information on current Approved Training schemes can be found at:

<http://www.education.vic.gov.au/training/providers/rto/Pages/schemes.aspx>

Exceptions to the WTS eligibility criteria

Individuals referred to training under the particular arrangement set out by the Department of Education and Training may not be required to meet particular aspects of the Eligibility Criteria. Individuals undertaking training under the following arrangements must present the relevant referral form prior to enrolment; To be eligible for these exemption additional evidence is required which may includes letters of referral or Visa information.

(Where there is a 'NO' against eligibility criterion, students in that initiative/program do not need to meet the criterion)

RETRENCHED EMPLOYEES		AUTOMOTIVE SUPPLY CHAIN TRAINING INITIATIVE			
ASYLUM SEEKER VET PROGRAM		LATROBE VALLEY RETRENCHED EMPLOYEES			
INITIATIVE	CITIZENSHIP/RESIDENCY	UPSKILLING	'2 IN A YEAR'	'2 AT A TIME'	'2 AT LEVEL'
Retrenched Employees	YES	NO	YES	YES	YES
Automotive Supply Chain Training Initiative	YES	NO	YES	YES	YES
Asylum Seekers and Victims of Human Trafficking	NO	YES	YES	YES	YES
Latrobe Valley Retrenched Employees	YES	NO	YES	YES	YES

An individual is NOT eligible for government subsidised training under Skills First if the individual is:

A) A student enrolled in a school (excluding a school based Apprentice/Trainee). This includes:

- any government, non-government, independent or Catholic school; or
- a student registered for home schooling in Victoria

Government schools are responsible for funding these opportunities for VET within the school curriculum through their Student Resource Package (SRP) allocation, including targeted VET in schools funding. Non-government schools make similar decisions for students on the basis of the resources available to them.

B) Within the meaning of the *Corrections Act 1986 (Vic)*, a prisoner held at a prison including:

- Hopkins Correctional Centre (Ararat)
- Barwon Prison
- Beechworth Correctional Centre
- Dame Phyllis Frost Centre
- Dhurringile Prison
- Langi Kal Kal Prison
- Loddon Prison
- Marngoneet Correctional Centre
- Tarrengower Prison
- Metropolitan Remand Centre
- Melbourne Assessment Prison
- Fulham Correctional Centre
- Port Phillip Prison
- Karrenga Annex

C) A person who is detained under the *Mental Health Act 1986 (Vic)*; or the *Crimes (Mental Impairment and Unfitness to be Tried) Act 1997 (Vic)* or the *Sentencing Act 1991 (Vic)* at the Thomas Embling Hospital

D) A person who is detained (other than on weekend detention) under the *Children, Youth and Families Act 2005 (Vic)* or the *Sentencing Act 1991 (Vic)* or who is held on remand in one or more of the following youth justice facilities:

- Malmsbury Juvenile Justice Centre
- Parkville Youth Residential Centre
- Melbourne Youth Justice Centre

In determining the highest prior qualification, the following are NOT taken into account:

- the Victorian Certificate of Education; Victorian Certificate of Applied Learning (Intermediate or Senior); International Baccalaureate Diploma; and senior secondary school certificates from other Australian jurisdictions
- Qualifications listed in the Foundation Skills List
- any VET certificate completed as part of a senior secondary qualification (including School Based Apprenticeships/ Traineeships
- qualifications with the title “Course in...” which are not aligned to a specified level within the Australian Qualifications Framework (AQF); and
- non-Australian qualifications, except where equivalency has been formally established with a qualification within the AQF.

In accordance with the AQF and for the avoidance of doubt, Vocational Graduate Certificate and Vocational Graduate Diploma level qualifications are higher than qualification at the Bachelor Degree level.

Eligibility for accredited courses with the title ‘course in...’

A number of courses with the title ‘Course in...’ are accredited. These are nationally recognized training products providing skills recognition leading to a Statement of Attainment, rather than the award of a qualification recognized within the Australian Qualifications Framework (AQF). They are not aligned with the AQF.

- ◆ Enrolment in a ‘Course in...’ is subject to the same Skills first eligibility requirements as other enrolments.
- ◆ To address ‘up skilling’ requirements, an individual who holds a qualification no higher than Certificate IV is to be considered eligible to enrol in a ‘Course in ...’ (Subject to meeting other eligibility criteria).
- ◆ Qualifications at Diploma level or higher are considered higher than courses with the title ‘Course in...’
- ◆ An individual is eligible to commence a maximum of two government subsidised accredited courses with the title ‘Course in...’ in their lifetime (subject to meeting other eligibility criteria).

Eligibility for courses and qualifications on the Foundation Skills List

An individual is not eligible for government subsidised training under Skills First in courses and qualifications of the Foundation Skills List (see link below) if you hold a qualification issued by an Australian higher education provider that is at a Diploma or higher and or enrolled in the Commonwealth Government’s ‘Skills for Education and Employment’ program.

*Foundation Skills List (pdf - 23.52kb) *please note WTS does not deliver Foundation Courses*

What happens next?

For proof of eligibility you will need to have:

Prior to commencement of training, for each individual eligible for the Skills First Program, we must complete Evidence of Eligibility and a Student Declaration form and sight in hard copy an original or certified photocopies of the original evidence of eligibility.

The evidence could include: **Or formal documentation issued by the Australian department of immigration and citizenship confirming permanent residence;*

AUSTRALIAN BIRTH CERTIFICATE

CURRENT AUSTRALIAN PASSPORT

CURRENT NEW ZEALAND PASSPORT

NATURALISATION CERTIFICATE

GREEN MEDICARE CARD

**If age is relevant to eligibility and the document provided above does not include a date or birth:*

BIRTH CERTIFICATE

CURRENT PASSPORT

CURRENT DRIVERS LICENCE

PROOF OF AGE CARD

NATURALISATION CERTIFICATE

GREEN MEDICARE CARD

What is a “certified photocopy”? A certified photocopy is a photocopy of an original document which has been certified as being a true copy of an authorised person. *Please Note – Certified photocopies that are scanned or faxed are not acceptable forms of evidence.*

The authorised person must write on every page of the copy document “I have sighted the original document and certify this to be a true copy of the original” sign each statement and provide their designation for example “Pharmacist”.

Authorised Persons include but are not limited to:

- A justice of the peace or bail justice
- A member of the police force
- A pharmacist For a list of more authorized persons you can visit the website:

For a list of more authorized persons you can visit the website: <https://www.justice.vic.gov.au/justice-system/legal-assistance/statutory-declarations>



Training may be delivered with State and Commonwealth Government funding depending on eligibility. Students with disabilities are encouraged to apply.

STATEMENT OF FEES

2019 Statement of Fees Victoria

Government-Subsidised Courses*

COURSE CODE	COURSE TITLE	INDICATIVE GOVERNMENT FUNDED HOURS (Max Payable Hours)	Skills First Funded					
			INDICATIVE GOVERNMENT CONTRIBUTION \$		INDICATIVE HOURLY TUITION FEE \$		INDICATIVE TOTAL TUITION FEE \$	
			APPRENTICE / TRAINEE	NON APPRENTICE / TRAINEE	CONCESSION	NON CONCESSION	CONCESSION	NON CONCESSION
SIR20216	Certificate II in Retail Services	355	\$ 1,065	\$ 1,065	\$ 0.85	\$ 4.23	\$ 300	\$ 1500
SIR30216	Certificate III in Retail #	405	\$ 1,417.50	N/A	\$ 0.74	\$ 3.70	\$ 300	\$ 1500
SIR40316	Certificate IV in Retail Management #	390	\$ 3,120	N/A	\$ 0.77	\$ 3.85	\$ 300	\$ 1500
SIT20316	Certificate II in Hospitality	347	\$ 1,041	\$ 1,041	\$ 0.86	\$ 4.32	\$ 300	\$ 1500
SIT30616	Certificate III in Hospitality (Option 1)	542	\$ 4,607	\$ 1,626	\$ 0.55	\$ 2.77	\$ 300	\$ 1500
SIT30616	Certificate III in Hospitality (Option 2)	532	\$ 4,522	\$ 1,596	\$ 0.56	\$ 2.82	\$ 300	\$ 1500
SIT40416	Certificate IV in Hospitality	850	\$ 7,225	\$ 5,100	\$ 0.35	\$ 1.76	\$ 300	\$ 1500
FBP20117	Certificate II in Food Processing	465	\$ 3,255	\$ 3,255	\$ 0.43	\$ 2.15	\$ 200	\$ 1000
FBP20217	Certificate II in Baking #	490	\$ 4,655	N/A	\$ 0.33	\$ 1.63	\$ 160	\$ 800
FBP30117	Certificate III in Food Processing	770	\$ 5,390	\$ 5,390	\$ 0.39	\$ 1.95	\$ 300	\$ 1500
FBP30317	Certificate III in Cake & Pastry**	1050	\$ 13,650	N/A	\$ 0.23	\$ 1.14	\$ 240	\$ 1200
FBP30417	Certificate III in Bread Baking **	960	\$ 12,480	N/A	\$ 0.25	\$ 1.25	\$ 240	\$ 1200
FBP30517	Certificate III in Baking **	1460	\$ 18,980	N/A	\$ 0.16	\$ 0.82	\$ 240	\$ 1200
FBP30617	Certificate III in Food Processing (Sales) #	560	\$ 4,760	N/A	\$ 0.29	\$ 1.43	\$ 160	\$ 800
BSB42015	Certificate IV in Leadership and Management	520	\$ 3,380	\$ 3,380	\$ 0.58	\$ 2.88	\$ 300	\$ 1500
BSB51918	Diploma of Leadership and Management	760	\$ 2,280	\$ 2,280	N/A	\$ 6.51	N/A	\$ 4950

Available as Traineeship only

** Available as Apprenticeship only

^ Available as Non Apprentice/Trainee only

Please note:

The student tuition fees as published are subject to change given individual circumstances at enrolment;

Where the employer agrees to pay on behalf of the student or there may be price variation, the agreed fee* will be noted on the Service Agreement and signed by all parties. The price must be approved by the General Manager. *Note—The agreed fee will also be entered on the Enrolment Form and adjusted on WTS Student Management System.

All course prices are subject to change without notification.

A co-contribution fee of \$50 administration fees will be applied to invoice and stated on the Service Agreement**. **When employer agrees to pay on student's behalf).

Fees include course and materials fees unless otherwise stated above.

Fee for the replacement of an already issued Certificate/Statement of Attainment is \$20.

Fee for Service Prices are based on metro delivery locations.

Monthly payment plans are available please enquire.

STATEMENT OF FEES

2019 Statement of Fees Victoria

Fee For Service Courses *

COURSE CODE	COURSE TITLE	INDICATIVE HOURS (Max payable hours)	FEE FOR SERVICE ENROLMENT COST
SIR20216	Certificate II in Retail Services	355	\$ 1,500
SIR30216	Certificate III in Retail	405	\$ 3,000
SIR40316	Certificate IV in Retail Management	390	\$ 3,000
SIT20316	Certificate II in Hospitality	347	\$ 1,500
SIT30616	Certificate III in Hospitality (Option 1)	542	\$ 3,000
SIT30616	Certificate III in Hospitality (Option 2)	532	\$ 3,000
SIT40416	Certificate IV in Hospitality	850	\$ 4,500
FBP20117	Certificate II in Food Processing	465	\$ 3,700
FBP20217	Certificate II in Baking #	490	\$ 4,500
FBP30117	Certificate III in Food Processing	770	\$ 7,000
FBP30317	Certificate III in Cake & Pastry**	1050	\$ 9,880
FBP30417	Certificate III in Bread Baking **	960	\$ 9,100
FBP30517	Certificate III in Baking **	1460	\$ 9,880
FBP30617	Certificate III in Food Processing (Sales) #	560	\$ 3,000
BSB42015	Certificate IV in Leadership and Management	520	\$ 4,000
BSB51918	Diploma of Leadership and Management	760	\$ 4,950

Please note:

The student tuition fees as published are subject to change given individual circumstances at enrolment;

Where the employer agrees to pay on behalf of the student or there may be price variation, the agreed fee* will be noted on the Service Agreement and signed by all parties. The price must be approved by the General Manager. *Note—The agreed fee will also be entered on the Enrolment Form and adjusted on VTS Student Management System.

All course prices are subject to change without notification.

A co-contribution fee of \$50 administration fees will be applied to invoice and stated on the Service Agreement**. **When employer agrees to pay on student's behalf.

Fees include course and materials fees unless otherwise stated above.

Fee for the replacement of an already issued Certificate/Statement of Attainment is \$20.

Fee for Service Prices are based on metro delivery locations.

Monthly payment plans are available please enquire.

FEE PAYMENT SCHEDULE

2019 Fees Payment Schedule Victoria

Government-Subsidised and Fee for service Courses*

COURSE CODE	COURSE TITLE	SKILLS FIRST			FEE FOR SERVICE	
		GOVERNMENT FUNDED NON CONCESSION		GOVERNMENT FUNDED CONCESSION		
		\$ Due at 30 days #	\$ Due at 6 Months #	\$ Due at 30 days #	\$ Due at 30 days #	\$ Due at 6 Months #
SIR20216	Certificate II in Retail Services	\$ 1000	\$ 500	\$ 300	\$ 1000	\$ 500
SIR30216	Certificate III in Retail	\$ 1000	\$ 500	\$ 300	\$ 1000	\$ 2000
SIR40316	Certificate IV in Retail Management	\$ 1000	\$ 500	\$ 300	\$ 1000	\$ 2000
SIT20316	Certificate II in Hospitality	\$ 1000	\$ 500	\$ 300	\$ 1000	\$ 500
SIT30616	Certificate III in Hospitality	\$ 1000	\$ 500	\$ 300	\$ 1000	\$ 2000
SIT40416	Certificate IV in Hospitality	\$ 1000	\$ 500	\$ 300	\$ 1000	\$ 3500
FBP20117	Certificate II in Food Processing	\$ 500	\$ 500	\$ 200	\$ 1000	\$ 2700
FBP20217	Certificate II in Baking #	\$ 400	\$ 400	\$ 160	\$ 1000	\$ 3500
FBP30117	Certificate III in Food Processing	\$ 1000	\$ 500	\$ 300	\$ 1000	\$ 6000
FBP30317	Certificate III in Cake & Pastry**	\$ 800	\$ 600	\$ 240	\$ 1000	\$ 8800
FBP30417	Certificate III in Bread Baking **	\$ 800	\$ 600	\$ 240	\$ 1000	\$ 8100
FBP30517	Certificate III in Baking **	\$ 800	\$ 600	\$ 240	\$ 1000	\$ 8800
FBP30617	Certificate III in Food Processing (Sales) #	\$ 400	\$ 400	\$ 160	\$ 1000	\$ 2000
BSB42015	Certificate IV in Leadership and Management	\$ 1000	\$ 500	\$ 300	\$ 1000	\$ 3000
BSB51918	Diploma of Leadership and Management	\$ 1000	\$ 3950	N/A	\$ 1000	\$ 3950

from enrolment date

Please note:

The student tuition fees as published are subject to change given individual circumstances at enrolment;

Where the employer agrees to pay on behalf of the student or there may be price variation, the agreed fee* will be noted on the Service Agreement and signed by all parties. The price must be approved by the General Manager. *Note—The agreed fee will also be entered on the Enrolment Form and adjusted on WTS Student Management System.

All course prices are subject to change without notification.

A co-contribution fee of \$50 administration fees will be applied to invoice and stated on the Service Agreement**. **When employer agrees to pay on student's behalf).

Fees include course and materials fees unless otherwise stated above.

Fee for the replacement of an already issued Certificate/Statement of Attainment is \$20.

Fee for Service Prices are based on metro delivery locations.

Monthly payment plans are available please enquire.

COURSE INFORMATION

2019 Course information

COURSE CODE	COURSE TITLE	Estimated Duration Months		Location	Delivery mode
		School Based Trainees only	All other students		
SIR20216	Certificate II in Retail Services	12 months	8 months	Workplace-based	Face to face *
SIR30216	Certificate III in Retail	12 months	9 months	Workplace-based	Face to face *
SIR40316	Certificate IV in Retail Management	N/A	8 months	Workplace-based	Face to face *
SIT20216	Certificate II in Hospitality	12 months	10 months	Workplace-based	Face to face *
SIT30616	Certificate III in Hospitality	12 months	12 months	Workplace-based	Face to face *
SIT40416	Certificate IV in Hospitality	N/A	12 months	Workplace-based	Face to face *
FBP20117	Certificate II in Food Processing	N/A	8 months	Workplace-based	Face to face *
FBP20217	Certificate II in Baking	N/A	12 months	Workplace-based	Face to face *
FBP30117	Certificate III in Food Processing	N/A	10 months	Workplace-based	Face to face *
FBP30317	Certificate III in Cake & Pastry	48 months	30-36 months	Workplace-based	Face to face *
FBP30417	Certificate III in Bread Baking	48 months	30-36 months	Workplace-based	Face to face *
FBP30517	Certificate III in Baking	48 months	30-36 months	Workplace-based	Face to face *
FBP30617	Certificate III in Food Processing (Sales)	12 months	9 months	Workplace-based	Face to face *
BSB42015	Certificate IV in Leadership and Management	N/A	10 months	Workplace-based	Face to face *
BSB51918	Diploma of Leadership and Management	N/A	12 months	Workplace-based	Face to face *

Delivery modes *

All workplace based training is undertaken face to face with scheduled sessions and contact with the trainer. Some programs have homework related components that vary in intensity depending on the qualification you are enrolled in. Your trainer will support you through as aspects of the delivery and assessment to ensure a positive and clear outcome.

All reading materials are provided to learners via our online Student Portal. If requested, these can be provided to the student in hard copy for an additional cost.

Delivery Locations

All of our programs are arranged with employers and students to deliver the training face to face and onsite at your workplace. Where a workplace doesn't have sufficient facilities to meet specific unit requirements an alternative location will be arranged to deliver these units. All efforts will be made to keep this location as close to the workplace location as possible.

Other fees

There are no additional fees for student services programs, amenities, good or materials.

CANCELLATIONS AND REFUNDS

Cooling Off Period

The eligibility requirements under Skills First Program; state that a student is eligible to commence a maximum of 2 qualifications at the same level in a lifetime and/or undertake a maximum of 2 government subsidised courses at any one time.

To ensure a student is not disadvantaged by these criteria we provide a 48 hour cooling off period. WTS will refund the full enrolment fee providing we receive written advice of withdrawal within 48 hours from the date of enrolment.

Cancellation of services

In the event that WTS, cancels the course prior to commencement; terminates the course after commencement, and/or fails to provide the agreed services a full enrolment fee refund will be provided. All refunds will be paid to the person, organisation or third party who made the original payment of fees

Changes to agreed services

WTS will advise the student as soon as practicable of any 'changes to the agreed services' these changes will include any changes in ownership of WTS, if WTS or a third party delivering training and assessment on its behalf, closes or ceases to deliver any part of the training product that the learner is enrolled

Cancellation and refund policy

GOVERNMENT SUBSIDISED TRAINING

Written notice and/or a WTS Cancellation Form completed with date of cancellation/withdrawal must be received by Workplace Training Strategies within 2 weeks, (14 days) from the student's cancellation/withdrawal date. The cancellation fee will not exceed the initial enrolment fee charged.

Summary of refunds	
Refund reason	Amount of refund
Cancellation within 14 days of enrolment into course (Cooling-off period)	Full refund.
Cancellation between 15 days and 3 months of enrolment into course	50% refund
Cancellation over 3 months from enrolment date	No refund, full payment of fees required
Course is withdrawn by RTO or RTO unable to provide course as outlined at	Full refund
Closure of RTO	Refund in line with cancellation periods above

FEE FOR SERVICE

Unless specified on an individual service agreement, a trainee who withdraws from a fee for service training program by written notice and three months from commencement or earlier, will be charged only 50% of the enrolment fee.

Unless specified on an individual service agreement, a trainee that withdraws from a Fee for Service training program by written notice and three months after commencement or later will not be eligible for a refund.

Additional Fees

WTS has strategies in place to ensure training sessions go ahead as scheduled including a Training Calendar, SMS's sent 3 days prior and on the day of training.

WTS reserves the right to charge the following fee if a training session is cancelled by an employer or student with less than 24 hours' notice:

- Late notification of training session cancellation - \$250

WTS reserves the right to charge the following fees if the client requests additional* training sessions to be conducted:

- For courses at Certificate III level and below, this amount will be \$250 per session
- For courses at Certificate IV level and above, this amount will be \$400 per session

*additional to the calendared sessions scheduled for a course

Please note: this fee will not apply where additional sessions are required and scheduled due to the additional learning needs of the student as identified during their Pre-Training Review.

If a student has been granted Credit Transfer (CT) or Recognition of Prior Learning (RPL) for any unit/elective, certified documentation must be provided. The enrolment fee will be adjusted accordingly based on the nominal hours allocated for the unit/elective in the purchasing guide. Please discuss with your WTS representative.