



**Workplace
Training
Strategies**

STATEMENT OF FEES WORKPLACE TRAINING STRATEGIES

*Government Subsidised and
Fee for Service Courses*

SKILLS FIRST PROGRAM

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 Workplace Training Strategies 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 one of the following:

AUSTRALIAN CITIZEN

HOLDER OF 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 year of commencement of training) & enrolling in nationally recognised training in a course of 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

<http://www.education.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 the Frequently Asked Questions

(<http://www.education.vic.gov.au/training/learners/vet/Pages/fundingfaq.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.



Government



Employer



You

SKILLS FIRST PROGRAM

How many courses can Eligible Individuals do?

Eligibility Criteria	Relevance	Over what period	At What Level	Prior qualification / participation will not be counted towards the course maximum
The 'Upskilling' requirement	-	-	-	The eligibility criterion relating to the highest qualification held (upskilling), the following prior qualifications are not taken into account: <ol style="list-style-type: none"> 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 from Skills First Any VET certificates 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;
The '2 in a year' limitation	Commence a maximum of 2 government subsidised courses	At any one time in each calendar year	Applies regardless of the level of the commencements	The following scenarios will not be counted towards the course maximum outlined: <ol style="list-style-type: none"> If an individual is transitioning from a superseded qualification to the current version of the same qualification; If an individual is recommencing training in the same qualification (at either the same or a different provider); or If an individual is seeking to enrol in an apprenticeship (not traineeship) after having participated in one of the Pre-Apprenticeship and Pathway Qualifications identified at Attachment 2 to these Guidelines. Participation in the following course will not be counted towards the course maximum too <ol style="list-style-type: none"> '22469VIC- Course in Introduction to the National Disability Insurance Scheme'; Any course or skill set undertaken as part of the Department of Education and Training 'Skills Uplift Pilot Program'; or '22510VIC – Course in Identifying and Responding to Family Violence Risk.'
The '2 at level' limitation and The '2 at a time' limitation	The eligibility criteria relating to the lifetime limit on commencements at the same level (the 2 at level lifetime limit)	In a lifetime – 2 qualifications at the same level	-	The following commencements are not taken into account: <ol style="list-style-type: none"> 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 from Skills First Funding; Any VET certificates undertaken as part of a senior secondary qualification (including School Based Apprenticeships / Traineeships); Where an individual is transitioning from a superseded qualification to the current version of the same qualification; Where an individual is recommencing training in the same qualification (at either the same or a different provider); '22469VIC- Course in Introduction to the National Disability Insurance Scheme'; Any course or skill set undertaken as part of the Department of Education and Training 'Skills Uplift Pilot Program'; or '22510VIC – Course in Identifying and Responding to Family Violence Risk'.

SKILLS FIRST PROGRAM

Eligibility for Traineeships and Apprenticeships, the individual must 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>



SKILLS FIRST PROGRAM

Exceptions to the Skills First Funding 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 initiatives must present the relevant referral form prior to enrolment; To be eligible for these exemption additional evidence is required which may include 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

ASYLUM SEEKER VET PROGRAM

LATROBE VALLEY INITIATIVE

BACK TO WORK SCHEME

Initiative	Citizenship/Residency	Upskilling	'2 In a Year'	'2 at a Time'	'2 at Level'
Asylum Seekers VET Program	NO*	YES	YES	YES	YES
Latrobe Valley Initiative	YES	An exemption from these requirements may be granted when an individual presents a Training Referral Letter signed by the Executive Director, Industry Engagement and VET systems division of the Department of Education and Training			
Back to Work Scheme	YES	YES	YES	YES	YES

*There is no citizenship / residency requirement but WTS needs to sight and retain a "Referral to Government Subsidised Training - Asylum Seekers form" from either the Asylum Seekers Resource Centre or the Australian Red Cross Victims of Human Trafficking Program.

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:

- i. any government, non-government, independent or Catholic school; or
- ii. 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:

- I. Hopkins Correctional Centre (Ararat)
- II. Barwon Prison
- III. Beechworth Correctional Centre
- IV. Dame Phyllis Frost Centre
- V. Dhurringile Prison
- VI. Langi Kal Kal Prison
- VII. Loddon Prison
- VIII. Marngoneet Correctional Centre
- IX. Tarrengower Prison
- X. Metropolitan Remand Centre
- XI. Melbourne Assessment Prison
- XII. Fulham Correctional Centre
- XIII. Port Phillip Prison
- XIV. Karrenga Annex
- XV. Ravenhall Correction Centre

C) A person who is detained under the Mental Health Act 2014 (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:

- I. Malmsbury Juvenile Justice Centre
- II. Parkville Youth Residential Centre
- III. 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 - see Appendix A
- 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.

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 a current original or certified photocopy of the original evidence of eligibility.

**Or formal documentation issued by the Australian department of immigration and citizenship confirming permanent residence.*

The evidence could include:

AUSTRALIAN BIRTH CERTIFICATE
(not birth extract)

CURRENT AUSTRALIAN PASSPORT

CURRENT NEW ZEALAND PASSPORT

AUSTRALIAN CITIZENSHIP BY DESCENT
EXTRACT

AUSTRALIAN CITIZENSHIP CERTIFICATE

GREEN MEDICARE CARD

A PROXY DECLARATION FOR
INDIVIDUALS IN EXCEPTIONAL
CIRCUMSTANCES*

FORMAL CONFIRMATION OF PERMANENT
RESIDENCE GRANTED BY THE DEPARTMENT
OF HOME AFFAIRS AND THE
STUDENT'S FOREIGN PASSPORT OF IMMIGRATION

A REFERRAL TO GOVERNMENT SUBSIDISED
TRAINING - ASYLUM SEEKERS FORM FROM THE
ASYLUM SEEKER RESOURCE CENTRE OR THE
AUSTRALIAN RED CROSS

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

BIRTH CERTIFICATE

CURRENT PASSPORT

CURRENT DRIVERS LICENCE

NATURALISATION CERTIFICATE

GREEN MEDICARE CARD

PROOF OF AGE CARD

Evidence required - under 17 years of age

- If the individual has not yet completed Year 10, WTS will be required to retain correspondence or a certificate signed by a Department Regional Director that exempts that individual from school attendance and either:
 - Clearly identifies WTS and the training to be undertaken; or
 - Clearly identifies the relevant employer where the student is to undertake an apprenticeship or traineeship; or
- If the individual has completed year 10, WTS will be required to sight and retain a completed "Transition From School Form", or correspondence or a certificate signed by the school principle or a Department Regional Director that exempts that individual from school attendance and either:
 - Clearly identifies WTS and the training to be undertaken; or
 - Clearly identifies the relevant employer where the student is to undertake an apprenticeship or traineeship.

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:

<https://www.justice.vic.gov.au/justice-system/legal-assistance/statutory-declarations>

STATEMENT OF FEES

2020 Statement of Fees

Government Subsidised Courses*

Course Code	Course Title	Apprenticeship / Traineeship	Indicative maximum funded hours by Skills First Program	FUNDED BY SKILLS FIRST									
				Indicative Government Contribution					Indicative Government Concession Contribution				
				Indicative Hourly Rate \$	Indicative Total \$	General Concession (Up to) per hour \$	Indigenous Completions Initiatives Concession (Up to) per hour \$	Fee / Waiver / Exemption Contribution per hour \$	General Concession (Up to) Total \$	Indigenous Completions Initiatives Concession (Up to) Total \$	Fee / Waiver / Exemption Contribution Total \$		
NON Apprentice / Trainee per hour \$	Traineeship / Apprenticeship per hour \$	NON Apprentice / Trainee Total \$	Traineeship / Apprenticeship Total \$	General Concession (Up to) per hour \$	Indigenous Completions Initiatives Concession (Up to) per hour \$	Fee / Waiver / Exemption Contribution per hour \$	General Concession (Up to) Total \$	Indigenous Completions Initiatives Concession (Up to) Total \$	Fee / Waiver / Exemption Contribution Total \$				
BSB42015	Certificate IV in Leadership and Management	Traineeship	540	\$6.50	\$3,510.00	\$3,510.00	\$3,510.00	\$3.46	\$3.46	\$3.90	\$1,868.40	\$1,868.40	\$2,106.00
BSB51918	Diploma of Leadership and Management	Traineeship	760	\$3.00	\$2,280.00	\$2,280.00	\$2,280.00	\$6.26	\$-	\$7.05	\$4,757.60	\$4,757.60	\$5,358.00
FBP20117	Certificate II in Food Processing	Traineeship	560	\$7.00	\$3,920.00	\$3,920.00	\$3,920.00	\$3.06	\$3.06	\$3.45	\$1,713.60	\$1,713.60	\$1,932.00
FBP20217	Certificate II in Baking	Traineeship	490	NA	NA	NA	\$4,655.00	\$2.00	\$2.00	\$2.25	\$980.00	\$980.00	\$1,102.50
FBP30117	Certificate III in Food Processing	Traineeship	800	\$7.00	\$5,600.00	\$5,600.00	\$5,600.00	\$3.06	\$3.06	\$3.45	\$2,448.00	\$2,448.00	\$2,760.00
FBP30317	Certificate III in Cake and Pastry	Apprenticeship	1050	NA	NA	NA	\$13,650.00	\$2.00	\$2.00	\$2.25	\$2,100.00	\$2,100.00	\$2,362.50
FBP30417	Certificate III in Bread Baking	Apprenticeship	990	NA	NA	NA	\$12,870.00	\$2.00	\$2.00	\$2.25	\$1,980.00	\$1,980.00	\$2,227.50
FBP30517	Certificate III in Baking	Apprenticeship	1660	NA	NA	NA	\$21,580.00	\$2.00	\$2.00	\$2.25	\$3,320.00	\$3,320.00	\$3,735.00
FBP30617	Certificate III in Food Processing (Sales)	Traineeship	610	NA	NA	NA	\$5,185.00	\$2.00	\$2.00	\$2.25	\$1,220.00	\$1,220.00	\$1,372.50
SIR20216	Certificate II in Retail Services	Traineeship	360	\$3.00	\$1,080.00	\$1,080.00	\$1,080.00	\$6.26	\$6.26	\$7.05	\$2,253.60	\$2,253.60	\$2,538.00
SIR30216	Certificate III in Retail	Traineeship	405	NA	NA	NA	\$1,417.50	\$5.86	\$5.86	\$6.60	\$2,373.30	\$2,373.30	\$2,673.00
SIR40316	Certificate IV in Retail Management	Traineeship	410	NA	NA	NA	\$3,280.00	\$2.26	\$2.26	\$2.55	\$926.60	\$926.60	\$1,045.50
SIT20316	Certificate II in Hospitality	Traineeship	352	\$3.00	\$1,056.00	\$1,056.00	\$1,056.00	\$6.26	\$6.26	\$7.05	\$2,203.52	\$2,203.52	\$2,481.60
SIT30616	Certificate III in Hospitality	Traineeship	552	\$3.00	\$1,656.00	\$1,656.00	\$4,692.00	\$2.00	\$2.00	\$2.25	\$1,104.00	\$1,104.00	\$1,242.00
SIT40416	Certificate IV in Hospitality	Traineeship	870	\$6.00	\$5,220.00	\$5,220.00	\$7,395.00	\$2.00	\$2.00	\$2.25	\$1,740.00	\$1,740.00	\$1,957.50

STATEMENT OF FEES

2020 Statement of Fees

Government Subsidised Courses*

Course Code	Course Title	Apprenticeship / Traineeship	Total nominal hours in WTS	To be paid by student			
				WTS Hourly Tuition Fee \$		WTS Total Tuition Fee \$	
				Non Concession	Concession	Non Concession	Concession
B5B42015	Certificate IV in Leadership and Management	Traineeship	520	\$2.88	\$0.58	\$1,500.00	\$300.00
B5B51918	Diploma of Leadership and Management	Traineeship	760	\$6.51	NA	\$4,950.00	NA
FBP20117	Certificate II in Food Processing	Traineeship	465	\$2.15	\$0.43	\$1,000.00	\$200.00
FBP20217	Certificate II in Baking	Traineeship	500	\$1.60	\$0.32	\$800.00	\$160.00
FBP30117	Certificate III in Food Processing	Traineeship	770	\$1.95	\$0.39	\$1,500.00	\$300.00
FBP30317	Certificate III in Cake and Pastry	Apprenticeship	1,080	\$1.11	\$0.22	\$1,200.00	\$240.00
FBP30417	Certificate III in Bread Baking	Apprenticeship	960	\$1.25	\$0.25	\$1,200.00	\$240.00
FBP30517	Certificate III in Baking	Apprenticeship	1,520	\$0.79	\$0.16	\$1,200.00	\$240.00
FBP30617	Certificate III in Food Processing (Sales)	Traineeship	560	\$1.43	\$0.29	\$800.00	\$160.00
SIR20216	Certificate II in Retail Services	Traineeship	355	\$2.25	\$0.45	\$800.00	\$160.00
SIR30216	Certificate III in Retail	Traineeship	425	\$1.88	\$0.38	\$800.00	\$160.00
SIR40316	Certificate IV in Retail Management	Traineeship	390	\$3.08	\$0.62	\$1,200.00	\$240.00
SIT20316	Certificate II in Hospitality	Traineeship	347	\$2.31	\$0.46	\$800.00	\$160.00
SIT30616	Certificate III in Hospitality	Traineeship	542	\$1.48	\$0.30	\$800.00	\$160.00
SIT40416	Certificate IV in Hospitality	Traineeship	850	\$1.76	\$0.35	\$1,500.00	\$300.00

When will fees and charges be invoiced?

All invoices will be issued within one (1) week of enrollment. Our standard terms of payment are fourteen (14) calendar days from invoice date.

Payment Arrangements

WTS uses PaySmart as our direct debit payment providers. Students or their nominated payer (i.e. employer / parents / guardians / etc.) may enter into an agreement to pay their invoices by this payment arrangement.

For more information visit:
www.paysmart.com.au

PaySmart Privacy Statement:
www.paysmart.com.au/paysmart-privacy-statement/

PaySmart Product Disclosure Statement:
www.paysmart.com.au/product-disclosure-statement/h

To support our valued students and clients during the COVID-19 Pandemic, WTS is offering optional payment instalments. Instalments will be agreed by the employer or students and WTS at the point of enrolment. These payment instalments will be reflected on the signed Service Agreement.

STATEMENT OF FEES

2020 Statement of Fees

Government Subsidised Courses*

Tuition Fee Waivers/Exemptions

Workplace Training Strategies allow tuition fee waiver/exemptions in accordance with the 2020 Guidelines about Fees for Skills guidelines.

Prior to the commencement of the training, Workplace Training Strategies must sight and retain copies of the documentation demonstrating (student) eligibility for the tuition fee waiver/exemption to meet the record keeping requirements set out in the Skills First Funding requirements.

Judy Lazarus Transition Centre

•WTS will not charge a tuition fee for enrolment by an individual who is from the Judy Lazarus Transition Centre (as a prisoner within the meaning of the Corrections Act 1986)

Young People on Community Based Orders

- WTS will not charge tuition fee for enrolment by an individual who is required to undertake the course pursuant to a community-based order made under the Children, Youth and Families Act 2005.
- WTS will require a copy of written confirmation from the relevant Youth Justice Unit of the Victorian Department of Justice and Regulation that the individual meets the requirements of Tuition fee waiver/exemption.

Asylum Seeker VET Program

Under the Asylum Seeker VET program, for enrolments in courses at the Certificate IV level and below, WTS will charge the concession fee to an asylum seeker or trafficked person enrolled on or 1 July 2016. The evidence of eligibility for concession that should be sighted and retained by WTS is:

- a. A validly endorsed referral form – Referral to Government Subsidised Training – Asylum Seekers from the Asylum Seeker Resources center; or
- b. A validly endorsed referral form – Referral to Government Subsidised Training – Asylum Seekers from the Australian Red Cross Victims of Human Trafficking Program

General Concessions

For enrolments in courses at the Certificate IV level and below, WTS will charge the concession fee to an individual who, prior to the commencement of training, holds a current and valid;

- a. Health Care Card Issued by the Commonwealth;
 - b. Pensioner Concession Card; or
 - c. Veterans Gold Card; or
 - d. An alternative card or concession eligibility criteria approved by the Minister.
- The concessions provided in the above also apply to a dependent spouse or dependent child of a card holder.

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**.

** Note—When employer agrees to pay on student's behalf

- Fees include course and materials fees unless otherwise stated.
- 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

2020 Statement of Fees

Fee for Service Courses*

Course Code	Course Title	Total nominal hours in WTS	Fees for Service	
			WTS Hourly Tuition Fee \$	WTS Total Tuition Fee \$
			Non Concession	Non Concession
BSB42015	Certificate IV in Leadership and Management	520	\$9.38	\$4,880.00
BSB51918	Diploma of Leadership and Management	760	\$9.51	\$7,230.00
FBP20117	Certificate II in Food Processing	465	\$9.15	\$4,255.00
FBP20217	Certificate II in Baking	500	\$11.10	\$5,550.00
FBP30117	Certificate III in Food Processing	770	\$8.95	\$6,890.00
FBP30317	Certificate III in Cake and Pastry	1,080	\$14.11	\$15,240.00
FBP30417	Certificate III in Bread Baking	960	\$14.25	\$13,680.00
FBP30517	Certificate III in Baking	1,520	\$13.79	\$20,960.00
FBP30617	Certificate III in Food Processing (Sales)	560	\$9.93	\$5,560.00
SIR20216	Certificate II in Retail Services	355	\$5.30	\$1,880.00
SIR30216	Certificate III in Retail	425	\$5.22	\$2,217.00
SIR40316	Certificate IV in Retail Management	390	\$10.97	\$4,280.00
SIT20316	Certificate II in Hospitality	347	\$7.32	\$2,541.00
SIT30616	Certificate III in Hospitality	542	\$11.27	\$6,107.00
SIT40416	Certificate IV in Hospitality	850	\$10.26	\$8,725.00

* Prices subject to change based on the negotiation of B2B arrangement or group training arrangement done commercially as group training.

When will fees and charges be invoiced?

All invoices will be issued within one (1) week of enrollment. Our standard terms of payment are fourteen (14) calendar days from date of invoice.

Payment Arrangements

WTS uses PaySmart as our direct debit payment providers. Students or their nominated payer (i.e. employer / parents / guardians / etc.) may enter into an agreement to pay their invoices by this payment arrangement.

For more information visit:

www.paysmart.com.au

PaySmart Privacy Statement:

www.paysmart.com.au/paysmart-privacy-statement/

PaySmart Product Disclosure Statement:

www.paysmart.com.au/product-disclosure-statement/



**Workplace
Training
Strategies**

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

COURSE INFORMATION

2020 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	12 Months	Workplace-based	Face to face*
SIR30216	Certificate III in Retail	12 Months	12 Months	Workplace-based	Face to face*
SIR40316	Certificate IV in Retail Management	N/A	9 Months	Workplace-based	Face to face*
SIT20316	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	10 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, goods or materials.

CANCELLATIONS AND REFUNDS

Cooling Off period

The eligibility requirements of the various programs under the Skills First funding state that a student is only eligible to access funding for a limited number of courses under each program. To ensure a student is not disadvantaged by these criteria we provide a 48 hour cooling off period, if the student approached WTS for his/her enrolment. WTS will refund the full enrolment fee providing we receive written advice of withdrawal within 48 hours from the date of enrolment.

The student is entitled up to 10 day business days cooling off period if they have evidence they have been approached for enrolment in an unsolicited manner (i.e. door-to-door sales person, telemarketer or you may have been approached about this course in a shopping centre)

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 enrolment	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.



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

FOUNDATION SKILLS LIST

Appendix A

The following list will be updated from time to time as determined by the Department and in line with updates to accreditation status.

Course code

LNSUPPORT Literacy and Numeracy Support

DOMAIN A: General education, vocational pathways and literacy and numeracy			
Course Code	Qualification	Course Code	Qualification
General education		Indigenous-specific courses	
22471VIC	Course in Initial General Education for Adults	22447VIC	Certificate I in Mumgu-dhal tyama-tiyt
22333VIC	Certificate I in Developing Independence	22448VIC	Certificate II in Mumgu-dhal tyama-tiyt
22476VIC	Certificate I in General Education for Adults	22449VIC	Certificate III in Mumgu-dhal tyama-tiyt
Introductory		Senior Secondary Study	
22472VIC	Certificate I in General Education for Adults	VCALFND001	Victorian Certificate of Applied Learning (Foundation)
22473VIC	Certificate II in General Education for Adults		
22474VIC	Certificate III in General Education for Adults		
Work and vocational pathways			
FSK10213	Certificate I in Skills for Vocational Pathways		
FSK10113	Certificate I in Access to Vocational Pathways		
FSK20113	Certificate II in Skills for Work and Vocational Pathways		

DOMAIN B: English as an Additional Language (EAL) and related courses			
Course Code	Qualification	Course Code	Qualification
22482VIC	Course in Initial EAL	22491VIC	Certificate III in EAL (Further Study)
22483VIC	Course in EAL	22492VIC	Certificate IV in EAL (Further
22484VIC	Certificate I in EAL (10725NAT	Course in Prelimi Preliminary Spoken and Writ ten English
22485VIC	Certificate II in EAL (Access)	10726NAT	Course in Spoken and Written English for Job Seeking
22486VIC	Certificate III in EAL (Access)	10727NAT	Certificate I in Spoken and Written English
22487VIC	Certificate IV in EAL (Access)	10728NAT	Certificate II in Spoken and Written English
22488VIC	Certificate II in EAL (Employment)	10729NAT	Certificate III in Spoken and Written English
22489VIC	Certificate III in EAL (Employment)	10730NAT	Certificate IV in Spoken and Written English
22490VIC	Certificate IV in EAL (Employment / Professional)		

DOMAIN C: Disability-specific courses			
Course Code	Qualification	Course Code	Qualification
22301VIC	Certificate I in Transition Education	22293VIC	Certificate I in Initial Adult Literacy and Numeracy
22302VIC	Certificate I in Work Education	22294VIC	Course in Initial Adult Literacy and Numeracy
22481VIC	Certificate II in Work Education		

Note: These categories are limited to the specific qualifications listed or their equivalent as determined by the workplace.