



**Workplace  
Training  
Strategies**

***Victoria 2024***

**STATEMENT OF FEES &  
ELIGIBILITY CRITERIA**

**WORKPLACE  
TRAINING  
STRATEGIES**

*Release date: 01 July 2024 v1.3*

***Government Subsidised and  
Fee for Service Courses***

# STATEMENT OF FEES

## 2024 Statement of Fees

### Government Subsidised Courses\*

Course Code	Course Title	Apprenticeship / Traineeship	Max Payable Hours	Nominal Hours in Program	FUNDED BY SKILLS FIRST											
					Hourly rate paid by government				Total fee paid by government on WTS hours				WTS Fees VICTORIA			
					No Concession	General Concession	Indigenous Completions Initiatives Concession (Up to) per hour \$	Fee Waiver/ Exemption Contribution per hour (All Types)	No Concession	General Concession	Indigenous Completions Initiatives Concession (Up to) per hour \$	Fee Waiver/ Exemption Contribution per hour (All Types)	No Concession	General Concession	No Concession Hourly Fee WTS	General Concession Hourly Fee WTS
BSB40520	Certicate IV in Leadership and Management	Traineeship	580	560	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
BSB50420	Diploma of Leadership and Management	Traineeship	760	740	\$3.50	\$3.50	\$10.96	\$11.75	\$2,590.00	\$2,590.00	\$8110.40	\$8,695.00	\$4,950.00	\$4950.00	\$6.69	\$6.69
FBP20217	Certificate II in Baking	Traineeship	530	500	\$10.00	\$13.20	\$13.20	\$13.45	\$5,000.00	\$6,600.00	\$6,600.00	\$6,725.00	\$1000.00	\$200.00	\$2.00	\$0.40
FBP30321	Certificate III in Cake and Pastry	Apprenticeship	1,050	1,080	\$13.50	\$16.70	\$16.70	\$16.95	\$14,175.00	\$17,535.00	\$17,535.00	\$17,797.50	\$1,300.00	\$260.00	\$1.20	\$0.24
FBP30421	Certificate III in Bread Baking	Apprenticeship	990	960	\$13.50	\$16.70	\$16.70	\$16.95	\$12,960.00	\$16,032.00	\$16,032.00	\$16,272.00	\$1,200.00	\$240.00	\$1.25	\$0.25
FBP30521	Certificate III in Baking	Apprenticeship	1,660	1,520	\$13.50	\$16.70	\$16.70	\$16.95	\$20,520.00	\$25,384.00	\$25,384.00	\$25,764.00	\$1,300.00	\$260.00	\$0.86	\$0.17
SIR20216	Certificate II in Retail Services **	Traineeship	360	355	\$3.50	\$10.96	\$10.96	\$11.75	\$1,242.50	\$3,890.80	\$3,890.80	\$4,171.25	\$650.00	\$130.00	\$1.83	\$0.37
SIR30216	Certificate III in Retail **	Traineeship	405	425	\$4.00	\$11.06	\$11.06	\$11.80	\$1,700.00	\$4700.50	\$4,700.50	\$5,015.00	\$650.00	\$130.00	\$1.53	\$0.30
SIR40316	Certificate IV in Retail Management **	Traineeship	410	390	\$8.50	\$11.95	\$11.95	\$12.25	\$3,315.00	\$4,600.50	\$4,600.50	\$4,777.50	\$950.00	\$190.00	\$2.44	\$0.49

\*A \$100 administration fee will be applied per student per enrolment to invoice and stated on the Service Agreement.

\*\* Funded commencement allocations for Retail (SIR) will be subject to availability of commencement numbers at time of enrolment, in which WTS will liaise agree with the client to train on a Fee-For-Service model. WTS has no funded commencement allocations available for BSB40520 Certificate IV in Leadership and Management for the 2024 year.

# STATEMENT OF FEES

## 2024 Statement of Fees

### Government Subsidised Courses\*

#### Tuition Fee Waivers/Exemptions

Workplace Training Strategies allow tuition fee waiver/exemptions in accordance with the 2024 Guidelines about Fees for Skills guidelines.

Prior to the commencement of the training, Workplace Training Strategies must sight and retain copies or verify through a third-party provider 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 CEO.

*\*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 \$100 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.

#### Payment Terms

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

# SKILLS FIRST PROGRAM

## Determining eligibility for the Skills First program

WTS must assess a student's eligibility against the following requirements:

### Citizenship/residency

To be eligible, a student must be one of the following:

AUSTRALIAN CITIZEN

HOLDER OF PERMANENT VISA

NEW ZEALAND CITIZEN

### Eligibility for Foundation Skills programs

A student is not eligible for a Foundation Skills Program if they:

- hold an AQF qualification issued by an Australian VET or higher education provider that is at AQF level 5 (Diploma) or higher.
- are enrolled in the Commonwealth Government's 'Skills for Education and Employment' program.

### Eligibility exemptions

WTS may only exempt a student from the eligibility requirements in accordance with Part C of Schedule 1 of the Contract.

WTS must sight and retain evidence of a student's eligibility to receive an exemption as specified in Attachment 2 to the [2024 guidelines about eligibility](#).

<sup>1</sup> As at 1 January in the year their training will commence.

<sup>2</sup> Senior secondary school certificates includes the VCE, VCAL (Intermediate or Senior), International Baccalaureate (IB) Diploma, senior secondary school certificates from other Australian jurisdictions, and training undertaken at a TAFE Institute or Dual Sector University by students whose completion of VET certificates as part of VCE or VCAL was impacted by COVID-19 and who present a letter from the Victorian Curriculum and Assessment Authority.

## The '2 Skill Sets in a year' and '2 AQF qualifications in a year' limits

In a calendar year, a student (regardless of their age) may only commence a maximum of two:

- Skills First subsidised Skill Sets; and
- two Skills First subsidised programs that are AQF qualifications.

The following scenarios are not counted when determining if a student meets these limits:

- transitioning from a superseded program to the current version of the same program;
- recommencing training in the same program (at either the same or a different provider);
- enrolling in an Apprenticeship (not Traineeship) after having participated in one of the programs identified as a 'Pre-Apprenticeship and Pathway Program' on the Funded Programs Report; or
- participation in:
  - '22510VIC – Course in Identifying and Responding to Family Violence Risk'; or
  - any program undertaken as part of the Department's 'Construction Industry Skill Sets' initiative.

## The '2 at a time' limit

A student (regardless of their age) may only commence a maximum of two Skills First subsidised programs at any one time.

Participation in the following programs or initiatives will not be counted when determining if a student meets this limit:

- '22510VIC – Course in Identifying and Responding to Family Violence Risk'; or
- any program undertaken as part of the Department's 'Construction Industry Skill Sets' initiative.



Government



Employer



You

# STATEMENT OF FEES

## 2024 Statement of Fees

### Fee for Service Courses\*

Course Code	Course Title	Total nominal hours in WTS	Fees for Service		Recognition of Prior Learning (RPL) Pricing	
			WTS Hourly Tuition Fee \$	WTS Total Tuition Fee \$	Per Unit	Full Qualification
BSB40520	Certificate IV in Leadership and Management	560	\$3.21	\$1,800.00	\$200.00	\$2,400.00
BSB50420	Diploma of Leadership and Management	740	\$9.77	\$7,230.00	\$200.00	\$2,600.00
FBP20221	Certificate II in Baking	500	\$11.00	\$5,500.00	\$200.00	\$2,200.00
FBP30321	Certificate III in Cake and Pastry	1,080	\$14.11	\$15,240.00	\$200.00	\$3,000.00
FBP30421	Certificate III in Bread Baking	960	\$14.25	\$13,680.00	\$200.00	\$2,800.00
FBP30521	Certificate III in Baking	1,520	\$13.79	\$20,960.00	\$200.00	\$3,800.00
SIR20216	Certificate II in Retail Services	365	\$1.78	\$650.00	\$200.00	\$2,400.00
SIR30216	Certificate III in Retail	425	\$1.53	\$650.00	\$200.00	\$2,600.00
SIR40316	Certificate IV in Retail Management	390	\$2.44	\$950.00	\$200.00	\$2,200.00

\* 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 enrolment.  
Our standard terms of payment are fourteen (14) calendar days from date of invoice.

# 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 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.

FUNDED AND FEE FOR SERVICE PROGRAMS	
Refund Reason	Amount of Tuition Fee Refund
Cancellation within 14 days of enrolment into course (Cooling-off period)	Full refund* apart from the \$100 administration fee
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* apart from the \$100 administration fee
Closure of RTO	Refund in line with cancellation periods above

**\*Note:** A \$100 non-refundable administration fee will be charged even if the student cancels in the cooling off period

## 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<sup>†</sup> 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

<sup>†</sup>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.*