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# **School Based Apprenticeships and Traineeships Program Fee Administration Policy**



**Education &  
Communities**

Office of Education

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# Introduction

This policy sets out the requirements for the application and management of student fees under the School Based Apprenticeships and Traineeships Program.

This policy should be read in conjunction with the following documents:

- Smart and Skilled Contract Terms and Conditions 2015
- Smart and Skilled Operating Guidelines for Activity Period 1/1/2015 – 31/12/2015

In this document a reference to a student means a NSW school based apprentice or NSW school based trainee.

# School based apprenticeships and traineeships and student fees

Under the School Based Apprenticeships and Traineeships Program a school based apprentice or school based trainee contributes towards the cost of training through the payment of a student fee. The payment to the Provider is made up of the student fee and the subsidy from the government. Student fees are:

- set for the whole qualification, not annual or semester fees
- set for the student and the qualification and will be the same regardless of the Provider chosen.

The qualifications funded under the School Based Apprenticeships and Traineeships Program can be found at Appendix 1.

## Student eligibility

To be eligible to be subsidised to undertake a qualification under the School Based Apprenticeships and Traineeships Program an individual must be a NSW school based apprentice or school based trainee and the qualification must support the school based apprentice or trainee's apprenticeship or traineeship.

## Fee categories

There are three categories of student fees, based on the qualification and the characteristics of the school based

apprentice or trainee. The schedule of fees for each qualification are detailed at Appendix 1.

The three student fee categories are:

1. Apprenticeship or traineeship
2. Concession
3. Exemption

### Student fee types

- **Traineeship fees** are the same for school based traineeship qualifications as for the relevant traineeship qualification under Smart and Skilled.
- **Apprenticeship fees** are the same for school based apprenticeship qualifications as for the relevant apprenticeship qualification under Smart and Skilled.

### Concession fees

Concession fees are discounted fees for disadvantaged students charged as a flat fee for the qualification level.

The concession fee is available to a school based apprentice or trainee who is a dependent of a person receiving a specified Commonwealth benefit or allowance. In order for the school based apprentice or trainee to be eligible for a concession, the person who the school based apprentice or trainee is a dependent of must be receiving the benefit or allowance at the time of enrolment.

## Fee exemptions

School based apprentice or trainees who qualify for a fee exemption are:

- Australian Aboriginal and/or Torres Strait Islander people
- people with a disability (that is people who meet the disability fee exemption criteria, including the dependent child, spouse or partner of a recipient of a Disability Support Pension). Details are in the 'Proof of eligibility for fee status' section.

## Charging fees

The Provider must assess the student's fee eligibility and where the student is not fee exempt charge the relevant student fee set by the NSW Government. See Appendix 1.

The criteria for determining eligibility for a fee exemption or concession can be found in the 'Proof of eligibility for fee status' section.

## Recognition of prior learning

Where an eligible student is granted recognition of prior learning (RPL) for one or more units of competency, the qualification price will be adjusted and a new student fee determined.

The qualification price is based on both fixed and variable costs. The fixed cost of the qualification will be reduced by 50 per cent of the proportion of units of competency granted RPL. The variable cost will be reduced by 50 per cent of the total cost of the units of competency granted RPL.

Once the adjusted qualification price is calculated the new student fee will be determined at the same percentage of the price as the original student fee for that course (i.e. adjusted qualification price x fee percentage).

Where RPL for a unit (or units) of competency is assessed by the Provider and only partially granted as some training delivery is still required, there is no reduction in the student fee.

## Credit transfer

Where an eligible student is granted a credit transfer (CT) for one or more units of competency, the qualification price will be adjusted and a new student fee determined.

The fixed cost of the qualification will be reduced by the proportion of units of competency given credit transfer. The variable cost will be reduced by the total cost of each unit of competency granted credit transfer.

Once the adjusted qualification price is calculated the new student fee will be determined at the same percentage of the price as the original student fee for that course (i.e. adjusted qualification price x fee percentage).

## Calculating and adjusting fees for recognition of prior learning and credit transfer

Where RPL and/or credit transfer is granted, the Provider must report the outcome for the relevant unit(s) of competency in the training activity data file submitted to the Department. The Department will make adjustments to the subsidy payment and advise the Provider of the new student fee. The Provider must take all necessary steps to advise affected students of the new fee and to adjust the fee levied, including adjustments to subsequent fee payment instalments.

The Provider must sight appropriate evidence, such as a testamur or a USI transcript to grant credit transfer.

### **Fee for concession students where recognition of prior learning and/or credit transfer has been awarded.**

Where a student is eligible for a concession and has been awarded RPL and/or CT, if the adjusted standard fee is lower than the concession fee, they will pay the relevant Standard Student fee.

## School based apprentices and trainees who started before 2015

School based apprentices and trainees who started training before 1 January 2015 and who are continuing their training in 2015 will have different fee arrangements. Further information about these arrangements can be found at Appendix 2.

# Proof of eligibility for fee status

School based apprentices and school based trainees must provide evidence to support eligibility for a concession or fee exemption and the Provider must sight or maintain certain evidence. Details of evidence requirements are described at Appendix 3.

## Proof of eligibility for a concession fee

An individual who is seeking a concession as a dependent child, spouse or partner of someone who is receiving a specified Commonwealth benefit or allowance must provide documentary evidence that Centrelink recognises the individual as a dependent. The evidence should clearly show the Centrelink Reference Number (CRN) of the benefit or welfare recipient.

A list of the specified Commonwealth benefits and allowances is at Appendix 4.

## Proof of eligibility for a fee exemption

### Aboriginal and Torres Strait Islander students

Australian Aboriginal and Torres Strait Islander students prove their status and eligibility for a fee exemption through descent, self-identification and community identification. Students will need to declare their status and be able to provide documentary evidence of community identification, if required.

## Students with a disability

Students who seek a fee exemption on the basis of disability will need to provide:

- documentary evidence of support needs due to their disability. This evidence must be a letter or statement from:

- a medical practitioner; or
- a TAFE NSW teacher consultant for students with a disability, a school counsellor or special education coordinator, Centrelink, a Disability Service Provider, or a Job Capacity Assessor; or
- a specialist allied health professional (including a rehabilitation counsellor, psychologist, speech pathologist, or occupational therapist).

Students seeking an exemption as a dependent of someone who is receiving a Commonwealth Disability pension must provide documentary evidence that Centrelink recognises the individual as a dependent. The evidence should clearly show the CRN of the Disability Pension Recipient.

# Additional costs to students

## Incidental expenses

The price of a qualification (made up of the government subsidy and student fee) will cover the total costs incurred by the Provider to deliver the training for that qualification, including assessment. However, there may be some instances of a personal cost to the student over and above the student fee. These costs include:

- essential equipment and other items that the student has the choice of acquiring from the Provider, or from a supplier other than the Provider, that become the physical property of the student, are retained by the student on completion of training, and are not consumed during the training

**Example:** chef knives, makeup kit, tool kit.

- an optional charge for an item that is not essential for the student to complete the training

**Example:** A Provider makes available standard flowers to a student for a floristry qualification to create a flower arrangement, but the student would like to use more expensive exotic flowers. The student would be required to purchase the more expensive flowers from the Provider or another supplier.

- an optional charge for an alternative form of access to an item or service that is an essential component of the training, but is otherwise made readily available at no additional fee by the Provider

**Example:** The textbook for a qualification is an online resource but a student would like a hardcopy. In this instance, the student can purchase the textbook. The textbook would become the student's personal property.

- field trips and food, transport and accommodation costs associated with the provision of field trips that form part of the training
- any textbook the student requires to undertake their qualification that is retained by the student after completion of the qualification.

For each qualification, the Provider must publish on its website any additional costs that students will or may incur and ensure that they are aware of these costs prior to enrolment.

The Provider must provide the student or employer (where relevant) with receipts for any monies collected by the Provider for incidental expenses. The Provider must retain copies of receipts issued.

# Paying fees

## Levying of student fees

School based apprentices or trainees must not be levied the student fee or any additional costs directly. The payment of student fees and any additional costs, if applicable, is managed by the student's school sector.

The Provider can determine the payment arrangements for student fees, but must publish information and inform the school sector of these arrangements before the student enrolls.

Where a student does not complete the qualification whilst at school, the Provider must only levy the proportion of the student fee, via the school sector, for the proportion of the qualification undertaken whilst at school. After finishing Year 12, the student can be directly levied the proportion of student fee for the remaining portion of the qualification that will be undertaken. The Provider must collect all student fees by the time the student completes their subsidised training.

The Provider must retain student fees that it collects.

## Subcontracting

Where the Provider enters into a subcontracting arrangement, the subcontractor is not to charge a student fee or any additional costs. All fees and any additional costs must be levied by the Provider in accordance with this Policy.

## Discontinuing students

### Withdrawal without penalty

The Provider must advise the student, prior to any fees being paid, of the 'withdrawal with no penalty' cut-off date, i.e. the date by which the student can withdraw and be refunded any fees paid at enrolment. This date is determined by the Provider.

### Withdrawal after the cut-off date without penalty

Where a student withdraws from training, the Provider must:

- give the exiting student a statement of fees that includes all fees applied and any fees refunded, if applicable
- comply with Paragraph 9 of the Smart and Skilled Operating Guidelines.

### Fees for student repeat attempts to complete units of competency

The Provider will not be paid additional subsidy for repeat attempts by a student to complete a unit of competency. The Provider must have a policy on the number of times a student can attempt to complete a unit of competency for their student fee. The Provider must make the student aware of the policy prior to or at enrolment.

### Fee refunds

The Provider must have a refund policy.

The policy must include but is not limited to:

- the 'withdrawal with no penalty' cut-off date (as determined by the Provider)
- a process for refunding students who withdraw from training not of their own accord. For example, where the Provider closes or where the Provider is no longer approved to deliver SBAT training
- a process for partial refund of fees (when necessary) where recognition of prior learning and/or credit transfer has been granted.

The Provider must publish and make the student aware of the fee refund policy before enrolment.



## Recovery of outstanding student fees

The Provider must have a process for the recovery of outstanding fees from a student. The Provider must publish and make the student aware of this Policy.

## Changes to Student Fees

The student will pay the fee that applies in the year when they commence training. The student will not be affected by any subsequent changes to the student fee.

## Transferring students

A student undertaking a qualification may withdraw from a qualification with one Provider approved to deliver school based apprenticeship or traineeship qualifications and transfer to another Provider approved to deliver school based apprenticeship or traineeship qualifications to complete their qualification because:

- they choose to of their own accord
- their initial Provider closes
- their initial Provider's Contract has been terminated.

### Students who transfer of their own accord

Where a student transfers of their own accord from their initial Provider to another Provider to complete their training, standard credit transfer rules will apply when calculating the student fee. To do this, the student's subsequent Provider must obtain a statement of attainment from the student (issued by the initial Provider) to determine what credit should be granted. In this situation, the student may end up contributing more towards the cost of their training.

### Students who transfer due to Provider closure or contract termination

The following rules apply to a student who transfers due to a Provider's closure or the termination of a Provider's Contract:

- The fees charged in total by the two Providers cannot exceed the student fee quoted by the initial Provider.
- Where the combined fee exceeds the original fee quoted, the subsequent Provider must contact the Department to confirm fee to be charged, before

enrolling the student and charging any fees. Any fee gap will be paid to the Provider by the Department.

Therefore where a student transfers from their initial approved Provider to another approved Provider to complete their training, and the transfer is not of the student's own accord, the subsequent Provider must obtain from the student:

- a statement of attainment issued by the initial Provider
- an up-to-date training plan (issued by the initial Provider) that lists all units of competency achieved, commenced but not completed, and/or not started
- a statement of fees issued by the initial Provider.

Obtaining the above documentation may not be possible where the initial provider closes. In these instances, the Provider should seek assistance from the Department to determine the student's fee.

### Students transitioning from superseded qualifications

Where a student is enrolled in a qualification that is superseded and the student is required to transition to the new qualification to continue training and complete and the price of the new qualification is different to that of the superseded qualification the:

- Provider will continue to be paid the subsidy for the superseded qualification
- student fee will remain the same.

## Fee protection mechanisms

The Provider must comply with one of the national VET regulator standards for registered training organisations (RTOs) for the protection of student fees:

[www.asqa.gov.au/news/2094/alternative-fee-protection.html](http://www.asqa.gov.au/news/2094/alternative-fee-protection.html).

These are summarised below:

- The RTO is a state, territory or federal government agency; or
- The RTO is a member of an approved Tuition Assurance Scheme; or
- The RTO does not accept payment of more than \$1000 a student prior to qualification/course commencement. Following commencement, where the RTO requires

payment of additional fees in advance from the student, at any given time, the total amount does not exceed \$1,500; or

- The RTO holds a non-conditional financial guarantee from an Australian bank; or
- The RTO has alternative fee protection measures of equal rigour approved by the Australian Skills Quality Authority [www.asqa.gov.au](http://www.asqa.gov.au).

# Student access to fee policies

## School Based Apprenticeships and Traineeships Program Fee Administration Policy

The Provider must give the student and the relevant school sector access to this Policy before or at the time of enrolment.

### Provider's policies

As listed throughout this document the Provider must also make the student and the relevant school sector aware of its policies or processes on:

- evidence required fee exemptions and concessions where relevant
- withdrawal without penalty
- repeat attempts to complete a unit of competency
- fee refunds
- recovery of outstanding fees
- levying of student fees.

# Appendices

## Appendix 1: Fees for NSW school based apprentices and NSW school based trainees

The prices below are taken from the Smart and Skilled 2015 Schedule of Prices, Fees and Subsidies. A copy of the schedule can be found at: [www.training.nsw.gov.au/forms\\_documents/smartandskilled/prices\\_fees/2015\\_prices\\_fees\\_subsidies.pdf](http://www.training.nsw.gov.au/forms_documents/smartandskilled/prices_fees/2015_prices_fees_subsidies.pdf).

Only schools based apprenticeships and traineeships that are on the Smart and Skilled NSW Skills List are eligible for a government subsidy.

Qual Code	Qualification	Qualification Price	Student Fee		
			Appr.	Trainee.	Concess.
40603SA	Engineering Drafting	\$10,990	\$2,000		
ACM20110	Certificate II in Animal Studies	\$3,710		\$1,110	\$160
ACM30510	Certificate III in Farriery	\$12,300	\$2,000		\$240
AHC20110	Certificate II in Agriculture	\$5,860		\$1,110	\$160
AHC20410	Certificate II in Horticulture	\$4,570		\$1,110	\$160
AHC20513	Certificate II in Arboriculture	\$4,350		\$1,110	\$160
AHC20610	Certificate II in Parks and Gardens	\$4,230		\$1,110	\$160
AHC20710	Certificate II in Production Nursery	\$4,470		\$1,110	\$160
AHC20910	Certificate II in Sports Turf Management	\$4,370		\$1,110	\$160
AHC21010	Certificate II in Conservation and Land Management	\$4,940		\$1,110	\$160
AHC21112	Certificate II in Irrigation	\$3,390		\$1,110	\$160
AHC21210	Certificate II in Rural Operations	\$4,560		\$1,110	\$160
AHC21610	Certificate II in Landscaping	\$4,580		\$1,110	\$160
AHC30910	Certificate III in Landscape Construction	\$10,270	\$2,000		\$240
AHC31010	Certificate III in Parks and Gardens	\$8,730	\$2,000		\$240
AHC31110	Certificate III in Production Nursery	\$8,360	\$2,000		\$240
AHC31210	Certificate III in Retail Nursery	\$7,080	\$2,000		\$240
AHC31310	Certificate III in Sports Turf Management	\$8,990	\$2,000		\$240
AUM20213	Certificate II in Automotive Manufacturing Production - Bus, Truck and Trailer	\$5,090		\$1,000	\$160
AUM30213	Certificate III in Automotive Manufacturing Technical Operations - Bus, Truck and Trailer	\$12,160	\$2,000		\$240
AUR20412	Certificate II in Automotive Electrical Technology	\$4,930		\$1,000	\$160
AUR20512	Certificate II in Automotive Servicing Technology	\$3,810		\$1,000	\$160
AUR20812	Certificate II in Outdoor Power Equipment Technology	\$3,680		\$1,000	\$160
AUR20912	Certificate II in Automotive Body Repair Technology	\$5,010		\$1,000	\$160
AUR21112	Certificate II in Automotive Sales	\$2,920		\$1,000	\$160
AUR21913	Certificate II in Automotive Tyre Servicing Technology	\$3,580		\$1,000	\$160
AUR30112	Certificate III in Automotive Administration	\$5,020		\$1,470	\$240
AUR30312	Certificate III in Automotive Electrical Technology	\$11,290	\$2,000		\$240
AUR30412	Certificate III in Agricultural Mechanical Technology	\$15,410	\$2,000		\$240
AUR30512	Certificate III in Marine Mechanical Technology	\$9,890	\$2,000		\$240
AUR30612	Certificate III in Light Vehicle Mechanical Technology	\$13,630	\$2,000		\$240
AUR30713	Certificate III in Outdoor Power Equipment Technology	\$10,480		\$2,390	\$240
AUR30812	Certificate III in Motorcycle Mechanical Technology	\$11,030	\$2,000		\$240
AUR31012	Certificate III in Automotive Sales	\$6,580	\$2,000	\$2,390	\$240
AUR31112	Certificate III in Heavy Commercial Vehicle Mechanical Technology	\$16,450	\$2,000		\$240

Qual Code	Qualification	Qualification Price	Student Fee		
			Appr.	Trainee.	Concess.
AUR31212	Certificate III in Mobile Plant Technology	\$16,140	\$2,000		\$240
AUR31312	Certificate III in Automotive Engine Reconditioning	\$12,640	\$2,000		\$240
AUR31412	Certificate III in Automotive Diesel Fuel Technology	\$10,110	\$2,000		\$240
AUR31512	Certificate III in Automotive Diesel Engine Technology	\$12,670	\$2,000		\$240
AUR31612	Certificate III in Automotive Drivetrain Technology	\$10,240	\$2,000		\$240
AUR31712	Certificate III in Forklift Technology	\$10,150	\$2,000		\$240
AUR31812	Certificate III in Heavy Commercial Trailer Technology	\$12,610	\$2,000		\$240
AUR31912	Certificate III in Elevating Work Platform Technology	\$13,060	\$2,000		\$240
AUR32012	Certificate III in Automotive Alternative Fuel Technology	\$8,880	\$2,000		\$240
AUR32112	Certificate III in Automotive Body Repair Technology	\$15,680	\$2,000		\$240
AUR32212	Certificate III in Automotive Glazing Technology	\$9,040	\$2,000		\$240
AUR32312	Certificate III in Automotive and Marine Trimming Technology	\$15,400	\$2,000		\$240
AUR32412	Certificate III in Automotive Refinishing Technology	\$17,630	\$2,000		\$240
AUR32512	Certificate III in Automotive Underbody Technology	\$9,200	\$2,000		\$240
AVI20208	Certificate II in Aviation (Flight Operations)	\$4,440		\$1,000	\$160
AVI20408	Certificate II in Aviation (Ground Operations and Service)	\$3,400		\$1,000	\$160
BSB20112	Certificate II in Business	\$3,190		\$870	\$160
BSB30112	Certificate III in Business	\$5,090		\$1,310	\$240
BSB30211	Certificate III in Customer Contact	\$5,240		\$1,310	\$240
BSB30412	Certificate III in Business Administration	\$5,140		\$1,310	\$240
CHC30113	Certificate III in Early Childhood Education and Care	\$6,540		\$1,590	\$240
CHC30212	Certificate III in Aged Care	\$6,100		\$1,440	\$240
CHC30213	Certificate III in Education Support	\$6,290		\$1,590	\$240
CHC30408	Certificate III in Disability	\$6,180		\$1,590	\$240
CHC40113	Certificate IV in School Age Education and Care	\$6,660		\$1,970	\$240
CPC20112	Certificate II in Construction	\$4,940		\$1,340	\$160
CPC20211	Certificate II in Construction Pathways	\$4,360		\$1,340	\$160
CPC30111	Certificate III in Bricklaying/Blocklaying	\$13,110	\$2,000		\$240
CPC30211	Certificate III in Carpentry	\$12,560	\$2,000		\$240
CPC30611	Certificate III in Painting and Decorating	\$12,580	\$2,000		\$240
CPC30812	Certificate III in Roof Tiling	\$7,720	\$2,000		\$240
CPC31011	Certificate III in Solid Plastering	\$12,470	\$2,000		\$240
CPC31211	Certificate III in Wall and Ceiling Lining	\$10,310	\$2,000		\$240
CPC31311	Certificate III in Wall and Floor Tiling	\$13,210	\$2,000		\$240
CPC31511	Certificate III in Formwork/Falsework	\$9,890	\$2,000		\$240
CPC31812	Certificate III in Shopfitting	\$12,880	\$2,000		\$240
CPC31912	Certificate III in Joinery	\$13,560	\$2,000		\$240
CPC32011	Certificate III in Carpentry and Joinery	\$14,360	\$2,000		\$240
CPC32111	Certificate III in Signage	\$9,950	\$2,000		\$240
CPC32211	Certificate III in Joinery (Stairs)	\$11,540	\$2,000		\$240
CPC32313	Certificate III in Stonemasonry (Monumental/Installation)	\$10,890	\$2,000		\$240
CPC32413	Certificate III in Plumbing	\$10,550	\$2,000		\$240

Qual Code	Qualification	Qualification Price	Student Fee		
			Appr.	Trainee.	Concess.
CPP20307	Certificate II in Technical Security	\$2,930		\$870	\$160
CPP30112	Certificate III in Surveying and Spatial Information Services	\$6,340		\$1,310	\$240
CPP30211	Certificate III in Property Services (Agency)	\$5,360		\$1,310	\$240
CPP31212	Certificate III in Swimming Pool and Spa Service	\$5,720		\$1,310	\$240
CUA30413	Certificate III in Live Production and Services	\$6,600		\$1,720	\$240
CUF30107	Certificate III in Media	\$5,580		\$1,310	\$240
CUS20109	Certificate II in Music	\$2,750		\$870	\$160
FDF20111	Certificate II in Food Processing	\$5,440		\$1,110	\$160
FDF30310	Certificate III in Plant Baking	\$8,530	\$2,000		\$240
FDF30510	Certificate III in Retail Baking (Cake and Pastry)	\$7,620	\$2,000		\$240
FDF30610	Certificate III in Retail Baking (Bread)	\$6,800	\$2,000		\$240
FDF30710	Certificate III in Retail Baking (Combined)	\$9,610	\$2,000		\$240
FNS30111	Certificate III in Financial Services	\$4,850		\$1,310	\$240
FNS30311	Certificate III in Accounts Administration	\$4,920		\$1,310	\$240
FPI20113	Certificate II in Forest Growing and Management	\$3,970		\$900	\$160
FPI20213	Certificate II in Harvesting and Haulage	\$3,830		\$900	\$160
FPI20311	Certificate II in Sawmilling and Processing	\$3,200		\$900	\$160
FPI20511	Certificate II in Timber Manufactured Products	\$3,490		\$900	\$160
FPI20611	Certificate II in Timber Merchandising	\$3,890		\$900	\$160
FPI30811	Certificate III in Woodmachining	\$9,560	\$2,000		\$240
HLT20113	Certificate II in Aboriginal and/or Torres Strait Islander Primary Health Care	\$3,250		\$820	\$160
HLT31812	Certificate III in Dental Assisting	\$5,050		\$1,440	\$240
HLT32412	Certificate III in Allied Health Assistance	\$5,430		\$1,440	\$240
HLT32512	Certificate III in Health Services Assistance	\$5,780		\$1,590	\$240
ICA20111	Certificate II in Information, Digital Media and Technology	\$3,930		\$870	\$160
ICA30111	Certificate III in Information, Digital Media and Technology	\$6,960		\$1,720	\$240
ICT20213	Certificate II in Telecommunications	\$5,060		\$870	\$160
ICT40613	Certificate IV in Telecommunications Networks Technology	\$9,520	\$1,960		\$240
LMT20507	Certificate II in Textile Fabrication	\$5,630		\$1,310	\$160
LMT20607	Certificate II in Clothing Production (Intermediate)	\$4,250		\$1,310	\$160
LMT20707	Certificate II in Clothing Production (Complex or Multiple Processes)	\$4,930		\$1,310	\$160
LMT21707	Certificate II in Applied Fashion Design and Technology	\$5,320		\$1,310	\$160
LMT31909	Certificate III in Engineering - TCF Mechanic	\$11,100	\$2,000		\$240
MAR20313	Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal)	\$4,930		\$1,000	\$160
MEA20411	Certificate II in Aeroskills	\$5,770		\$1,310	\$160
MEA40611	Certificate IV in Aeroskills (Avionics)	\$16,740	\$2,000		\$240
MEA40711	Certificate IV in Aeroskills (Mechanical)	\$15,650	\$2,000		\$240
MEA41311	Certificate IV in Aeroskills (Structures)	\$15,440	\$2,000		\$240
MEM20105	Certificate II in Engineering	\$4,520		\$1,310	\$160
MEM20305	Certificate II in Boating Services	\$3,640		\$1,310	\$160

Qual Code	Qualification	Qualification Price	Student Fee		
			Appr.	Trainee.	Concess.
MEM30205	Certificate III in Engineering - Mechanical Trade	\$11,830	\$2,000		\$240
MEM30305	Certificate III in Engineering - Fabrication Trade	\$9,890	\$2,000		\$240
MEM30405	Certificate III in Engineering - Electrical/Electronic Trade	\$14,330	\$2,000		\$240
MEM30605	Certificate III in Jewellery Manufacture	\$11,070	\$2,000		\$240
MEM30705	Certificate III in Marine Craft Construction	\$11,070	\$2,000		\$240
MEM30805	Certificate III in Locksmithing	\$11,600	\$2,000		\$240
MEM31010	Certificate III in Watch and Clock Service and Repair	\$11,730	\$2,000		\$240
MEM31112	Certificate III in Engineering - Composites Trade	\$11,650	\$2,000		\$240
MEM40105	Certificate IV in Engineering	\$16,130	\$2,000		\$240
MEM50105	Diploma of Engineering - Advanced Trade	\$15,620	\$2,000		
MSF20213	Certificate II in Furniture Finishing	\$5,580		\$1,310	\$160
MSF20313	Certificate II in Furniture Making	\$4,670		\$1,310	\$160
MSF30313	Certificate III in Timber and Composites Machining	\$10,050	\$2,000		\$240
MSF30413	Certificate III in Glass and Glazing	\$12,150	\$2,000		\$240
MSF30713	Certificate III in Upholstery	\$11,570	\$2,000		\$240
MSF30813	Certificate III in Flooring Technology	\$13,220	\$2,000		\$240
MSF31113	Certificate III in Cabinet Making	\$13,650	\$2,000		\$240
MTM20111	Certificate II in Meat Processing (Abattoirs)	\$3,960		\$1,110	\$160
MTM20411	Certificate II in Meat Processing (Food Services)	\$3,880		\$1,110	\$160
MTM30813	Certificate III in Meat Processing (Retail Butcher)	\$9,620	\$2,000		\$240
NWP20107	Certificate II in Water Operations	\$3,300		\$990	\$160
PSP20112	Certificate II in Government	\$2,630		\$990	\$160
RGR20108	Certificate II in Racing (Stablehand)	\$4,310		\$1,110	\$160
RGR20213	Certificate II in Racing (Greyhound)	\$3,640		\$1,110	\$160
RII20713	Certificate II in Civil Construction	\$5,190		\$870	\$160
SFI20111	Certificate II in Aquaculture	\$3,840		\$1,110	\$160
SFL20110	Certificate II in Floristry (Assistant)	\$4,330		\$870	\$160
SIB20110	Certificate II in Retail Make-Up and Skin Care	\$4,020		\$870	\$160
SIB20210	Certificate II in Nail Technology	\$4,060		\$870	\$160
SIB40110	Certificate IV in Beauty Therapy	\$9,520	\$2,000		\$240
SIH20111	Certificate II in Hairdressing	\$3,950		\$870	\$160
SIH30111	Certificate III in Hairdressing	\$9,970	\$2,000		\$240
SIR20112	Certificate II in Community Pharmacy	\$3,420		\$870	\$160
SIR20212	Certificate II in Retail Services	\$3,460		\$870	\$160
SIR30212	Certificate III in Retail Operations	\$5,230		\$1,440	\$240
SIS20113	Certificate II in Community Activities	\$2,830		\$870	\$160
SIS20213	Certificate II in Outdoor Recreation	\$3,280		\$870	\$160
SIS20313	Certificate II in Sport and Recreation	\$3,020		\$870	\$160
SIS30313	Certificate III in Fitness	\$5,230		\$1,440	\$240
SIS30613	Certificate III in Sport Career Oriented Participation	\$4,270		\$1,440	\$240
SIS30713	Certificate III in Sport Coaching	\$4,770		\$1,440	\$240
SIT20112	Certificate II in Tourism	\$2,920		\$870	\$160
SIT20213	Certificate II in Hospitality	\$3,310		\$870	\$160
SIT20312	Certificate II in Kitchen Operations	\$3,810		\$870	\$160



Qual Code	Qualification	Qualification Price	Student Fee		
			Appr.	Trainee.	Concess.
SIT30813	Certificate III in Commercial Cookery	\$10,480	\$2,000		\$240
TLI21311	Certificate II in Rail Infrastructure	\$4,490		\$1,000	\$160
TLI21610	Certificate II in Warehousing Operations	\$3,330		\$1,000	\$160
TLI21810	Certificate II in Logistics	\$2,650		\$1,000	\$160
TLI22413	Certificate II in Furniture Removal	\$3,430		\$1,000	\$160
UEE20511	Certificate II in Computer Assembly and Repair	\$3,650		\$1,010	\$160
UEE22011	Certificate II in Electrotechnology (Career Start)	\$4,260		\$1,010	\$160
UEE30411	Certificate III in Data and Voice Communications	\$12,540	\$2,000		\$240
UEE30811	Certificate III in Electrotechnology Electrician	\$13,180	\$2,000		\$240
UEE30911	Certificate III in Electronics and Communications	\$12,240	\$2,000		\$240
UEE32111	Certificate III in Appliance Service	\$12,080	\$2,000		\$240
UEE32211	Certificate III in Air-conditioning and Refrigeration	\$12,820	\$2,000		\$240
UEE33011	Certificate III in Electrical Fitting	\$12,670	\$2,000		\$240

## Appendix 2: Fee arrangements for school based apprentices and school based trainees continuing in 2015

New student fee arrangements apply from 1 January 2015 for school based apprentices and school based trainees. These new arrangements are the same as the Smart and Skilled student fee arrangements.

Providers will need to calculate the 2015 pro rata fee for school based apprentices and school based trainees who are continuing training in 2015. The new fee will be calculated based on the proportion of the course the student has left to complete, based on the total nominal hours of the course as determined by the Provider. The formula used to calculate the pro rata fee for continuing students transitioning to Smart and Skilled is used to calculate the pro rata fee for school based apprentices and trainees.

### Pro rata fee calculation:

Total hours remaining that a student needs to complete the qualification  <b><i>divided by</i></b>  Total nominal hours for the qualification	X	2015 apprenticeship fee
		<u>or</u> 2015 traineeship fee
		<u>or</u> 2015 concession fee for the apprenticeship or traineeship qualification

## Appendix 3: Proof of eligibility for school based apprentices and trainees - Acceptable evidence

Requirement	Evidence	Evidence sighted or copy of evidence maintained
<b>Proof of Identity/Personal and Program eligibility:</b>		
<b>Proof Identity</b>	School enrolment	NA
<b>Registration as a NSW School based apprentice or NSW School based trainee</b>	TCID – Department check against Training Contract details in State Training Services database	NA
<b>Concessions/exemptions:</b>		
<b>Exemption: Aboriginality</b>	student declaration/signature	No
<b>Exemption: Disability</b>	<ul style="list-style-type: none"> <li>letter or statement from medical practitioner, or appropriate government agency or relevant specialist allied health professional; or</li> <li>proof of dependency status on a recipient of a Disability Support Pension – Centrelink evidence</li> </ul>	<p>Yes</p> <p>Yes</p>
<b>Concession</b>	proof of dependency status on a recipient of a specified Commonwealth allowance or benefit – Centrelink evidence	Yes
<b>Loading to Provider:</b>		
<b>Needs Loading: Aboriginality</b>	Students that meet eligibility/evidence requirements for fee exemption based on Aboriginality will automatically attract a loading. (See also above)	Yes
<b>Needs Loading: Disability</b>	<p>Students that meet the following eligibility/evidence requirements for fee exemption based on Disability will automatically attract a loading:</p> <ul style="list-style-type: none"> <li>letter or statement from medical practitioner, or appropriate government agency or relevant specialist allied health professional.</li> </ul> <p><i>Note: Dependants of a recipient of a Disability Support Pension do not attract a loading</i></p>	Yes

Requirement	Evidence	Evidence sighted or copy of evidence maintained
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<b>Location Loading: Residential address – regional or remote</b>	Student declaration/signature	No
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**Comments:**

- Eligibility for a fee exemption or concession is assessed at enrolment and cannot be adjusted after enrolment.
- Where evidence is sighted but not kept, a record that confirms sighting of the evidence, dated and signed by a person authorised by the Provider, must be maintained.
- Where the evidence, provided by the student, is a copy of the original, the copy must be certified by a person who is on the list of approved witnesses who can verify documents. A list of which is available at the Commonwealth Attorney General's Department website at:  
[www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx](http://www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx).

## Appendix 4: Specified Commonwealth benefits and allowances for concession fees

Commonwealth benefits and allowances	
• Age Pension	• Austudy
• Carer Payment	• Disability Support Pension
• Exceptional Circumstances Relief Payment	• Farm Household Allowance
• Family Tax Benefit Part A (maximum rate)	• Parenting Payment (Single)
• Newstart Allowance	• Special Benefit
• Sickness Allowance	• Veterans' Children Education Scheme
• Veterans' Affairs Pensions	• Widow B Pension
• Widow Allowance	• Youth Allowance
• Wife Pension	

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