

## Appendix 1. 2017 Fee Administration Policy

Enrolment fees								
Qualifications		Enrol type ⇒	Enrolment Fees				Fee for Service FFS	Duration (Fee for Service only)  Maximum time to complete qualification from Start Date of enrolment
Code	Title	Contract type ⇒	Traineeship NSW Smart & Skilled		Entitlement model NSW Smart & Skilled			
			New Entrant (NE)	Existing Worker (EW)	1 <sup>st</sup> qualification	2 <sup>nd</sup> qualification		
CHC30113	Certificate III in Early Childhood Education and Care		\$1,000	\$6,600	\$1,600	\$1,930	\$6,600	12 months
CHC40113	Certificate IV in School Age Education and Care		\$1,000	NA	\$1,990	\$2,320	\$6,720	
CHC50113	Diploma of Early Childhood Education and Care		\$1,000	\$7,515~	\$4,420	\$4,970	\$7,515~	2 years
CHC50113	Diploma of Early Childhood Education and Care		\$1,000	\$11,690	\$4,420	\$4,970	\$11,690	
CHC33015	Certificate III in Individual Support		\$1,000	\$6,100	\$1,450	\$1,750	\$6,100	12 months
CHC43015	Certificate IV in Ageing Support		\$1,000	\$6,670	\$1,990	\$2,320	\$6,670	
BSB30115	Certificate III in Business		\$1,000	NA	\$1,320	\$1,580	\$5,140	
BSB42015	Certificate IV in Leadership and Management		\$1,000	\$5,790	\$1,580	\$1,850	\$5,790	
TAE40110	Certificate IV In Training and Assessment		NA				\$1,800	
Single Unit of Competencies (UOC)	1 UOC	2 UOC'S	3 UOC'S	4 UOC'S	5 UOC'S	6 UOC'S	7 UOC'S	Refer to full qualification fee
	\$ 250	\$ 230	\$ 210	\$ 190	\$ 170	\$ 150		
	per UOC	per UOC	per UOC	per UOC	per UOC	per UOC		
Duration to complete single UOC's	3 months			6 months				
Re-enrolment Admin Fee	\$300 + all outstanding account fees							

Key legend	
~	To be <b>eligible</b> for this fee the student <b>must hold</b> either the CHC30113 - Certificate III in Early Childhood Education and Care qualification
UOC	Unit of competency
FFS	Fee for service enrolment ( <i>applicable to any participant</i> )
NA	Not eligible to enrol under this enrolment type for the applicable qualification
	Eligible in some NSW regions
Late fees	Where participants fail to complete within the qualification timeframe and where no request has been made in writing for an extension or approval granted, a monthly late fee \$100 per month will be charged and payable prior to any certificate or Statement of Attainment being released ( <i>not applicable for traineeships</i> )
Cooling off period	*Cooling off period of Zero to 48 hours is only applicable to fee for service enrolments
	Note: Some modern Awards include provisions that require the employer to pay the fee on behalf of their trainee. Where this is the case, the employer will pay the participant fee. Please refer to your relevant award for further information.
Re-enrol Admin Fee	Where a learner re-enrols into the same qualification within 28 days of their end date a \$300 REAF will be applied.