



Statement of Fees – 2017

Dear Student

Please find below a statement of fees that CFT receives from the student and or VTG Government Funding Contract based on the type of individual circumstances.

1. Government Contribution per Funded Student (Apprenticeship)
2. Government Contribution per Funded Student (Non Apprenticeship – concession)
3. Government Contribution per Funded Student (Non Apprenticeship – non concession)
4. Non-Government students (Full Fee)

In the event of any Work Based training no employer is obligated to pay any fee for a student's training. Please note that any employer is not entitled to any VTG Government Funding.

CFT is entitled to receive from VTG Non Apprenticeship students a fee of \$5.50 per nominal hour delivered plus any regional loading. CFT is entitled to receive from VTG Apprenticeship students a fee of \$11.00 per nominal hour delivered plus any regional loading.

	Government Contribution per Funded Student (approx. per qualification)	Student Tuition Fees				Additional Course Fees (Hard copy manuals)	RPL Assessment (\$500, non-refundable, plus \$50 per unit, plus \$100 per hour)	Trainees
		Concession (funded) 20%	Non Concession (funded)	Fee For Service (FFS)				
				Distance	Workshop			
R1130915 Certificate III in Civil Construction	\$11280	\$10	\$50	N/A	\$6800	N/A	N/A	N/A
R1130815 Certificate III in Civil Construction Plant Operations	\$9840	\$10	\$50	N/A	\$4999	N/A	N/A	N/A
R1120113 Certificate II in Resources and Infrastructure Work Preparation	\$2700	\$10	\$50	N/A	\$4999	N/A	N/A	N/A
R1130115 Certificate III in Surface Extraction Operations	\$6300	\$10	\$50	N/A	\$4999	N/A	N/A	N/A

The student tuition fees as published are subject to change given individual circumstances at enrolment. Eligibility for the Victorian Training Guarantee will be assessed by a member of our enrolment team prior to enrolment. This training is delivered with Victorian and Commonwealth Government funding.

Victorian Training Guarantee Entitlement

To be eligible for a government subsidised training place you must be an Australian citizen, New Zealand citizen or permanent resident and must be undertaking a higher level course than that already held.

Students who are eligible for a government subsidy under the Victorian Training Guarantee are eligible to enrol in and commence a maximum of two government subsidised courses in 2017. Further eligibility criteria and limits apply, individual eligibility is assessed by a member of our Business Development team prior to enrolment.



Concession Rates

Concession rates apply only to Certificate IV level courses and below. To be eligible for the concession rate you must be eligible for a government subsidised training place and at course commencement, you must hold a current and valid:

- Commonwealth Health Care Card, Pensioner Concession Card or Veteran's Gold Card

Fee for Service

Fee for service rates apply to those applicants who do not meet the Victorian Training Guarantee eligibility requirements.

Recognition of Prior Learning (RPL)

RPL is explained and offered to all prospective students by CFT. CFT refers VTG funded students to approved RPL providers.

Recognition of prior learning (RPL) is defined in the AQF as follows:

Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.

This is underpinned by the AQF definition of credit as follows:

Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.

Recognition of prior learning explained

The AQF facilitates the progression of students through qualifications by giving credit for learning outcomes they already have achieved. Credit outcomes may allow for entry into a qualification and/or provide credit towards the qualification. Credit given may reduce the time required for a student to achieve the qualification. RPL is one of a number of processes for establishing credit or advanced standing. RPL broadens access into formal learning by enabling credit to be given for student achievement through other formal, non-formal or informal learning.

RPL involves issuing organisations undertaking an assessment of each individual who applies to determine the extent to which that individual's previous learning is equivalent to the learning outcomes of the components of the destination qualification.



Recognition of prior learning applied

It is the responsibility of issuing organisations to offer RPL assessment to students. Issuing organisations' RPL policies and practices must ensure that decisions about granting RPL take into account students' likelihood of successfully achieving qualification outcomes and ensure that integrity of qualification outcomes is maintained (AQF Qualifications Pathways Policy section 2.1.6).

To ensure consistency, fairness and transparency, issuing organisations should establish a systematic, organisation-wide approach to RPL including policies and procedures that govern implementation. The typical RPL process for providers consists of the following stages:

- identifying the evidence required
- providing advice to students about the process
- providing students with sufficient information to enable them to prepare their evidence to meet the standard required for the RPL assessment process
- assessing using appropriate evidence-gathering methods and tools
- recording the outcome, and
- reporting to key internal and external stakeholders.

Refunds

Students who provide Civil Force Training with written notification of their withdrawal from a course prior to course commencement date will be refunded all tuition and service and amenities fees paid less \$50. Students withdrawing from a course after the course commencement date are not eligible for a refund unless the student has paid in excess of \$1000.00 and provides Civil Force Training with written notification of their withdrawal within 4 weeks of the course commencement date. In such cases a refund will be issued being the difference between \$1000.00 and the amount paid. Textbooks are not-refundable once issued.

When a course is cancelled by Civil Force Training prior to commencement or in the event of RTO closure all fees paid will be automatically refunded, unless the student chooses to transfer to another Civil Force Training course. No additional costs will be incurred. Should Civil Force Training cancel a course after course commencement, every reasonable step will be taken to support students to complete their training with another Civil Force Training group without financial disadvantage. Discretion may be applied as deemed reasonable by Civil Force Training .

Student Handbook

A copy of the Student Handbook is available on the website at www.civilforcetraining.edu.au