



## CHC30121 Certificate III in Early Childhood Education and Care

Unit Code	Unit of Competence	Nominal Hours
CHCDIV001	Work with diverse people	30
CHCECE030	Support inclusion and diversity	55
CHCECE031	Support children's health, safety and wellbeing	145
CHCECE032	Nurture babies and toddlers	95
CHCECE033	Develop positive and respectful relationships with children	120
CHCECE034	Use an approved learning framework to guide practice	70
CHCECE035	Support the holistic learning and development of children	100
CHCECE036	Provide experiences to support children's play and learning	70
CHCECE037	Support children to connect with the natural environment	45
CHCECE038	Observe children to inform practice	35
CHCECE054	Encourage understanding of Aboriginal and / or Torres Strait islander peoples' culture	50
CHCECE055	Meet legal and ethical obligations in children's education and care	55
CHCECE056	Work effectively in children's education and care	70
CHCPRP003	Reflect on and improve own professional practice	40
CHCPRT001	Identify and respond to children and young people at risk	30
HLTAID012	Provide First Aid in an education and care setting	22
HLTWHS001	Participate in work health and safety	30
<b>Total Nominal Hours</b>		<b>1062</b>
<b>Indicative Course Fee NWT</b>		<b>Fee Exempt</b>
<b>EWT Indicative Course Fee</b> (15-24 \$400.00 or 25+ \$1,200.00 annual fee cap applies)		<b>\$1,720.44</b>
<b>EWT Indicative Course Fee with eligible Concession</b> *2024 Fee Cap applies while a valid concession card is held		<b>\$400.00*</b>

The student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as resource fees and other fees.

## CHC50121 Diploma of Early Childhood Education & Care

Unit Code	Unit of Competence	Nominal Hours
BSBTWK502	Manage team effectiveness	55
CHCDIV003	Manage and promote diversity	40
CHCECE041	Maintain a safe and healthy environment for children	50
CHCECE042	Foster holistic early childhood learning, development and wellbeing	220
CHCECE043	Nurture creativity in children	80
CHCECE044	Facilitate compliance in a children's education and care service	100
CHCECE045	Foster positive and respectful interactions and behaviour in children	70
CHCECE046	Implement strategies for the inclusion of all children	65
CHCECE047	Analyse information to inform children's learning	70
CHCECE048	Plan and implement children's education and care curriculum	160
CHCECE049	Embed environmental responsibility in service operations	65
CHCECE050	Work in partnership with children's families	65
CHCECE053	Respond to grievances and complaints about the service	40
CHCINM002	Meet community information needs	30
CHCPRP003	Reflect on and improve own professional practice	40
<b>Total Nominal Hours</b>		<b>1150</b>
<b>NWT Indicative Course Fee</b>		<b>Fee Exempt</b>
<b>EWT Indicative Course Fee</b> (15-24 \$400.00 or 25+ \$1,200.00 annual fee cap applies)		<b>\$1,863.00</b>
<b>EWT Indicative Course Fee with eligible Concession</b> *2024 Fee Cap applies while a valid concession card is held		<b>\$400.00*</b>

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## Pricing

An hourly rate based on nominal hours will apply to each unit commenced in 2024. Please refer to the nominal hours identified in the course outlines.

Qualification Level	Category of enrolment	Fee Rate per Nominal Hour	Annual Fee Cap (If applicable)
Certificate III	New Worker Trainee	Fee Exempt	N/A
	Aged 25+ Existing Worker Trainee	\$1.62	\$1,200.00
	Aged 25+ Existing Worker Trainee with an eligible Concession Card	\$0.48	N/A
	Aged 15-24 Existing Worker Trainee Students	\$1.62	\$400.00
	Aged 15-24 Existing Worker Trainee with an eligible Concession Card	\$0.48	\$400.00
	Secondary School Aged Student**^	\$0.48	\$420.00
	School Based Trainee	Fee Exempt	
	Fee for Service	\$9.50	
	Credit Transfer	Fee Exempt	
	NWT Recognition of Prior Learning	Fee Exempt	
	EWT Recognition of Prior Learning	\$1.62	
Diploma	New Worker Trainee	Fee Exempt	N/A
	Aged 25+ Existing Worker Trainee	\$1.62	\$1,200.00
	Aged 25+ Existing Worker Trainee with an eligible Concession Card	\$0.48	N/A
	Aged 15-24 Existing Worker Trainee	\$1.62	\$400.00
	Aged 15-24 Existing Worker Trainee with an eligible Concession Card	\$0.48	\$400.00
	Secondary School Aged Student**^	\$1.62	\$420.00
	School Based Trainee	Fee Exempt	
	Fee for Service	\$9.50	
	Credit Transfer	Fee Exempt	
	NWT Recognition of Prior Learning	Fee Exempt	
	EWT Recognition of Prior Learning	\$1.62	

\* If a secondary school aged student studying Cert III is also an existing worker the existing worker fees and conditions apply.

^Can utilise the Targeted Fee Relief rates as outlined above, if enrolling in multiple courses in a calendar year, fees will be capped at \$420.00 for all courses.

The student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as resource fees and other fees. The fees and charges documented in this policy are applicable to all units of study commenced in 2024. If a qualification continues into 2025 those units will be charged according to the 2025 fees and charges policy. Once enrolled all students will receive fees and charges updates via email.

## Definitions

**New Worker Trainees:** A new worker trainee is defined as a person employed within an enterprise for not more than three months full time or 12 months part time or casual, or any combination of the above, for a continuous period not exceeding 12 months.

**Existing Worker Trainee:** An existing worker trainee is defined as a person employed with the same employer continuously for more than three months full time or 12 months casual or part time, or a combination of both, immediately prior to the commencement date of the training contract.

**Secondary School Aged Student:** means a person who has reached 15 years of age but has not reached the end of the calendar year in which their compulsory education period expires, as defined in the *School Education Act 1999*. In 2024, these persons will be born on or after 1 July 2006.

**School Based Trainee:** A school-based trainee is a person who is enrolled at school, as defined in the *School Education Act 1999* and undertaking a traineeship.

Owner CTAS Education ID 51849 ABN: 54 127 621 167	Creation or Revised Date: 29/11/2024	2024 Fees and Charges Policy	Version 1.1	3
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**Fee for Service Student:** A fee for service student is a person who is enrolled in a training program that is not publicly funded. For example, a person who is ineligible for a traineeship.

## **Terms and Conditions**

### **Enrolment**

Students are provided with detailed fees, charges and refund information prior to their enrolment. On enrolment, fee paying students will take up one of the following payment options:

- a) Pay each invoice in full.
- b) Request a direct debit payment plan.
- c) Present a signed authority from an employer to invoice that employer for the student's fees and charges.
- d) Make an application on the grounds of severe financial hardship for fees and charges to be waived (if applicable). *Students enrolling into the Diploma, or a Fee for Service course will not be entitled to apply for a fee waiver.*

Students who fail to take up one of the above options will not be enrolled.

### **Concessions**

The following students are entitled to the concession rate on course fees:

- Persons and dependants of persons holding:
  - A Pensioner Concession Card.
  - A Repatriation Health Benefits Card issued by the Department of Veterans' Affairs.
  - A Health Care Card.
- Persons and dependants of persons in receipt of services from the following Commonwealth or employment services programs:
  - Workforce Australia; or
  - Parents Next
- Persons and dependants of persons in receipt of AUSTUDY or ABSTUDY.
- Persons and dependants of persons in receipt of the Youth Allowance.
- Persons and dependants of persons who are inmates of a custodial institution.
- Secondary school aged persons, not enrolled at school.

Proof of eligibility for concession must be demonstrated prior to the commencement of the unit. If the concession is valid for the full enrolment period, then all eligible units commenced within that period attract the concession rate. If the concession is valid for part of the enrolment period, then only eligible units the student enrolls in on or after the start date and prior to the expiry of the concession attract the concession rate. Students enrolling in fee for service courses will not be entitled to any concessions.

### **Fee Free**

Eligible Students who enrol and commence a Fee Free course on or before 31 December 2024, are entitled to the fee-free arrangement each year over the duration of their course.

## **Severe Financial Hardship**

Students who find themselves to be in severe financial hardship may apply for a fee waiver for below diploma level courses only. A person is considered in severe financial hardship only where they are unable to provide food, accommodation, clothing, medical treatment, or other basic necessities for themselves and/or their dependants. Forms of entertainment or recreation are not basic necessities.

CTAS Education will assess each situation on a case-by-case basis, this will include a formal evidenced-based assessment of the student's capacity to pay the fees for the enrolment period and is based on the individual's financial incomings, outgoings, and financial status. Approved fee waivers will only apply to the course fee for the calendar year in which they are approved. Exceptional circumstances withstanding, students will need to meet specific criteria to be considered for a fee waiver.

1. *The student must not exceed the Services Australia income thresholds for the low-income health care card as outlined below.*

<b>Status</b>	<b>Weekly Income</b>	<b>Total Income in the 8-week period prior to applying</b>
Single, no children	\$757	\$6,056
Couple combined, no children	\$1,295	\$10,360
Single, one dependent child	\$1,295	\$10,360
Couple combined, one child	\$1,329	\$10,632
For each additional child, add	\$34	\$272

2. *The student does not have the disposable income to pay the fees via instalments without compromising their ability to meet their basic living needs or those of their dependents.*
3. *There is no basis for concluding that the student's financial circumstances are likely to change within a reasonable time (e.g., 12 months)*

To apply for a fee waiver on the grounds of severe financial hardship, students will be required to contact CTAS Education ([accounts@ctas.wa.edu.au](mailto:accounts@ctas.wa.edu.au)) and to complete an application and submit it along with a statutory declaration. CTAS will also require additional supporting evidence i.e., copies of payslips, health care card, bills or contracts and bank statements to determine the outcome of each application.

Students enrolling into a Diploma or fee for service course will not be entitled to apply for fees to be waived due to financial hardship.

## **Direct Debit Payment Plan**

CTAS Education offers flexible payment options to assist with the payment of qualifications. A request to pay invoices by instalments can be discussed with a CTAS representative upon enrolment. (Ezidebit fees may apply)

- An Ezidebit payment request form must be completed and submitted to CTAS Education for approval.
- Fees are charged and invoiced upon commencement of a unit.
- You can nominate the frequency and amount of the payments, please contact CTAS Education ([accounts@ctas.wa.edu.au](mailto:accounts@ctas.wa.edu.au)) to discuss minimum repayments
- Direct debit will commence upon receiving your first invoice.
- Payments will only be taken for outstanding fees; no advance payments will be taken.
- Students who have fallen behind in payments may not be enrolled in additional units unless an appropriate agreement has been put in place to pay the amount outstanding.
- In the case that you have paid all fees before commencing a new unit, your payment plan will pause until you receive a new invoice.
- You will be given a minimum of eight weeks from commencing a unit to finalise payment.

- Additional fees apply when your direct debit fails, please ensure you have the nominated payment amount ready.
- Enrolment in a unit is not complete until the fees and charges are paid, therefore a qualification or statement of attainment will not be issued until all outstanding payments have been made.
- **Ezidebit cannot be cancelled with outstanding fees owing.**

### Refunds

Students must advise of withdrawal in writing to ensure that they are eligible for refunds.

As per the DTWD Fees and Charges Policy and individual's Consumer Rights, students are entitled to a full refund of fees and charges where:

- A unit is cancelled or re-scheduled to a time unsuitable to the student.
- A student is not given a place due to maximum number of places being reached.
- A student lodges a written withdrawal before the census/withdrawal date. (*census/withdrawal dates will be documented on the invoice for each unit of competency*)
- At any time during the course of delivery, a **pro-rata refund** of the tuition fee may be considered for:
  - Serious illness resulting in an extended absence or injury or disability that prevents the student from completing their program of study (*Medical certificate is required*); or
  - Other exceptional reasons at the discretion of CTAS Education

**There are NO other grounds for refunds.**

### Credit Transfers and RPL

Students are not charged for credit transfers. The transfer of credit provides the student with an exemption from relevant units within a course. Credit transfer does not involve an assessment of the student's knowledge or skills – it is an assessment of any prior credentials of formal accredited learning or qualifications presented.

Recognition of Prior Learning (RPL) involves the assessment of previously unrecognised skills and knowledge an individual has achieved outside the formal education and training system in respect of a specific unit. RPL is an assessment process that assesses the individual's non-formal and informal learning to determine the extent to which that individual has achieved these required learning outcomes or competency outcomes.

The fees for RPL are dependent on the timeframe of the training/assessment, the level of qualification and the number of units. Course fees will be worked out on a case-by-case basis. RPL unit are charges at the RPL rate stated on the table on page 3. For RPL students, the balance of their training costs must be paid in full prior to completion of the RPL process. Resource books are not included in RPL costs but can be purchased upon request.

Any person wanting their eligibility for RPL assessed prior to entering into a formal enrolment into a course (Traineeship or Fees for Service) can request an Initial RPL Evaluation appointment. After, the appointment the candidate will receive a quote for the cost of their enrolment should they wish to proceed.

Owner <b>CTAS Education ID 51849</b> ABN: 54 127 621 167	Creation or Revised Date: 29/11/2024	2024 Fees and Charges Policy	Version <b>1.1</b>	6
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### **Fee for Service**

Fee for Service students are those who are enrolled in a training program that is not publicly funded. For example, a person who is ineligible for a traineeship. Students who enrol under a fee for service arrangement will not be entitled to any concessions, fee capping or financial hardship applications. Fee for service students will not be enrolled into a course or unit until a payment plan agreement is approved by CTAS.

### **Invoicing and Receipt of Student Fees**

CTAS will provide students with an itemised enrolment invoice upon the commencement of any units they are enrolled in. All student invoices will include the following details:

- a) Personal details – first and last name
- b) Course details – Course identifier and title
- c) Concession status (if applicable)
- d) Funding category (if applicable) – i.e., Lower Fees Local Skills, Traineeship.
- e) Enrolment date
- f) List of enrolled units – Each unit will have specified: Withdrawal/census date, nominal hours, unit fee, resource fee (if applicable), Recognition of Prior Learning (RPL) fee (if applicable)
- g) Total invoice amount

The standard term for payment of CTAS invoices is 30 days unless otherwise stated or alternate arrangements have been made and agreed upon. Fees can be paid by credit card, bank account direct deposit or cheque. CTAS Education, in accordance with the Standards for Registered Training Organisations 2015 does not accept payment of more than \$1,500.00 in advance from each individual student prior to the commencement of their course.

Regardless of payment method used CTAS Education will receipt all fee payments received through the student management system. Students will then be issued with a receipt once invoices are paid in full. Students should note that like any business CTAS Education reserves the right to recover outstanding debts using support from third party debt recovery agencies.

### **Recovery of Outstanding Fees**

CTAS Education uses fair and adequate recovery procedures to manage the collection and recovery of outstanding fees. Students with fees that are overdue or not paid can expect one or more of the following to occur:

- a) Students paying by instalments will immediately forfeit the approval to continue paying by instalments, and their entire balance outstanding will become immediately due.
- b) Students who have fallen behind in payments will not be enrolled in additional units unless appropriate arrangements, agreed by both the student and CTAS Education, have been put in place to pay the amount outstanding.
- c) No subsequent instalment plans may be considered.
- d) If the student completes the requirements for the qualification in which the student is enrolled, and has outstanding fees, the student may not be issued with evidence of completion until such time as the outstanding fees are paid in full.
- e) Any amounts not paid by the student may be referred to a debt collection agency which may result in additional costs being incurred and/or information being provided to a credit reporting body.

### **Records**

Irrespective of qualification, course duration or payment options, the following records and details will be retained for audit purposes:

- a) Invoices
- b) Payment plans or deferred payment options
- c) Granted fee waivers and reasons for approval.
- d) Refunds
- e) Outstanding fees
- f) Any other documentation that can be used to verify that fees and charges have been applied in accordance with the DTWD VET Fees and Charges Policy.

### **Disclaimer**

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Owner <b>CTAS Education ID 51849</b> <b>ABN: 54 127 621 167</b>	Creation or Revised Date: 29/11/2024	2024 Fees and Charges Policy	Version <b>1.1</b>	8
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