

STUDENT CONTRIBUTION FEES (SCF)

As part of Work Skills Pre-Qualified Supplier (PQS) agreement with the Department of Employment, Small Business and Training (DESBT) for the delivery of “User Choice” Apprenticeships and Traineeships, we are required to charge Apprentices and Trainees participating in Level II or above qualifications “Student Contribution Fees”. (SCF) Some students may be eligible for a discount if they meet certain criteria*.

Students are exempt from SCF only while participating in a school based Apprenticeship/Traineeship and do not incur these fees.

Student Contribution Fees will be invoiced the following month, after training /assessment has been delivered. Payment for these invoices can be made via Cheque, Money Order, Credit Card, over the phone or in person at our Murarrie office or direct deposit. We offer and recommend each Customer the option of a payment plan, a separate bank approved document which will also be sent via PleaseSign for agreement.

The Customer selects their frequency, payment amount, date of commencement and provides bank details for withdrawal of payments. If a Customer nominates to pay on completion of each unit, then they are invoiced accordingly.

(EFT) (Work Skills banking details will be included on the invoice).

As at writing, SCF are calculated at \$1.60 per nominal hour for each Unit of Competency delivered. Below is an example of costing and how it is calculated. The Department of Employment, Small Business and Training (DESBT) may amend the fees chargeable on an annual basis, based on CPI. If this occurs, you will be advised by us.

Example on how Contribution fees will be calculated:

An Apprentice completing an Apprenticeship in Automotive, Certificate III Automotive Sales (Parts Interpreting) completes a unit of Competency such as “Promote Products and Services” which has a nominal hour’s completion time of 20 hours. Therefore 20 Hours x \$1.60 = \$32.00.

The whole Apprenticeship has an approximate total nominal hours of 787 hours x \$1.60 = \$1,259.20. This amount however is divided by the average number of months it takes to complete the qualification. For this qualification the nominal term may be 36. Therefore, the cost would be approximately \$35 a month/\$420 per year.

***Are you partially or totally exempt from paying Student Contribution Fees?**

Work Skills as the PQS must charge 40 per cent of the student contribution fee where the participant falls into one or more of the following exemption categories:

- a) The participant was or will be **under** 17 years of age at the end of February in the year in which the PQS provides training, and the participant is not at school and has not completed year 12.
- b) The participant holds a Health Care Card or Pensioner Concession Card issued under
- c) Commonwealth law, or is the partner or a dependant of a person who holds a Health Care Card or Pensioner Concession Card and is named on the card.
- d) The participant issues the PQS with an official form under Commonwealth law confirming that the participant, his or her partner or the person of whom the participant is a dependant, is entitled to concessions under a Health Care Card or Pensioner Concession Card.
- e) The participant is an Aboriginal or Torres Strait Islander person. Acceptable evidence is as stated on the Training Contract and AVETMISS VET Enrolment Form

The PQS may apply full exemption from the student contribution fee where the participant falls into one or more of the following exemption categories:

- (a) Where payment of the student contribution fee would cause extreme financial hardship, then the PQS may waive these fees.
 - i. The fee waiver process should be in place at the time of the participant's enrolment.
 - ii. For 2.6.3(a) of this Fees and Charges section, the PQS must have a reasonable internal process to manage an appeal about the outcome of an application under financial hardship.
- (b) Where the Queensland Government, as represented by the departmental officer responsible for the User Choice budget, advises in writing that fees are optional. On receipt of such advice, the PQS may choose not to collect the student contribution fee. In this circumstance, any decision by the PQS not to collect fees does not create a liability for the department. The PQS may not apply for reimbursement by the department of fee revenue foregone. Refer to the User Choice 2016–17 Qualification and Price List, as published on the department's Training website, for information on where fee exemptions are applicable.

The PQS must apply full exemption from the student contribution fee where the participant falls into one or more of the following exemption categories:

- a) where credit transfer/national recognition has been applied to a unit of competency/module
- b) where the participant is a school-based apprentice or trainee
- c) is undertaking a qualification as part of the Skilling Queenslanders for Work's Work Skills
- d) Traineeship program.

Fee-free Year 12 graduates For High priority qualifications for User Choice

Effective from 1 January 2014, The PQS must not charge a student contribution fee to a Year 12 graduate who:

- a) commences an apprenticeship/traineeship within 12 months of completing Year 12 (that is, by the end of the calendar year following completion of Year 12), and
- b) meets the participant eligibility in 2.2.2, and; (Enters into a High priority qualifications)
- c) enrolls in a high priority qualification identified by the department.

The student contribution fee for fee-free Year 12 graduates will now be met by DESBT