



Schedule of Fees 2020

RTO: 20645 ABN: 88 674 972 092

1. TABLE OF FEES and CHARGES 2020

ACCREDITED QUALIFICATION/CERTIFICATE COURSES (SKILLS FIRST)

| 2020 PROGRAM DETAILS | | | TUITION FEES | | | | MATERIALS FEE | ADMIN FEE |
|----------------------|---|----------------------------------|--|---|-------------------------------------|---|---|--|
| | | | (1) | (2) | (3) | (4) | (5) | (6) |
| Qual/Course Code | Qual/Course Title | Nominal Hours of units delivered | Concession Tuition Fee (Eligible Students) | Skills First Funded Tuition Fee (Eligible Students) | Government Contribution to Training | Full Tuition Fee (Fee for Service – Not eligible for Gov't subsidy) | Materials Fee incl. GST (dependent on units selected) | A non-refundable administration fee is charged for all courses |
| TAE40116 | Certificate IV in Training & Assessment | Hour 340 | 238 (0.70 per nom hour) | 1020 (3.10 per nom hour) | 2210 (6.50 per hr) | 3230 | 100 | 150 |
| 22301VIC | Certificate I in Transition Education | Hours 1130 | 350.30 (0.31 per nom hour) | 1751.50 (1.55 per nom hour) | 15820 (14.00 per hr) | 17571.50 | 250 | 45 |
| 22301VIC | Certificate I in Transition Education-Garden to Plate | Hours: 1130 | 350.30 (0.31 per nom hour) | 1751.50 (1.55 per nom hour) | 15820 (14.00 per hr) | 17571.50 | 580 – Materials 100 - Excursion | 45 |
| 22302VIC | Certificate I in Work Education | Hours 1065 | 351.45 (0.33 per nom. Hour) | 1757.25 (\$1.65 per nom. Hour) | 14910 (14.00 per hr) | 16667.25 | 250 | 45 |
| 22473VIC | Certificate II in General Education for Adults | Hours 340 | 149.60 (0.44 per nom hour) | 748 (2.20) per nom hour) | 2380 (7.00 per hr) | 3128 | 40 | 45 |



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| Program Details | | | Tuition Fees | | | | MATERIAL FEE | ADMIN FEE |
|------------------|--|---------------|--|---|-------------------------------------|---|---|--|
| | | | (1) | (2) | (3) | (4) | (5) | (6) |
| Qual/Course Code | Qual/Course Title | Nominal Hours | Concession Tuition Fee (Eligible Students) | Skills First Funded Tuition Fee (Eligible Students) | Government Contribution to Training | Full Tuition Fee (Fee for Service – Not eligible for Gov't subsidy) | Materials Fee incl. GST (dependent on units selected) | A non-refundable administration fee is charged for all courses |
| 22474VIC | Certificate III in General Education for Adults | Max. 390 | 152.10 (0.39 per nom hour) | 760.50 (1.95 per nom hour) | 2730 (7.00 per hr) | 3490.50 | 40 | 45 |
| 22294VIC | Course in Initial Adult Literacy and Numeracy | Max. 360 | 151.20 (0.42 per nom hour) | 756 (2.10 per nom hour) | 5040 (14.00 per hr) | 5796 | 40 | 45 |
| 22293VIC | Certificate I in Initial Adult Literacy and Numeracy | Max 580 | 249.40 (0.43 per nom hour) | 1247 (2.15 per nom hour) | 8120 (14.00 per hr) | 9367 | 40 | 45 |
| 22293VIC | Certificate I in Initial Adult Literacy and Numeracy – BENDIGO CAMPUS | Max 580 | 249.40 (0.43 per nom hour) | 1247 (2.15 per nom hour) | 8120 (14.00 per hr) | 9367 | \$240 (includes meal) | 45 |
| 22476VIC | Certificate I in General Education for Adults (Introductory) | Max 440 | 149.60 (0.34 per nom hour) | 748 (1.70 per nom hour) | 3080 (7.00 per hr) | 3828 | 40 | 45 |
| LNSUPPORT | Literacy and Numeracy Support | Max 95 | Not currently delivered | | 665 (7.00 per hr) | | | |
| ICT20115 | Certificate II in Information, Digital Media & Technology | 420 Hours | 163.80 0.39 per nom hour) | 819 (1.95 per nom hour) | 2730 (6.50 per hr) | 3549 | 275 | 45 |



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| Program Details | | | Tuition Fees | | | | MATERIAL FEE | ADMIN FEE |
|------------------|--------------------------------------|---------------|--|---|-------------------------------------|---|---|--|
| | | | (1) | (2) | (3) | (4) | (5) | (6) |
| Qual/Course Code | Qual/Course Title | Nominal Hours | Concession Tuition Fee (Eligible Students) | Skills First Funded Tuition Fee (Eligible Students) | Government Contribution to Training | Full Tuition Fee (Fee for Service – Not eligible for Gov't subsidy) | Materials Fee incl. GST (dependent on units selected) | A non-refundable administration fee is charged for all courses |
| SIT20316 | Certificate II in Hospitality | 264 Hours | 121.44 (0.46 per nom hour) | 607.20 (2.30 per nom hour) | 792 (3.00 per hr) | 1399.20 | 413 | 45 |
| SIT20416 | Certificate II in Kitchen Operations | 342 Hours | 157.32 (0.46 per nom hour) | 786.60 (2.30 per nom hour) | 1026 (3.00 per hr) | 1814.60 | 413 | 45 |

PRE-ACCREDITED INTRODUCTORY SHORT COURSES (ACFE)

| Course Code | Course Name | Short Detail | Program Scheduled Hours | Tuition Fee | Resource Fee | Non refundable administration fee | Delivery Location | Payment Plan available |
|-------------|-------------|---|-------------------------|-------------|--------------|-----------------------------------|-------------------|------------------------|
| 20ALNCOM1H | Computers 1 | Beginners Computer Course. Provides basic computer literacy skills to enhance pathways into further education, training and employment. | 30 | 50 | 15 | 25 | Hamilton | Yes |
| 20ALNCOM1W | Computers 1 | Beginners Computer Course. Provides basic computer literacy skills to enhance pathways into | 30 | 50 | 15 | 25 | Warrnambool | Yes |



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| Course Code | Course Name | Short Detail | Program Scheduled Hours | Tuition Fee | Resource Fee | Non refundable administration fee | Delivery Location | Payment Plan available |
|-------------|---|--|-------------------------|-------------|--------------|-----------------------------------|-------------------|------------------------|
| | | further education, training and employment. | | | | | | |
| 20EMPFPFH | Future Pathways Program | Program for people to gain the skills and confidence to return to work/study. | 40 | 0 | 15 | 25 | Hamilton | N/A |
| 20EMPFPFW | Future Pathways Program | Program for people to gain the skills and confidence to return to work/study. | 40 | 0 | 15 | 25 | Warrnambool | N/A |
| 20ALNFGPW | Literacy and Communication Skills-Learn to Drive (First Gear Program) | First Gear. Participants learn Language and Literacy Skills, basic computer and online skills to achieve their Learner's Permit. Pathway to the 2nd Gear program and further training or employment. | 120 | 0 | 15 | 25 | Warrnambool | N/A |



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| Course Code | Course Name | Short Detail | Program Scheduled Hours | Tuition Fee | Resource Fee | Non refundable administration fee | Delivery Location | Payment Plan available |
|--|--------------------------|---|-------------------------|-------------|--------------|-----------------------------------|-------------------|------------------------|
| 20ALNENG1W | Conversational English 1 | Participants engaging in everyday English conversation and learning basic reading and writing skills, students will become more confident and able to communicate with the broader community, develop social networks, gain an understanding of workplace culture and participate in further education. | 60 | 50 | 25 | 45 | Warrnambool | Yes |
| <i>NOT CURRENTLY BEING DELIVERED in HAMILTON</i> | Conversational English 1 | Participants engaging in everyday English conversation and learning basic reading and writing skills, students will become more confident and able to communicate with the broader community, develop social networks, gain an understanding of workplace culture and participate in further education. | 60 | 50 | 25 | 45 | Hamilton | yes |



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|---|--------------------------------|--|-------------------------------|-------------|--------------|-----------------------------------|-------------------|------------------------|
| 20ALNPDS1H | Personal Development Skills 1 | Improving communication skills, building self-confidence, resilience, independent living and life skills for people with an intellectual disability which may lead to pathways into further education. | 120 | 50 | 35 | 45 | Hamilton | Yes |
| 20ALNPDS2H | Personal Development Skills 2 | Further improving communication skills, building self-confidence, resilience, independent living and life skills for people with an intellectual disability which may lead to pathways into further education. | 120 | 50 | 35 | 45 | Hamilton | Yes |
| NOT CURRENTLY BEING DELIVERED 20ALNDIG1H | Introduction to Digital Skills | <i>Learners will be introduced to basic digital skills including social media awareness, practical computer skills, using Microsoft Word, internet use, cyber safety and email use.</i> <i>This program is designed for people with a disability, but may accommodate others. It is designed to help all participants</i> | Not currently being delivered | 50 | 15 | 25 | Hamilton | |



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|-------------|--------------------|---|-------------------------|-------------|--------------|-----------------------------------|-------------------|------------------------|
| | | <i>prepare for further education such as pre-accredited or accredited courses.</i> | | | | | | |
| 20ALNMIFMH | Make it for Market | Learners will work with the seasons for food production and cultivation, gardening skills and drying and preserving foods. They will learn sustainable living skills, creative arts and basic horticulture to make produce to sell at markets, co-ops or to local restaurants. Participants will learn reading, writing and numeracy skills through these activities in a fun and friendly environment. The ACFE employability skills are embedded in the program. This program is designed for people with an intellectual disability. | 96 | 50 | 75 | 25 | Hamilton | Yes |



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| Course Code | Course Name | Short Detail | Program Scheduled Hours | Tuition Fee | Resource Fee | Non refundable administration fee | Delivery Location | Payment Plan available |
|-------------|-------------|--|-------------------------|-------------|--------------|-----------------------------------|-------------------|------------------------|
| | | Pathways include further pre-accredited programs, accredited or employment. | | | | | | |
| 20VOCRETW | Retail 101 | Learnings will gain entry level skills to the retail industry and provide them with basic vocational skills including customer service, money handling, cash register and POS use, OHS/WHS, merchandise displays, basic stock managements, technology in the workplace and personal skills including time management, team work, taking responsibility for personal actions and appropriate workplace behaviour. The program provides a pathway to employment or further training such as Certificate I or II in Retail. | 30 | 50 | 15 | 25 | Warrnambool* | No |



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| Course Code | Course Name | Short Detail | Program Scheduled Hours | Tuition Fee | Resource Fee | Non refundable administration fee | Delivery Location | Payment Plan available |
|-------------|----------------------|--|-------------------------|-------------|-----------------------|-----------------------------------|-------------------|------------------------|
| 20VOCTASTEH | Taste of Hospitality | <p>This program is designed to encourage participants to increase their knowledge and skills and familiarise themselves with the hospitality industry, a key local employment industry. Learnings will include safe work practices, working in a team environment, communication skills, front of house, use hygienic practices, POS skills, serve food and beverages, basic food allergies and intolerances, taking orders and safe food storage.</p> <p>This is a pathway to further pre-accredited programs including 'Feast of Hospitality' accredited such as Certificate II in Hospitality and employment.</p> | 24 | 50 | 75 (includes food) | 25 | Hamilton | no |



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| Course Code | Course Name | Short Detail | Program Scheduled Hours | Tuition Fee | Resource Fee | Non refundable administration fee | Delivery Location | Payment Plan available |
|--------------|----------------------|--|-------------------------|-------------|-----------------------|-----------------------------------|-------------------|------------------------|
| 20VOCTASTEWE | Taste of Hospitality | <p>This program is designed to encourage participants to increase their knowledge and skills and familiarise themselves with the hospitality industry, a key local employment industry. Learnings will include safe work practices, working in a team environment, communication skills, front of house, use hygienic practices, POS skills, serve food and beverages, basic food allergies and intolerances, taking orders and safe food storage.</p> <p>This is a pathway to further pre-accredited programs including 'Feast of Hospitality' accredited such as Certificate II in Hospitality and employment.</p> | 24 | 50 | 75 (includes food) | 25 | Warrnambool | no |



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| Course Code | Course Name | Short Detail | Program Scheduled Hours | Tuition Fee | Resource Fee | Non refundable administration fee | Delivery Location | Payment Plan available |
|-------------|----------------------|---|-------------------------|-------------|---------------------------------------|-----------------------------------|-------------------|------------------------|
| 20VOCFEASTH | Feast of Hospitality | This program is designed as the second stage to 'Taste' where participants will learn key areas of the hospitality industry, cookery and kitchen operations, food service, beverage service including coffee making, housekeeping, front of house, reception and events. Learners will plan, prepare and participate in their own Graduation Event to consolidate their learnings. This program provides entry level skills as well as literacy, numeracy and digital skills. It is a pathway to accredited training or employment. | 96 | 50 | 135 (includes good and graduation) | 25 | Hamilton | Yes |



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| Course Code | Course Name | Short Detail | Program Scheduled Hours | Tuition Fee | Resource Fee | Non refundable administration fee | Delivery Location | Payment Plan available |
|-------------|----------------------|---|-------------------------|-------------|---------------------------------------|-----------------------------------|-------------------|------------------------|
| 20VOCFEASTW | Feast of Hospitality | This program is designed as the second stage to 'Taste' where participants will learn key areas of the hospitality industry, cookery and kitchen operations, food service, beverage service including coffee making, housekeeping, front of house, reception and events. Learners will plan, prepare and participate in their own Graduation Event to consolidate their learnings. This program provides entry level skills as well as literacy, numeracy and digital skills. It is a pathway to accredited training or employment. | 96 | 50 | 135 (includes food and graduation) | 25 | Warrnambool | yes |



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Issue: 1.13

Date: 05/06/2020

| Course Code | Course Name | Short Detail | Program Scheduled Hours | Tuition Fee | Resource Fee | Non refundable administration fee | Delivery Location | Payment Plan available |
|-------------|-------------------------|--|-------------------------|-------------|--------------|-----------------------------------|-------------------|------------------------|
| 20VOCTRAIN1 | Prepare to be a Trainer | This program is a pre-study program aimed at assisting participants become more familiar with digital literacy requirements and study techniques required to undertake the TAE40166 Certificate IV in Training and Assessment, or further studies. | 22 | 50 | 15 | 25 | Hamilton | No |



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FEE FOR SERVICE COURSES

| Course Code | Course Name | Short Detail | Program Scheduled Hours | Tuition Fee | Delivery Location |
|-------------|--------------------------------------|--|-------------------------|-------------|-------------------|
| 20645RSAH | Responsible Service of Alcohol (RSA) | VCGLR Nationally Recognised Responsible Service of Alcohol. | 4 | 90 | Hamilton |
| 20645RSAW | Responsible Service of Alcohol (RSA) | VCGLR Nationally Recognised Responsible Service of Alcohol. | 4 | 90 | Warrnambool |
| SITXFSA001H | Food Safety Level 1 | SITXFSA001 Use Hygienic Practices for Food Safety | 6 | 135 | Hamilton |
| SITXFSA001W | Food Safety Level 1 | SITXFSA001 Use Hygienic Practices for Food Safety | 6 | 135 | Warrnambool |
| SITXFSA002H | Food Safety Level 2 | SITXFSA002 Participate in Safe Food Handling Practices | 12 | 300 | Hamilton |
| SITXFSA002W | Food Safety Level 2 | SITXFSA002 Participate in Safe Food Handling Practices | 12 | 300 | Warrnambool |
| 20COMP2H | Computers 2 - Hamilton | <p>Intermediate Computers</p> <p>This course covers:</p> <ul style="list-style-type: none"> extending skills with computer management work processing skills document enhancing – saving techniques, inserting dates, line and paragraph spacing and others tables – inserting, formatting etc | 24 | 200 | Hamilton |



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|-------------|---------------------------|---|-------------------------|-------------|-------------------|
| | | <ul style="list-style-type: none"> • pictures – saving, inserting, formatting etc • file management – managing files, creating folders, naming files, deleting folders, the recycle bin • extending skills in Excel, • and emails | | | |
| 20COMP2W | Computers 2 - Warrnambool | <p>Intermediate Computers</p> <p>This course covers:</p> <ul style="list-style-type: none"> • extending skills with computer management • work processing skills • document enhancing – saving techniques, inserting dates, line and paragraph spacing and others • tables – inserting, formatting etc • pictures – saving, inserting, formatting etc • file management – managing files, creating folders, naming files, deleting folders, the recycle bin • extending skills in Excel, | 24 | 200 | Warrnambool |



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|-------------|-----------------------|---|-------------------------|-------------|-------------------|
| | | <ul style="list-style-type: none"> • and emails | | | |
| 20645WORD | Introduction to Word | <p>Want to learn how to get the most out of Microsoft Word? Want an introduction to the basics of Word? Then this short course is for you!</p> <p>Learn how to write, correct, save and print a document; retrieve existing documents; move and copy text; use Find and Replace; format text and paragraphs; use styles; add page numbers.</p> <p>Basic keyboard skills and knowledge of a PC is required.</p> <p>Specifically designed to focus on basic Microsoft Word functions.</p> | 6 | 200 | |
| 20645EXCEL1 | Introduction to Excel | <p>Learn how to set up a basic spread sheet in Excel and acquire skills such as budgeting, producing reports, creating simple formulas and managing Autofill lists.</p> | 6 | 200 | |
| 20645EXCEL2 | Advanced Excel | <p>Learn how to cover the aspects beyond building basic workbooks including automation, productivity, consolidation,</p> | 6 | 300 | |



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| Course Code | Course Name | Short Detail | Program Scheduled Hours | Tuition Fee | Delivery Location |
|-------------|---------------------------|--|-------------------------|-------------|-------------------|
| | | linking, analysis tools and automating workbook operations using Macros. | | | |
| 20645PBBAS | Personal Budgeting Basics | <p>This course is designed for individuals to learn how to develop your personal budget.</p> <p>Creating a budget and sticking to it can help you save and reach your short- and long-term financial goals.</p> <p>Ready to get started? This short course will help you to understanding the following key components as you begin to build a monthly or annual budget:</p> <ul style="list-style-type: none"> • Fixed expenses are expenses that stay the same from month to month, such as rent payments. • Flexible expenses are expenses that change from month to month, such as how much you spend on entertainment. • Total expenses are the combined amount of your fixed and flexible expenses. • Total monthly income is the income from your job or other resources including investment | 6 | 150 | Hamilton |



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| Course Code | Course Name | Short Detail | Program Scheduled Hours | Tuition Fee | Delivery Location |
|-------------|---------------------|---|-------------------------|-------------|-------------------|
| | | <p>dividends, pensions, benefits, rental income and more.</p> <ul style="list-style-type: none"> • Disposable income is the money you have left over after you subtract your income taxes from your income. <p>No personal income details are required. This short course will show you the basic elements required to establish, adjust and track your budget.</p> | | | |
| 20645BUSESS | Business Essentials | <p>Everything you need to know about being in business. Topics covered:</p> <ol style="list-style-type: none"> 1. Should I be in business? 2. What is a business plan and do I need one? 3. Should I start from scratch or buy an existing business or become a franchisee? 4. What business structure should I have? 5. Do I need a business name? 6. What registrations do I need for taxation? 7. What do I need to consider if I need to engage "workers"? 8. What are the different financial reports? | 7 | 395 | Hamilton |



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| Course Code | Course Name | Short Detail | Program Scheduled Hours | Tuition Fee | Delivery Location |
|--------------|---|---|-------------------------|-------------|-------------------|
| | | 9. What options are there for recording the income and expenses of my business? 10. What should I consider when applying for finance? 11. How can I market my business? 12. What can I do about bad payers? 13. What other matters do I need to consider? | | | |
| 20645BPAHTWO | Business Plans and how to write one | We will show you how to write your own plan from start to a completed Business plan over 2 separate sessions. The first will cover how to write it and what to include. The second session will include presenting your business plan to the group for instant review and feedback of your business plan. | 2 x 2 hour sessions | 200 | Hamilton |
| 20645HTPABB | How to prepare a Business Budget | Includes the differences between a cashflow budget and a tax budget. How to structure a budget and actually write your own budget. | 3 | 100 | Hamilton |
| 20645UDBS | Understanding Different Business Structures | We will explain the differences between Sole trader/Partnership/Family Trust/Companies and the associated tax benefits. | 2 | 75 | Hamilton |
| 20645BOOK | Introduction to Bookkeeping | There are numerous software packages available. We will help you to decide which is best for you and how to | 2 | 75 | Hamilton |



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|-------------|--|---|-------------------------|-------------|-------------------|
| | | prepare your income and expenses in a format to minimise your accountants fees to prepare your tax return. | | | |
| 20645BEYNTK | Bookkeeping – Everything You Need to Know! | What is book keeping, what are the different financial reports, what registrations do you need for taxation, what is a business plan and do I need one, efficient bookkeeping tips and what else do I need to know?! | 3 | 195 | Hamilton |
| 20645HCIMMB | How can I market my business | There are many ways to market your business but which one suits you best? We cover all aspects including Stationary, Logos, Signage, Internet, Social Media, Events etc to help you go to the next step with your marketing. | 2 | 75 | Hamilton |
| 20645DADMP | Developing a Digital Marketing Plan | <p>With the rise of social media, the marketing environment has significantly changed.</p> <p>Digital marketing can be a valuable asset to your business that is measurable and cost effective.</p> <p>During this workshop, you will learn how to define your digital marketing strategy, developed a structured plan to put in to action and measure its ongoing effectiveness.</p> <p>Please note that this is not a computer course or a social media course. You</p> | 6 | 200 | Hamilton |



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|-------------|---|--|-------------------------|-------------|-------------------|
| | | may also like to try one of our social media masterclasses before enrolling in this Digital Marketing Plan workshop. | | | |
| 20645CAWWW | Create a website with Wordpress | <p>WordPress has involved in to a full content management system and is a popular website platform.</p> <p>Maybe you are interested in starting a blog, or perhaps you want a new business website, then WordPress might be what you are looking for.</p> <p>WordPress allows you to create a simple blog through to a fully functional website.</p> <p>The best part about WordPress is that it is easy to use with free templates to choose from. This is designed as an introductory course and students should be familiar with using a PC and the internet.</p> | 6 | 200 | Hamilton |
| 20645ITIM | Introduction to Instagram – Masterclass | <p>Getting started with Instagram for personal use or for business.</p> <p>Topics include:</p> | 3 | 80 | Hamilton |



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|-------------|--|--|-------------------------|-------------|-------------------|
| | | <ul style="list-style-type: none"> • What is Instagram? • Creating an Instagram account • Following other users • Taking photos and videos and handy tips and tricks • Posting photos to your Instagram account • Liking and commenting on the Instagram posts of other accounts • Tagging photos and the use of # hashtags • Regramming photos | | | |
| 20645ITFAM | Introduction to Facebook Advertising - Masterclass | <p>Facebook can be a powerful advertising tool when done right. Introduce your brand to new audiences and continue to engage with your existing customers by using the power of social media.</p> <p>Topics include:</p> <ul style="list-style-type: none"> • The value of Facebook Ads and how boosting is different • Understanding the basics of the Ads Manager Platform • So what is your social goal and how do you know if you have succeeded? | 3 | 150 | Hamilton |



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|-------------|----------------------------|--|-------------------------|-------------|-------------------|
| | | <ul style="list-style-type: none"> Q & A <p>Gain a better understanding of Facebook and be introduced to paid advertising</p> | | | |
| 20645UYIPAD | Understanding your iPad | <p>Enhance your understanding and use of your iPad with this short course. This course includes setting up your iPad, using Apps, view and share photos, email and web browsing, using FaceTime and social media.</p> <p>Learn how to get the most out of your iPad.</p> | 4 | 80 | Hamilton |
| 20645BCIS | Basic Computing in Seniors | <p>A supportive and relaxing introduction to personal computers. Be introduced to hardware and basic concepts of word processing, internet and email. No prior computer experience required. Aimed at those over 60 years.</p> <p>Concession rate already applies, no further discounts available.</p> <p>Fee includes tuition fee, materials and administration fee. Seniors Cards or</p> | 4 | 150 | Hamilton |



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|-------------|-----------------------|---|-------------------------|-------------|-------------------|
| | | other evidence of age is required at enrolment. | | | |
| 20645TTYPE | Touch Typing | TBC | | | Hamilton |
| 20645ARTFB | Art for Beginners | TBC | | | Hamilton |
| 20645PERMAW | Permaculture workshop | TBC | | | Hamilton |
| 20645LANG | Languages | TBC | | | Hamilton |



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CERTIFICATE IV IN TRAINING & ASSESSMENT QUALIFICATION – FEE FOR SERVICE SCHEDULE

| Certificate IV in Training & Assessment Skill Sets Fee for Service | | | | | |
|--|---|--|-------------|---------------|-----------|
| Course Code | Course Name | Course Detail | Tuition Fee | Materials Fee | Admin Fee |
| TAE40116 | Certificate IV in Training and Assessment | Full TAE course | 3230 | 100 | 150 |
| LLN | Certificate IV in Training & Assessment LLN | LLN unit – TAE LLN411 | 400 | 20 | 45 |
| Upgrade | Certificate IV in Training & Assessment 40116 Upgrade | Upgrade from TAE40110 to TAE40116 | 700 | 50 | 45 |
| TAEASS502 | Design and develop Assessment Tools | Diploma unit required for TAE40110 as now core unit | 430 | 20 | 45 |
| TAESS00015 | Enterprise Trainer & Assessor Skill Set | Enterprise Assessor Skill Set: <ul style="list-style-type: none"> • TAEASS401 Plan assessment activities and processes • TAEASS402 Assess competence • TAEASS403 Participate in assessment validation • TAEDEL301 Provide work skill instruction | 1350 | 50 | 100 |
| TAESS00011 | Assessor Skill Set | Assessor Skill Set: <ul style="list-style-type: none"> • TAEASS401 Plan assessment activities and processes • TAEASS402 Assess competence • TAEASS403 Participate in assessment validation • TAEASS502 Design and develop assessment tools | 1650 | 60 | 150 |



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| Certificate IV in Training & Assessment Skill Sets Fee for Service | | | | | |
|--|---------------------------------|---|------|-----|-----|
| TAESS00017 | Workplace Supervisor Skills Set | Workplace Supervisor Skill Set: <ul style="list-style-type: none">• TAEASS301 Contribute to assessment• TAEDL301 Provide work skill instruction• TAEDL404 Mentor in the workplace | 1150 | 40 | 150 |
| TAE40116 | Assessment Only Pathway | Full TAE Course | 1615 | 100 | 150 |



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2. ENROLMENT FEES AND CHARGES

The enrolment fees and charges outlined in the *Fees and Charges Table* attached are for individuals enrolling into pre-accredited, fee for service and accredited training at Southern Grampians Adult Education Inc (SGAE) from 1 January 2020. All students will be charged the relevant **Tuition Fee** for enrolment in each program. For some programs a **Resources & Materials Fee** and/or an **Administration Fee** is also applicable. Where a range in fees is listed, it indicates that the fees for the course will vary depending on the units selected. Please contact our office for exact fees and charges applicable to training suitable to your circumstances and needs. The student tuition fees as published are subject to change given individual circumstances at enrolment.

1.1 TUITION FEE

Tuition Fees as published are subject to change given individual circumstances at enrolment. For each enrolment, the tuition fee will be calculated based on the scheduled number of nominal hours of training a person enrolls in at that time: (*i.e. Number of Nominal Hours to be undertaken x \$ amount per hour = \$ Tuition Fee to be charged*).

Students can choose to pay the full amount of their course upon enrolment or, if a course is undertaken partly in 2018 and partly in a second or subsequent calendar year/s, Tuition Fees may be invoiced according to the rate of fees applicable when the training is to be undertaken (*i.e. Tuition Fees may be charged at the commencement of each year for the scheduled number of hours to be undertaken in that year*).

Skills First Program Funded Tuition Fee

Individuals eligible under the State Government's *Skills First* program are required to pay either the *Skills First* Program Funded Tuition Fee as shown in in column (2) of the *Fees and Charges Table*, or if applicable, the Concession Tuition Fee as shown in column (1) of the *Fees and Charges Table*. The Government Contribution to Training (applicable to *Skills First* Program students) in column (3) of the *Fees and Charges Table* shows the approximate value of the contribution from government towards the qualification for individuals eligible for VTG funding.

Full Tuition Fee

Individuals who are not eligible under the *Skills First* program are required to pay the Full Tuition Fee as shown in column (4) of the *Fees and Charges Table*.

Concession Tuition Fee

For enrolments in courses at Certificate IV level and below, the Concession Tuition Fee will apply for individuals who are eligible for government funding and prior to the commencement of training, produce a current and valid:

- Commonwealth Health Care Card (*or a dependant spouse or dependent child of a cardholder*); or
- Pensioner Concession Card (*or a dependant spouse or dependent child of a cardholder*); or
- Veteran's Gold Card

The Concession Tuition Fee will be at 20% of the *Skills First* Program Funded Tuition Fee.



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Recognition of Prior Learning (RPL) Tuition Fees

SGAE will apply a charge for any assessment conducted as RPL only if the assessment is conducted at the request, or with the consent of the student.

ACFE Pre-Accredited Short Courses are government funded and concession already applies to these subsidised tuition fees.

Fee for Service courses are not government funded and concession fees do not apply.

1.2 RESOURCES & MATERIALS FEE

In addition to the Tuition Fee a Resources & Materials Fee will also apply and be charged to the student during the enrolment period as shown in column (5) of the *Fees and Charges Table*. These fees are for payment of all required learning and assessment materials. The Resources & Materials Fee charged will vary depending on the course and the units to be undertaken. The materials fee is a set amount for each course regardless of when the student commences the course. Detailed information will be provided to students prior to enrolment.

1.3 ADMINISTRATION FEE

An Administration Fee may apply as shown on the *Fees and Charges Table*.

1.4 ADDITIONAL FEES

Additional fees may apply resulting from any variation to the original training program i.e. unit substitution,

Re-assessment

In the event that a student is deemed not-yet competent at the completion of the program, options and fees for completing training and assessment or re-enrolment can be discussed with SGAE.

Replacement of Testamur/Statement of Attainment

Issuance of a replacement Testamur at the request of the student may incur an administrative fee of \$40 (per qualification). If charged, this fee must be paid prior to the issuance of the Testamur. Students can request a Record of Results at any time without charge.

NOTE: COURSES ARE SUBJECT TO MINIMUM NUMBERS TO PROCEED

Fee Protection for Students

To protect your fees SGAE does not accept more than \$1500.00 in advance from any individual student at any time.

Please refer <http://www.sgae.vic.edu.au> for full Fees & Refund Policy. Please refer <http://www.sgae.vic.edu.au> for full costs related to the course you undertaking



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Deposit

Course deposit for all other programs is to be paid upon acceptance of placement for a program.

The deposit will generally be from 10% to 20% of the total course cost or 10% of the balance of a course that is subsidised.

The deposit is deducted from the total fees payable and is refundable in the event of an approved cancellation.

Fee Payment

Fees for courses of \$500 or less are to be paid in full a minimum of 7 days prior to commencement, unless a payment plan has been agreed on prior to this time.

Timing of payment for fees for all other courses will be advised within the course information package and will be dependent upon a number of issues such as but not limited to:

- Total course cost
- Course duration

Default of payment may result in the student being suspended from the next unit(s) if they do not negotiate a payment plan with SGAE

Statement of Fees

Qualification and Skill-Set Course fees will comprise of:

- A non-refundable Administration Fee for all Qualifications and Skill-Set Course payable at time of application and covers the cost of processing the enrolment and associated paperwork. This does not apply to Skills First funded students
- Tuition Fees are the charges for the delivery of all essential components of the course i.e. technology costs and trainer costs
- Resources & Materials Fee relates to consumable items that become the property of the learner. These may include items such as text books, uniforms etc

A Statement of Fees document will be provided to each student, who is undertaking an accredited course, for signing.

Note: Personal costs are not included in tuition fees or materials costs and are payable by the learner. These might include child care, travel/transport, accommodation costs, food etc.

Payment Options

SGAE may negotiate a flexible payment option for students in need. A payment plan will be documented and an invoice provided. Payment will be considered to have been received once funds have cleared SGAE's bank account.

Concession

Concessions apply only to the Tuition Fee component of charges and only if you are eligible for *Skills First Funding*. You may be eligible for a concession if you have evidence of current concession eligibility. Please refer to the Statement of Fees included in your enrolment pack.

Student Loans

SGAE is not currently a Student Loan provider.



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3. REFUNDS

Refunds

Details of the SGAE Fees & Refund policy are outlined below. The full Fees & Refund Policy & Procedure is available at www.sgae.vic.edu.au

Student Inability to Commence Course

If you are unable to attend a course you are entitled to either:

- Nominate a suitable substitute attendee to the course; or
- On one occasion only, where due notice of 7 days has been given where practicable, to defer participation to the next commencement of the same course.

Early Departure

Where a student wishes or needs to exit a course early they are required to:

- advise SGAE in writing within 7 working days of their last attendance;
- complete a Refund Request available from SGAE Reception or from our website www.sgae.vic.edu.au

If a student exits a course prior to completion of the course they will be refunded the amount of money that was paid in advance less the cost of tuition delivered and materials expended to the date of departure. A refund statement will be provided. Refunds will only be made to the person or entity who made the original payment

Student Cancellation

A refund less the non-refundable Administration Fee will be made where cancellations are notified 7 business days or more prior to the course commencement.

Where cancellation is made less than 7 business days prior to commencement SGAE will withhold or charge the:

- Administration Fee
- Any deposit paid
- Any funds expended for materials

If you fail to notify us of cancellation (no-show) prior to course commencement this will result in the full fee, including for materials, being forfeited/charged.

Special Circumstances and Medical Certificates

Circumstances such as illness and traumatic events will be considered as Exceptional or Special Circumstances for refund purposes. Students will be required to provide evidence to support claims of exceptional or special circumstance e.g. Illness – (doctor's certificate) or family crisis.



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SGAE Cancellation

Programs may be cancelled due to low registrations or other extenuating circumstances. Reasonable notice of cancellation including an offer of transfer to another program will be given to students. If SGAE cannot honour the transfer or if you do not accept in writing to transfer to another program SGAE will refund full fees paid including the Administration Fee.

How to Claim a Refund

Request for refunds must be made using the Refund Request Form (available on-line and from SGAE reception) to SGAE within 7 business days of the last day of attendance. Refunds will only be made after the fees have been cleared through SGAE's bank account.

Payment of Refund

A Refund Statement that explains how the refund amount has been calculated will be provided in all cases where a refund is made.

Refunds will not be paid to a third party. All refunds will be made by direct bank transfer to the account of the person who made the original payment(s) within 28 days of receipt of application for refund.