



Training & Professional Development Fee Schedule

ECTARC offers a simple, affordable way to study

ECTARC offers pay as you progress financial plans for courses studied via distance study or traineeship/apprenticeship. ECTARC is a community owned, not-for-profit registered training organisation and we aim to make high quality early childhood training accessible and affordable for all.

How you can save time and money

If you have previously studied an early childhood qualification it is really important to send copies of certificates and transcripts to ECTARC as you may receive credits for the units you have already completed. When you receive credits this will reduce the amount of units you need to study and will therefore save you money. To discuss any previous study or fees payable please contact ECTARC on 02 4223 1111 or email info@ectarc.com.au

Flexible Study Courses - Fee for Service

Enrolment Fee

This fee is payable on enrolment and applies to all fee for service courses.

\$225

Upgrading your qualification? Re-enrolment of ECTARC students

Any student, trainee or apprentice that successfully completes an ECTARC qualification is invited to enrol in a second qualification for a reduced re-enrolment fee of \$80. The normal course enrolment fee of \$225 will not apply.

\$80

Education & Care Qualifications

	No of units	Price of unit	Total cost	First Aid*
CHC30121 Certificate III in Early Childhood Education and Care	16	\$230	\$3680	+HLTAID012
CHC50121 Diploma of Early Childhood Education and Care	15	\$230	\$3450	
10983NAT Certificate III in Outside School Hours Care	14	\$230	\$3220	+HLTAID012
CHC50221 Diploma of School Age Education and Care	22	\$230	\$5060	+HLTAID012

* First Aid component to be completed externally through a registered training provider. A copy of the Statement of Attainment must be provided to ECTARC to verify successful completion. Please see First Aid note for further details.

CHC40113 Certificate IV in School Age Education and Care fees are currently \$195 for existing students finishing this qualification. Enrolments are now closed for this course.

Business, Leadership & Management Qualifications

BSB30120 Certificate III in Business	13	\$230	\$2990
BSB40120 Certificate IV in Business	12	\$230	\$2760
BSB40520 Certificate IV in Leadership and Management	12	\$230	\$2760

Flexible Study Short Courses

- no enrolment fee applies (if purchasing more than three (3) an enrolment fee will apply).

Child Protection - CHCPRT025 Identify and report children and young people at risk	1		\$230
Bridging from CHCPRT001 Identify and respond to children and young people at risk to CHCPRT025 Identify and report children and young people at risk.	1		\$205
Safe Food Handling - HLTFS001 Follow basic food safety practices	1		\$230

Flexible Study Fee for Service Courses - Terms and Conditions

Flexible Study Payment Option

ECTARC flexible study students pay per unit as they progress through their studies. Units can be purchased online 24 hours a day, 7 days per week via our secure online payment portal. Units (learning resources and assessments) will be opened on the ECTARC Training Portal on the next business day.

Fees Paid in Advance

ECTARC students are not permitted to purchase units or pay any fees above the value of \$1500 at any time. Where a third party is paying for the program, this amount may be increased with the approval of the CEO. Where a student enrolls online and the amount paid is greater than this, they shall be contacted and refunded the difference.

Payments

A maximum of 6 units can be purchased at one time. A maximum of 6 units can be purchased when undertaking Recognition of Prior Learning. Fees can be paid by EFTPOS, credit card, or direct deposit. Units can be ordered over the telephone with a credit card.

Assessment Submission Requirements

Students must submit at least 1 assessment task within a 6 month period or their enrolment will be made inactive. If they remain inactive for 9 months they will be withdrawn from the program. To recommence studies, students will need to complete the full enrolment process and this will include the payment of enrolment fees. Students have the opportunity to submit an assessment task a maximum of three times (per unit) for an assessment. If a unit is deemed 'Not Yet Satisfactory' after the third submission, and a student wants to re-enrol in that particular unit, a unit re-enrolment fee of \$80 will be charged.

Course Extension Fees

Flexible study students have 2 years to complete a Certificate III and Certificate IV qualification and up to 3 years for a Diploma qualification (please see course information for relevant enrolment period) and 6 months for a single unit short course. If a student does not complete their course in the required time frame and wishes to extend the amount of time they have to do a course, an extension may be granted and fees apply. An extension must be applied for prior to the student's enrolment end date. To extend a course for one month costs \$50, 3 months will cost \$110 and 6 months will cost \$210. The extension will commence the day after the original end date regardless of when payment is made.

Refund Policy

The enrolment fee is non-refundable, except where the student withdraws their application within the 14 day cooling off period, or they do not satisfy the enrolment criteria, in which case it is refunded in full. If a student is accepted by ECTARC and then elects not to participate in the course after the cooling off period, then the enrolment fee is non-refundable. The cooling off period commences from the date the student is officially enrolled with ECTARC, i.e the start date in the ECTARC Student Management Portal.

ECTARC offers refunds on fees paid for units in the following circumstances:

- within 10 business days of purchase - cost of the unit less a 20% administration fee
- where a student has overpaid the enrolment fee/unit charges - full refund of the difference
- where a course is cancelled by ECTARC - full refund.

Students must request a refund in writing. All refunds will be forwarded to the student within 2 weeks of receipt and approval of the request. Please email info@ectarc.com.au to apply for a refund and state the reasons you wish to receive a refund. For more information on refunds please see Fee and Refund Policy at www.ectarc.com.au/training/about/policies

Access to the ECTARC Training Portal

Students will be provided 24 hour access to the ECTARC Training Portal where required for the program of study. This access will continue to be granted for 14 days after the student's completion/withdrawal date. If students require access after this time a fee of \$30 will be charged to re-open and provide access for a period of 1 month.



NSW Traineeships

Types of NSW Traineeship Courses

There are 2 types of traineeship courses: New Entrant and Existing Worker. There are currently no fees associated with New Entrant Traineeships in NSW. This training is subsidised by the NSW Government.

Existing Worker traineeships are a Fee for Service arrangement and the employer and the trainee must come to a mutual agreement as to who is responsible for the payment of fees prior to commencement of training.

NSW NEW ENTRANT Traineeship Courses	No of units	Total cost	First Aid*
CHC30121 Certificate III in Early Childhood Education and Care	16	\$0	+HLTAID012
10983NAT Certificate III in Outside School Hours Care	14	\$0	+HLTAID012
CHC50121 Diploma of Early Childhood Education and Care	15	\$0	
CHC50221 Diploma of School Age Education and Care	22	\$0	HLTAID012

NSW EXISTING WORKER Traineeship Courses	No of units	Total cost	First Aid*
CHC30121 Certificate III in Early Childhood Education and Care	16	\$3680	+HLTAID012
10983NAT Certificate III in Outside School Hours Care	14	\$3220	+HLTAID012
CHC50121 Diploma of Early Childhood Education and Care	15	\$3450	
CHC50221 Diploma of School Age Education and Care	22	\$5060	HLTAID012

* First Aid component to be completed externally through a registered training provider. A copy of the Statement of Attainment must be provided to ECTARC to verify successful completion. First Aid course fee will be refunded to trainees up to the amount of \$160. Smart and Skilled website (<https://education.nsw.gov.au/skills-nsw>). Please see First Aid note for further details.

Existing Worker Fees

Initial payment due on enrolment for Existing Worker traineeships: \$250

Existing Worker fees are an arrangement between the employer and the trainee. Where fees are not paid by a third party, trainees are required to commit to an ongoing direct debit plan prior to sign up. This will continue until the outstanding amount is paid.

Exemptions (Only relevant when new entrant fees exist. Not applicable for existing workers)

An exemption is where no fee is charged to the student. For exemptions, the government subsidises the total cost of the qualification. Fee exemptions are available to eligible students who:

- are Aboriginal and/or Torres Strait Islander (through descent, self-identification or community identification)
- meet the Smart and Skilled disability criteria, for their first course commencement in a calendar year (proof of a disability support pension or documentary evidence from an appropriate medical professional is required)
- are the dependants of disability support pension recipients, for their first course commencement in a calendar year.

Exemptions may apply. Discuss with ECTARC or your Apprentice Connect Australia Provider for further details.

Concession fees (Only relevant when new entrant fees exist. Not applicable for existing workers)

Concession fees are discounted fees for disadvantaged people who are studying for qualifications up to and including Certificate IV.

The concession fee applies to the whole qualification and is a flat fee set for each qualification level, ranging from \$80 for a foundation skills course to \$240 for a Certificate III or IV.

They are available to eligible students who:

- are receiving a specified Australian Government benefit or allowance at the time of their enrolment (e.g. age pension, carer payment, Veterans' Affairs pension, single parenting payment or youth allowance)
- meet the Smart and Skilled disability criteria, for a second or further course in a calendar year (proof of a disability support pension or documentary evidence from an appropriate medical professional is required)
- are the dependants of disability support pension recipients, undertaking a second or further course in a calendar year.

ACT Traineeships

There are 2 types of traineeship courses - New Entrant and Existing Worker. Traineeships can be commenced at any time of the year. ACT traineeships are funded under User Choice initiatives by the ACT Government, however the following one-off fees apply:

ACT Traineeship Courses	No of units	Total cost	First Aid*
CHC30121 Certificate III in Early Childhood Education and Care	16	\$350	+HLTAID012
CHC50121 Diploma of Early Childhood Education and Care	15	\$350	
CHC50221 Diploma of School Age Education and Care	22	\$350	+HLTAID012

* First Aid component to be completed externally through a registered training provider. A copy of the Statement of Attainment must be provided to ECTARC to verify successful completion. First Aid course fee will be refunded to trainees up to the amount of \$160. Trainees are not required to pay additional fees for bridging. Please see First Aid note for further details.

Payment due on enrolment for all courses

Fees may be paid in full or a direct debit plan must be arranged.

Outstanding fees

The full amount can be paid upfront or trainees/apprentices are required to contribute via ongoing direct debit until the outstanding amount is paid.

Concessions

Some concessions/exemptions exist under government funding arrangements. Fee concessions are available to you if, at the start of training, you hold a current and valid:

- Australian Government Health Care Card; or
- Australian Government Pensioner Card; or
- can prove genuine hardship.

If you are eligible for a concession, you may be exempt from paying part or all of your student course fees. Students must complete an ECTARC Application for Concession/Exemption Form and submit this to ECTARC with a copy of current evidence. Eligibility rules apply.



Traineeships and Apprenticeships

gain a nationally recognised
qualification, while also
earning an income

EVET

gain a nationally recognised
qualification in Years 11 & 12



QLD Traineeships & Apprenticeships

User Choice traineeships and apprenticeships are funded by the QLD Government through the QLD Department of Employment, Small Business and Training (DESBT). Queensland traineeship and apprenticeship courses can be commenced at any time of the year. All Registered Training Organisations, including ECTARC, are required by the QLD DESBT to charge a trainee/apprentice contribution fee towards the cost of their training. The contribution fee will be calculated at \$1.60 per nominal hour for each unit of competency being undertaken as outlined by DESBT. The exact cost of the program will depend on electives chosen and fees will be calculated accordingly as per units selected in training plan development. This fee policy also applies to any units being undertaken via the recognition process for prior knowledge and skills, but does not apply to units recognised and granted as credit transfer.

The approximate costs for a full qualification in each program:

QLD Traineeship & Apprenticeship Courses	No of units	First Aid**	Full fee	Partial exemption	Under 25s	Who pays
CHC30121 Certificate III in Early Childhood Education and Care - Traineeship	16	+HLTAID012	\$1772.80	\$709.12	\$0	Trainee
10983NAT Certificate III in Outside School Hours Care - Traineeship	14	+HLTAID012	\$1147.20	\$458.88	N/A	Trainee
CHC50121 Diploma of Early Childhood Education and Care - Apprenticeship	15		\$2140.80	\$856.32	\$0	Employer or apprentice

** First Aid component to be completed externally through a registered training provider. A copy of the Statement of Attainment must be provided to ECTARC to verify successful completion. First Aid course fee may be refunded - please see First Aid note for further details.

- For those cases where User Choice state funding is not available for training, a 'Fee for Service' mode of delivery for trainees is available at standard ECTARC rates. This means the employer pays ECTARC for the training from incentive payments received from the Australian Government.
- All employers need to check the Children's Services Award regarding the payment of travel costs, fees and release time for training.
- All employers are advised to contact the Fair Work Commission (Tel: 131 394) to determine which Award/Arrangement your employees are paid under.
- NOTE: Under User Choice, DESBT may amend the amount of fees chargeable at any time.

QLD Funded Programs

The QLD Department of Employment, Small Business and Training (DESBT) funds ECTARC to deliver early childhood qualifications through the *QLD VET Investment Plan*. The participant must pay a co-contribution fee.

The approximate costs for a full qualification in each program:

QLD Funded Courses	No of units	First Aid**	Full fee	Partial exemption	JobTrainer	Who pays
CHC30121 Certificate III in Early Childhood Education and Care - Certificate 3 Guarantee Program	16	+HLTAID012	\$720.20	\$288.08	\$0	Participant
10983NAT Certificate III in Outside School Hours Care - Certificate 3 Guarantee Program	14	+HLTAID012	\$466.05	\$186.42	N/A	Participant
CHC50121 Diploma of Early Childhood Education and Care - Higher Level Skills Program	15		\$869.70	\$347.88	\$150	Participant
CHC50221 Diploma of School Age Education and Care - Higher Level Skills Program	22	+HLTAID012	\$1005.55	\$402.22	\$230	Participant

** First Aid component to be completed externally through a registered training provider. A copy of the Statement of Attainment must be provided to ECTARC to verify successful completion. First Aid course fee may be refunded - please see First Aid note for further details.

Fee Payment Requirements, Concessions/Exemptions

Full payment of fees is required by the date of completion.

Provision exists for partial and full exemptions on fees so participants are not financially disadvantaged. Exemption policies and procedures are explained and concession application forms are provided at sign up.

Exemption categories are outlined in the relevant handbooks on the ECTARC website. Once application for the exemption is approved, the trainee/apprentice/student/employer is responsible for the payment of the remaining co-contribution fee.

Full Exemption

A participant may receive 100% funding and be totally exempt from paying co-contribution fees if they fall into one or more of exemption categories:

- Where the participant is a school student
- The participant completed year 12 and was a school leaver the year prior to commencing the program.

A number of payment options are available and participants may choose a method that best suits their financial needs. Tuition fees are payable by EFTPOS credit card or payment plan via direct debit. Forms for this purpose will be made available to you at sign up. If you require further forms or information, or need to discuss other options, please call ECTARC on 07 3290 2966.

****First Aid**

The first aid component (HLTAID012 Provide First Aid in an education and care setting) must be completed externally through a registered training provider of the student's choice. Please refer to the ECTARC Course Guide, Student Handbook or speak to your Training and Development Officer to confirm which First Aid units must be completed for your particular qualification, as the correct unit must be completed to receive a Credit Transfer. Where eligible, ECTARC will cover the cost on behalf of the student. The nominated registered training provider must invoice ECTARC for the cost of the unit and reference the student's name on the invoice. Payments will be made within 14 days of receiving the invoice.

Please note for Queensland students: If the student has previously completed the required First Aid unit as part of a program that has been funded by the QLD Government, and needs to update this throughout the enrolment period, this unit will not be eligible for funding. This means the student will be required to pay the costs associated with this training directly to the external training provider as per their fees and charges.

Traineeship and Apprenticeship Terms and Conditions

Refund Policy

NSW & ACT

Trainees are eligible to receive a tuition fee refund within 30 days from their start date in the ECTARC Student Management portal. Any requests for a refund within the 30 day 'withdrawal with no penalty' period must be in writing and addressed to ECTARC management. Trainees do not receive a refund of tuition fees after the 30 day 'withdrawal with no penalty' period. For NSW trainees please refer to the ECTARC Smart and Skilled Fee Administration Policy on the ECTARC website.

QLD

QLD traineeship, apprenticeship and funded programs refund policy is outlined below:

- where a participant does not commence a unit of competency, then ECTARC will reimburse the participant for all co-contribution fees collected
- where a participant withdraws from a unit of competency after participating in the learning activity, then 50% of the co-contribution fee will be reimbursed
- where a participant has conducted training and assessment for a unit, no refund will be given on co-contribution fees paid.

Participants will be refunded fees for any of the following circumstances:

- the Training Contract is cancelled
- a trainee/apprentice is granted an exemption after payment of full fees
- change of training organisations
- the student has an illness or injuries which prevent them from completing.



Funded Programs Information

From time to time, the federal or state governments offer funding for various training initiatives. ECTARC often has different funded training courses available. For current funded training opportunities visit the Funded Training webpage at www.ectarc.com.au, call NSW on 02 4223 1111 or email natalie@ectarc.com.au. To enquire about funded programs in QLD please call 07 3290 2966 or email QLDinfo@ectarc.com.au. Some fees may apply with funded programs unless full exemption is granted. Fees to be charged are guided by the funding provider's contract and will be discussed with students prior to enrolment.

Recognition of Prior Learning - RPL

The RPL process is best suited for people who have the current knowledge and skills required of individual unit of competencies or a full qualification. Candidates must have significant experience to successfully complete an RPL application. The assessment process includes submission of a Portfolio, a Competency Conversation and Practical Assessment in the workplace. For more information visit the ECTARC website or call ECTARC to discuss RPL and to receive a copy of the RPL Handbook. Please note: Travel costs may be added to the RPL Assessment fee depending on the location of the assessment. Contact ECTARC for further details.

RPL Enrolment Fee	\$225
RPL – CHC30121 Certificate III in Early Childhood Education and Care (16 units) Plus, a current HLTAID012 Provide First Aid in an education and care setting - this is an additional cost to the student and must be obtained from an accredited first aid training provider.	\$3120
RPL – 10983NAT Certificate III in Outside School Hours Care (14 units) Plus, a current HLTAID012 Provide First Aid in an education and care setting - this is an additional cost to the student and must be obtained from an accredited first aid training provider.	\$2730
RPL – CHC50121 Diploma of Early Childhood Education and Care (15 units)	\$2925
RPL – CHC50221 Diploma of School Age Education and Care (22 units) Plus, a current HLTAID012 Provide First Aid in an education and care setting - this is an additional cost to the student and must be obtained from an accredited first aid training provider.	\$4290
RPL - BSB40520 Certificate IV in Leadership and Management (12 units)	\$2340
RPL - BSB30120 Certificate III in Business (13 units)	\$2535
RPL - BSB40120 Certificate IV in Business (12 units)	\$2340
RPL Single Unit Assessment per unit cost	\$195 per unit

Payment of RPL Fees

Payment of the enrolment fee and 1 unit is made on enrolment. Where the candidate is completing one or more clusters of units by RPL, orders for a maximum of 6 units at a time can be made by contacting ECTARC by phone. Once payment has been made for a unit, candidates will be provided with the resources and tools to complete the RPL application process.

Option for completing a unit when sufficient evidence cannot be gathered

Where a candidate cannot satisfactorily meet all requirements of a unit by RPL and wishes to complete the unit by a training and assessment process, they are required to pay the difference of the cost as per the Flexible Study Courses costs in this Fee Schedule. Once this payment is received the candidate will receive the required learning materials and assessment tasks in the ECTARC Training Portal to complete the unit.

Bridging

If you hold a superseded qualification such as CHC30113 Certificate III in Early Childhood Education and Care, or individual units of competency, you may be able to update these by bridging to the newest version. Bridging consists of identifying gaps that exist within individual units and then providing assessment tasks to cover these gaps. Bridging can be done by written assessment or RPL. Bridging costs \$150 per unit (this includes the assessment task/s required to be completed). Please note: Not all superseded units can be bridged.

Bridging
\$150 per unit

If you have completed bridging for a unit and wish to be issued with a Statement of Attainment, the cost for the certificate is an additional \$55.

Child Protection Bridging

Update your qualification by bridging from CHCPRT001 Identify and respond to children and young people at risk to the current CHCPRT025 Identify and report children and young people at risk. Cost \$205 (\$150 for bridging + \$55 for a Statement of Attainment certificate).

\$205

Employer Payments

Employer payments over \$1500 must be approved by ECTARC Management and CEO prior to being made. Payments in advance remain as credit and programs are subject to any fee revisions that are made throughout the enrolment period.

Employers that pay on a student's behalf are entitled to transfer an enrolment from one staff member to another staff member. The first staff member that wishes to withdraw from the course is entitled to a Statement of Attainment for any units completed and fees associated with these units are charged in full and deducted from the amount paid. Incomplete units that have been provided to the student are subject to a 20% administration fee and the remaining amount paid for these units will be credited. Units not provided to the student will be credited in full.

The new staff member enrolling in the qualification must pay the full enrolment fee and is entitled to use the credit amount remaining from the purchase of the course by the employer. For example, if student A has studied 5 units of a 15 unit course, Student B will be entitled to a credit amount equal to the 10 units less any applicable administration charges. If the full course duration has expired then no refund or credit will be issued.

If an employer purchases a single unit course and wishes to move the enrolment from one staff member to another staff member, an administration fee of 20% of the course cost will be deducted from the original payment and the remaining credit will go towards the new enrolment. A \$80 re-enrolment fee will apply. If the six month course duration has expired then no refund or credit will be issued.

ECTARC Guarantee

ECTARC holds funds in trust to ensure money is available to conduct training and assessment. ECTARC is audited annually by a professional accounting firm to guarantee the required funds are available and set aside to fulfil all training and assessment obligations to our students.

Issuing qualifications and outstanding accounts

ECTARC will issue qualifications within 30 days of a student successfully completing their training and assessment. The qualification will then be sent via registered post providing all fees have been paid.

Re-issue

A fee of \$65 will be charged for a certificate or Statement of Attainment to be reissued.

Statement of Attainment printing

To receive a Statement of Attainment for a single unit completed within a qualification a fee of \$65 will be charged.

Fee Review

ECTARC reviews the fees and charges on an annual basis. Management reserves the right to change program and unit fees listed in this brochure without notification. Any fee increments will apply to all applicable existing students.



EARLY CHILDHOOD
EDUCATION SERVICES & TRAINING

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