

# 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 credit 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](mailto:info@ectarc.com.au)

## Distance 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 \$60.00. The normal course enrolment fee of \$225.00 will not apply.

\$60

Education & Care Qualifications	No of units	Price of unit	Total cost	First Aid*
CHC30113 Certificate III in Early Childhood Education and Care	17	\$195	\$3315	+HLTAID004
CHC50113 Diploma of Early Childhood Education and Care	27	\$195	\$5265	+HLTAID004
CHC40113 Certificate IV in School Age Education and Care	18	\$195	\$3510	+HLTAID004
CHC50213 Diploma of School Age Education and Care	24	\$195	\$4680	+HLTAID004

\* First Aid component to be completed externally through a registered training provider. If you are unable to complete the HLTAID004 you can study the new HLTAID012 Provide first aid in an education and care setting and then complete a bridging assignment with ECTARC (PLEASE NOTE: a \$65.00 bridging assessment fee applies). If you require a Statement of Attainment for this unit an additional \$55.00 fee applies.

### Leadership & Management Qualification

BSB42015 Certificate IV in Leadership and Management	12	\$195	\$2340
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### Short Courses

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

Nutrition and Menu Planning - CHCECE004 Promote and provide healthy food and drinks	1		\$210
Safe Food Handling - HLTFS001 Follow basic food safety practices	1		\$210
Child Protection - CHCPRT001 Identify and respond to children and young people at risk	1		\$210
CHCECE019 Facilitate compliance in an education and care setting	1	\$210	\$210

## Distance Study Courses - Fee for Service - Terms and Conditions

### Distance Study Payment Option

ECTARC distance 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. A hard copy of the learning resources for each unit can be purchased for an additional \$15.00 per book plus P&H at <https://ectarcpd.com.au/>.

### 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 available on the Training Portal at one time. A maximum of 1 cluster can be purchased when undertaking Recognition of Prior Learning. Fees can be paid by EFTPOS, credit card, direct deposit, cash, cheque or money order. Units can be ordered over the telephone with a credit card. Cash will be accepted if payment is made at the ECTARC head office in Warrarong. Please note: 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.

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. ECTARC have the right to hold the qualification until all fees are paid.

### Assessment Submission Requirements

Students must submit at least one assessment task within a 6 month period or their enrolment will be made inactive. If they remain inactive for 12 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 assessment. If a unit is deemed Not Competent after the third submission, and a student wants to re-enrol in that particular unit, a unit re-enrolment fee of \$65.00 will be charged.

### Course Extension Fees

Fee for service distance students have 2 years to complete a Certificate III and Certificate IV qualification, 3 years for a Diploma qualification 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 \$40.00, 3 months will cost \$100.00 and 6 months will cost \$200.00. 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.

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](mailto: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 P-1.51 Fee & Refund Policy at [www.ectarc.com.au/training/about/policies](http://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.

NSW NEW ENTRANT Traineeship Courses	No of units	Total cost	First Aid*
CHC30113 Certificate III in Early Childhood Education and Care	17	\$0	+HLTAID004
CHC50113 Diploma of Early Childhood Education and Care	27	\$0	+HLTAID004
CHC40113 Certificate IV in School Age Education and Care	18	\$0	+HLTAID004
CHC50213 Diploma of School Age Education and Care	24	\$0	+HLTAID004

\* First Aid component to be completed externally through a registered training provider. If you are unable to complete the HLTAID004 you can study the new HLTAID012 Provide first aid in an education and care setting and then complete a bridging assignment with ECTARC. First Aid course fee will be refunded to trainees up to the amount of \$160. Smart and Skilled website (<https://smartandskilled.nsw.gov.au/>) Trainees are not required to pay additional fees for bridging.

NSW EXISTING WORKER Traineeship Courses	No of units	Total cost	First Aid*
CHC30113 Certificate III in Early Childhood Education and Care	17	\$3315	+HLTAID004
CHC50113 Diploma of Early Childhood Education and Care	27	\$5265	+HLTAID004
CHC40113 Certificate IV in School Age Education and Care	18	\$3510	+HLTAID004
CHC50213 Diploma of School Age Education and Care	24	\$4680	+HLTAID004

## 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/apprentices 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 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 Australian Apprenticeship Centre 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 Early Childhood Traineeship Courses	No of units	Total cost	First Aid*
CHC30113 Certificate III in Early Childhood Education and Care	17	\$350	+HLTAID004
CHC50113 Diploma of Early Childhood Education and Care	27	\$350	+HLTAID004
CHC40113 Certificate IV in School Age Education and Care	18	\$350	+HLTAID004
CHC50213 Diploma of School Age Education and Care	24	\$350	+HLTAID004

\* First Aid component to be completed externally through a registered training provider. If you are unable to complete the HLTAID004 you can study the new HLTAID012 Provide first aid in an education and care setting and then complete a bridging assignment with ECTARC. 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.

**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.

## ACT Funded Training Programs

Skilled Capital is an ACT Government training initiative, funded by the ACT and Australian Governments.

ACT Skilled Capital Courses	No of units	Total cost	First Aid*
CHC30113 Certificate III in Early Childhood Education and Care	17	\$100	+HLTAID004
CHC50113 Diploma of Early Childhood Education and Care	27	\$400	+HLTAID004
CHC40113 Certificate IV in School Age Education and Care	18	\$190	+HLTAID004
CHC50213 Diploma of School Age Education and Care	24	\$400	+HLTAID004
Team Leader Skill Set	4	\$100	N/A

\* First Aid component to be completed externally through a registered training provider. If you are unable to complete the HLTAID004 you can study the new HLTAID012 Provide first aid in an education and care setting and then complete a bridging assignment with ECTARC (PLEASE NOTE: a \$65.00 bridging assessment fee applies). If you require a Statement of Attainment for this unit an additional \$55.00 fee applies.

### Student Completion Payment

ACT Australian Apprentices/Skilled Capital participants who successfully complete their qualification are eligible for a completion payment. A completion payment will be paid directly to the Australian Apprentice/Skilled Capital participant upon completion of the qualification and a survey. The completion payment is \$300 for each qualification. Australian Apprentices/Skilled Capital participants will be eligible to receive the completion payment for up to one (1) year after successful completion of the qualification, provided up to date email and bank account details are confirmed. An Australian Apprentice/Skilled Capital participant is not eligible for a completion payment where more than 50% of the units are completed through RPL. A significant proportion of units that receive credit transfer may also impact on student eligibility for the completion payment (refer Completing a Training Contract).



## 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 **maximum** costs for a full qualification in each program:

QLD Early Childhood Traineeship & Apprenticeship Courses	No of units	First Aid**	Full fee	Exemption	Under 25s	Who pays
CHC30113 Certificate III in Early Childhood Education and Care - Traineeship	17	+HLTAID004	\$1436.00	\$530.00	\$0	Trainee
CHC50113 Diploma of Early Childhood Education and Care - Apprenticeship	27	+HLTAID004	\$3292.80	\$1317.20	\$0	Employer or apprentice

\*\* First Aid component to be completed externally through a registered training provider. If you are unable to complete the HLTAID004 you can study the new HLTAID012 Provide first aid in an education and care setting and then complete a bridging assignment with ECTARC. First Aid course fee will be refunded up to the amount of \$160. QLD trainees and apprentices are not required to pay additional fees for bridging. 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 by them 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: 131394) 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 **maximum** costs for a full qualification in each program:

QLD Early Childhood Funded Courses	No of units	First Aid**	Full fee	Exemption	JobTrainer	Who pays
CHC30113 Certificate III in Early Childhood Education and Care - Certificate 3 Guarantee Program	17	+HLTAID004	\$583.70	\$233.48	\$0	Participant
CHC50113 Diploma of Early Childhood Education and Care - Higher Level Skills Program	27	+HLTAID004	\$1337.70	\$668.80	\$280	Participant
CHC50213 Diploma of School Age Education and Care - Higher Level Skills Program	24	+HLTAID004	\$1218.75	\$609.35	\$250	Participant

\*\* First Aid component to be completed externally through a registered training provider. If you are unable to complete the HLTAID004 you can study the new HLTAID012 Provide first aid in an education and care setting and then complete a bridging assignment with ECTARC. First Aid course fee will be refunded up to the amount of \$160. QLD funded students are not required to pay additional fees for bridging. 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 cheque, money order, 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 HLTAID004 Provide an emergency first aid response in an education and care setting must be completed externally through a registered training provider of the student's choice. Where eligible, ECTARC will cover the cost on behalf of the student. The nominated registered training provider must invoice ECTARC for the cost of HLTAID004 Provide an emergency first aid response in an education and care setting and reference the student's name on the invoice. Payments will be made within 7 days of receiving the invoice.

Please note: If the student has previously completed HLTAID004 Provide an emergency first aid response in an education and care setting as part of a program that has been funded by the Qld Government, and need 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 enrolment date. 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 P-1.50 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 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 courses running for different funded training courses. For current funded training opportunities visit the Funded Training webpage at [www.ectarc.com.au](http://www.ectarc.com.au) or call NSW on 02 4223 1111 or email [natalie@ectarc.com.au](mailto:natalie@ectarc.com.au) To enquire about funded programs in QLD please call 07 3290 2966 or email [QLDinfo@ectarc.com.au](mailto: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 – CHC30113 Certificate III in Early Childhood Education and Care (17 units) Plus, a current HLTAID004 Provide an emergency first aid response 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.	\$2975
RPL – CHC40113 Certificate IV in School Age Education and Care (18 units) Plus, a current HLTAID004 Provide an emergency first aid response 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.	\$3150
RPL – CHC50113 Diploma of Early Childhood Education and Care (27 units) Plus, a current HLTAID004 Provide an emergency first aid response 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.	\$4725
RPL – CHC50213 Diploma of School Age Education and Care (24 units) Plus, a current HLTAID004 Provide an emergency first aid response 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.	\$4200
RPL Single Unit Assessment per unit cost	\$175 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 1 cluster 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 Distance Study Courses costs in this Fee Schedule. Once this payment is received the Candidate will receive the required learning materials and assessment task to complete the unit.

### Bridging

If you hold a superseded qualification such as CHC30712 Certificate III in Children’s Services, CHC50908 Diploma of Children’s Services (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 an ECTARC assessor identifying the gaps that exist within individual units and then providing you with an assessment task to complete covering these gaps. Bridging can be done by written assessment or RPL. Bridging costs \$65.00 per unit (this includes the assessment task/s required to be completed). Please note: Not all superseded units can be mapped.	Bridging \$65 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 \$55.00.	
Child Protection Bridging Update your qualification by bridging from CHCCHILD401A Identify and respond to children and young people at risk or CHCCHILD401B Identify and respond to children and young people at risk to the current CHCPRT001 Identify and respond to children and young people at risk. Cost \$120 (\$65 for bridging + \$55 for a Statement of Attainment certificate).	\$120

## 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 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. 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 \$60 re-enrolment fee will apply. If the six month course duration has expired then no refund or credit will be issued.

## Re-issue

A fee of \$55.00 will be charged for a certificate or Statement of Attainment to be reissued.

## 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.

ECTARC also manages 11 early childhood education and care services in the Illawarra and Shoalhaven regions of NSW.



EARLY CHILDHOOD  
EDUCATION SERVICES & TRAINING

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