



International Institute of Business and Information Technology (IIBIT)

WorkReady Fees Policy

Purpose

IIBIT is committed to providing all students with current, up-to-date and comprehensive information relating to our fees that IIBIT charge under our WorkReady contract.

Policy Statement

This policy aims to satisfy IIBIT's obligation to the Department of State Development in accordance with our WorkReady Accredited Training Service Agreement (ATSA), in particular, clause 32, Fees.

Responsibility

The CEO is responsible for the control and issuance of this policy.

Definitions

ATSA	Means Accredited Training Service Agreement
Standards for RTOs 2015	Means the regulatory standards for training providers as set by The Council of Australian Governments' (COAG) Industry and Skills Council for endorsing vocational education and training (VET) standards.
Incidental Fee	Means a fee charged by the Service Provider to a Participant in accordance with clause 32.3;
Participant Course Fee	Means the fee that is charged by the Service Provider to a Participant for the provision of all Accredited Training (including assessment for Recognition of Prior Learning) necessary to complete a Course, but excluding Incidental Fees;

Policy Principles

IIBIT must ensure we provide all students with information pertaining to our fees policies prior to enrolment. This allows the student to make an informed decision about their training.

IIBIT will ensure that the following clauses contained within the WorkReady Accredited Training Service Agreement (ATSA) are adhered to, in particular:

32.1 The Service Provider must, in a location which is prominent, accessible and online, publish to its Participants and to Prospective Participants information about its participant fee policies so that Participants and Prospective Participants may make decisions about Enrolment in a Course after being informed of the full cost of the Course. The participant fee policies to be published must include:

- 32.1.1 a breakdown of the Participant Course Fee (if any);
- 32.1.2 all Incidental Fees that a Participant may be liable to pay; and
- 32.1.3 criteria for eligibility of a Participant for fee concessions and fee exemptions.

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32.2 The Service Provider must only charge a Participant for Accredited Training an amount that is in accordance with information provided to the Participant under clause 32.1.

32.3 The Service Provider may only charge Incidental Fees if the Participant is made aware that the Incidental Fees may be charged before enrolling in the Course and the Incidental Fees are a charge for an essential good or service that the Participant has the choice of acquiring from a supplier other than the Service Provider and is for:

32.3.1 equipment or items that become the physical property of the Participant and that are not consumed during the Course; or

32.3.2 food, transport and accommodation costs associated with the provision of field trips that form part of the Course.

32.4 Other than Incidental Fees, all other costs of the Course must be included in the Participant Course Fee.

32.5 The Participant Course Fee may be paid on behalf of a Participant by their employer or another third party, but cannot be paid or waived by the Service Provider.

32.6 Where a Participant Course Fee is payable, the Service Provider must retain evidence of the collection of the Participant Course Fee.

Fee Concessions

Some WorkReady approved applicants may be entitled to a fee concession for their course if at the time of enrolment, they hold:

- Hold a health care card
- Hold a pensioner concession card
- Hold a pensioner concession card issued by the Department of Veteran Affairs
- Are a prison inmate, a detainee, on remand, held in a South Australian institution in connection with the commission of an offence, or a child in a South Australian detention centre older than 16 years.

IIBIT will clearly state on our website the course fees for participants who can access fee concessions.

Related policies and documents

Related documents	<ul style="list-style-type: none">• Accredited Training Service Agreement• Fees and Refund Policy
Related Legislation	<ul style="list-style-type: none">• Standards for Registered Training Organization (RTOs) 2015
Review	A review of this policy and its associated procedures is undertaken annually by the Chief Executive Officer.