



Fee and Charges Schedule Current as at 1 August 2011

This schedule must be read carefully so that you fully understand your obligations as a learner. The only time Anntek Pty Ltd will ask for any fees to be paid in advance is at the time of enrolment and commencement. These payments (deposits and progress payment (a)) are required to cover the necessary costs associated with preparation of facilities, resources and materials to deliver the training program. As many of Anntek's fees and charges are not paid in advance, refunds are generally not offered other than where specified in this schedule.

TAE40110 Certificate IV in Training and Assessment						
Full Course - face to face						
Deposit	Progress payment (a)	Progress Payment (b)	Progress Payment (c)	Total	Per unit	Per cluster
\$500.00 (administration costs)	\$450.00 (learning and assessment resources)	\$125.00 x 10 (costs associated with conducting assessment, validation and recording assessment results)	\$250.00 (costs associated with production of testamurs, evaluation administration and finalisation of enrolment)	\$2450.00	\$245.00	N/A
<ul style="list-style-type: none"> • An invoice for the amount of \$950.00 (consisting of the deposit and Progress Payment (a)) will be issued to the learner upon enrolment. The deposit amount of this invoice must be paid at least two weeks prior to commencement of the course. Learners wishing to pay the invoice in total will be issued with their learning and assessment materials immediately (unless they request to have them issued on the day of commencement). Alternately learners can elect to pay Progress Payment (a) on the day of commencement at which time they will be issued for all learning materials • Learning and assessment materials will not be issued to learners that have not paid Progress Payment (a) • Progress payments of \$125.00 Progress Payment (b) will be invoiced upon submission of assessment for each unit of competency. Assessment decisions will not be provided to the learner until the invoice has been paid • Progress Payment (c) will be invoiced upon completion. Qualifications and/or statements of attainment will not be issued where the final payment has not been made • All invoices are due and payable within 14 days • There is no refund on the cost of the learning and assessment materials once they have been released by Anntek Pty Ltd • Learner cancelling their enrolment will be entitled to a refund for Progress Payment (a) providing the course materials are returned (if they have been issued) in good condition with no markings on them. Electronically issued resources do not attract a refund once the resources have been issued. • The deposit amount is not refundable. • Other arrangements for progress payments must be negotiated on a case by case basis with Anntek Pty Ltd 						

TAE40110 Certificate IV in Training and Assessment

Full Course - distance

<i>Deposit</i>	<i>Progress payment (a)</i>	<i>Progress Payment (b)</i>	<i>Progress Payment (c)</i>	<i>Total</i>	<i>Per unit</i>	<i>Per cluster</i>
\$250.00 <i>(administration costs)</i>	\$250.00 <i>(costs to prepare learning and assessment resources)</i>	\$125.00 x 10 <i>(assessment, validation and administration costs)</i>	\$250.00 <i>(costs associated with production of testamurs, evaluation administration and finalisation of enrolment)</i>	\$2200.00	\$220.00	

- An invoice for the amount of \$700.00 (consisting of the deposit and Progress Payment (a)) will be issued to the learner upon enrolment. . Learners may elect to pay the deposit and Progress Payment (a) separately by negotiation with Anntek Pty Ltd. However, the deposit and Progress Payment (a) must both be paid before the learning and assessment materials will be released by Anntek Pty Ltd.
- Progress payments of \$125.00 Progress Payment (b) will be invoiced upon submission of assessment for each unit of competency. Assessment decisions will not be provided to the learner until the invoice has been paid
- Progress Payment (c) will be invoiced upon completion. Qualifications and/or statements of attainment will not be issued where the final payment has not been made
- All invoices are due and payable within 14 days
- There is no refund on the cost of the learning and assessment materials once they have been released by Anntek Pty Ltd. Electronically issued resources do not attract a refund once the resources have been issued.
- Learners cancelling their enrolment will be entitled to a refund for Progress Payment (a) providing the course materials are returned (if they have been issued) in good condition with no markings on them
- The deposit amount is not refundable.
- Other arrangements for progress payments must be negotiated on a case by case basis with Anntek Pty Ltd

TAE40110 Certificate IV in Training and Assessment

Upgrading from BSZ40198 Certificate IV in Assessment and Workplace Training or Recognition of Prior Learning

<i>Deposit</i>	<i>Progress payment (a)</i>	<i>Progress Payment (b)</i>	<i>Progress Payment (c)</i>	<i>Total</i>	<i>Per unit</i>	<i>Per cluster</i>
\$245.00 <i>(administration costs)</i>	\$500.00 <i>(assessment costs)</i>	N/A	\$250.00 <i>(administration, production of testamurs, evaluation administration and finalisation of enrolment costs)</i>	\$995 (paid in full upon application)		N/A

\$245.00 (administration costs)			\$250.00 (administration, production of testamurs, evaluation administration and finalisation of enrolment costs)	Maximum amount payable for all 10 units \$1400.00	\$115 (only charged where participants elect to seek RPL for individual units of competency - \$245 Deposit is included in total)	
<ul style="list-style-type: none"> The Deposit must be paid in full upon submission of the learner's enrolment form at which time Anntek Pty Ltd will enrol the learner and forward relevant documentation to commence the RPL process Upon submission of the evidence portfolio and to cover costs associated with discussions to fill knowledge or skill gaps, an invoice for Progress Payment (a) will be issued and payable within 14 days. The assessment of the evidence portfolio will not commence until such time as Progress Payment (a) has been paid Progress Payment (c) will be invoiced upon completion. Qualifications and/or statements of attainment will not be issued where the final payment has not been made The deposit amount is not refundable Where a participant elects to pay for RPL for units of competency on an individual basis, fees will be invoiced according to the per unit fee and upon submission of evidence to substantiate knowledge and skills 						

TAE40110 Certificate IV in Training and Assessment						
Upgrading from TAA40104 Certificate IV in Training and Assessment						
<i>Deposit</i>	<i>Progress payment (a)</i>	<i>Progress Payment (b)</i>	<i>Progress Payment (c)</i>	<i>Total</i>	<i>Per unit</i>	<i>Per cluster</i>
\$75.00	\$75.00		\$250.00 (administration, production of testamurs, evaluation administration and finalisation of enrolment costs)	\$400.00	\$40	N/A
\$75.00			\$250.00 (administration, production of testamurs, evaluation administration and finalisation of enrolment costs)	Maximum amount payable for all 10 units \$775.00	\$45 (only charged where participants elect to seek RPL for individual units of competency - \$75 Deposit is included in total)	
<ul style="list-style-type: none"> The Deposit amount will be invoiced at the time of submission of the learner's enrolment form. The deposit must be paid within 14 days Upon submission of the evidence portfolio and to cover costs associated with discussions to fill knowledge or skill gaps, an invoice for Progress Payment (a) will be issued and payable within 14 days. The assessment of the evidence portfolio will not commence until such time as Progress Payment (a) has been paid Progress Payment (c) will be invoiced upon completion. Qualifications and/or statements of attainment will not be issued where the final payment has not been 						

made

- The deposit amount is not refundable
- Where a participant elects to pay for RPL for units of competency on an individual basis, fees will be invoiced according to the per unit fee and upon submission of evidence to substantiate knowledge and skills

30716QLD Diploma of VET Registration and Management

Full Course - face to face

Deposit	Progress payment (a)	Progress Payment (b)	Progress Payment (c)	Total	Per unit	Per cluster
\$500.00 <i>(preparation of facilities and resources and administration costs)</i>	\$450.00 <i>(costs to prepare learning and assessment resources)</i>	\$525.00 x 4 <i>(costs associated with conducting assessment, validation and recording assessment results)</i>	\$250.00 <i>(costs associated with production of testamurs, evaluation analysis and finalisation of enrolment)</i>	\$3300.00	\$330.00	\$825.00

- An invoice for the amount of \$950.00 (consisting of the deposit and Progress Payment (a)) will be issued to the learner upon enrolment. The deposit amount of this invoice must be paid at least two weeks prior to commencement of the course. Learners wishing to pay the invoice in total will be issued with their learning and assessment materials immediately (unless they request to have them issued on the day of commencement). Alternately learners can elect to pay Progress Payment (a) on the day of commencement at which time they will be issued for all learning materials
- Learning and assessment materials will not be issued to learners that have not paid Progress Payment (a)
- Progress payments of \$525.00 Progress Payment (b) will be invoiced upon submission of assessment for each cluster. Assessment decisions will not be provided to the learner until the invoice has been paid
- Progress Payment (c) will be invoiced upon completion. Qualifications and/or statements of attainment will not be issued where the final payment has not been made
- All invoices are due and payable within 14 days
- There is no refund on the cost of the learning and assessment materials once they have been released by Anntek Pty Ltd
- Learner cancelling their enrolment will be entitled to a refund for Progress Payment (a) providing the course materials are returned (if they have been issued) in good condition with no markings on them
- The deposit amount is not refundable unless a learner advises Anntek Pty Ltd of their intention to withdraw from the course at least two weeks prior to commencement and learning and assessment materials have not been released. Electronically issued resources do not attract a refund once the resources have been issued.
- Other arrangements for progress payments must be negotiated on a case by case basis with Anntek Pty Ltd
- The deposit amount is not refundable

30716QLD Diploma of VET Registration and Management

Full Course - distance

Deposit	Progress payment (a)	Progress Payment (b)	Progress Payment (c)	Total	Per unit	Per cluster
\$250.00 <i>(preparation of resources and administration costs)</i>	\$450.00 <i>(costs to prepare learning and assessment resources)</i>	\$525 x 4 <i>(costs associated with conducting assessment, validation and recording assessment)</i>	\$250.00 <i>(costs associated with production of testamurs, evaluation analysis and finalisation of)</i>	\$3050.00	N/A	\$762.50

		<i>results)</i>	<i>enrolment)</i>			
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- An invoice for the amount of \$700.00 (consisting of the deposit and Progress Payment (a)) will be issued to the learner upon enrolment. . Learners may elect to pay the deposit and Progress Payment (a) separately by negotiation with Anntek Pty Ltd. However, the deposit and Progress Payment (a) must both be paid before the learning and assessment materials will be released by Anntek Pty Ltd.
- Progress payments of \$525.00 Progress Payment (b) will be invoiced upon submission of assessment for each unit of competency. Assessment decisions will not be provided to the learner until the invoice has been paid
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Recognition of Prior Learning

<i>Deposit</i>	<i>Progress payment (a)</i>	<i>Progress Payment (b)</i>	<i>Progress Payment (c)</i>	<i>Total</i>	<i>Per unit</i>	<i>Per cluster</i>
\$245.00 <i>(administration and production costs)</i>	\$500.00 <i>(submission of evidence portfolio to Anntek)</i>	N/A	\$250.00 <i>(costs associated with production of testamurs, evaluation analysis and finalisation of enrolment)</i>	\$995	\$115	N/A

- The Deposit must be paid in full upon submission of the learner's enrolment form at which time Anntek Pty Ltd will enrol the learner and forward relevant documentation to commence the RPL process
- Upon submission of the evidence portfolio and to cover costs associated with discussions to fill knowledge or skill gaps, an invoice for Progress Payment (a) will be issued and payable within 14 days. The assessment of the evidence portfolio will not commence until such time as Progress Payment (a) has been paid
- Progress Payment (c) will be invoiced upon completion. Qualifications and/or statements of attainment will not be issued where the final payment has not been made
- The deposit amount is not refundable

Payment of fees in advance

Where a learner requests to pay his/her fees in advance, Anntek Pty Ltd will deposit these fees into a separate holding account. Fees will only be released and dispersed in accordance with the deposit and progress payment requirements above.

Refunds

As Anntek does not generally request that fees be paid in advance. No refunds are applicable other than where stated in the Fees and Charges Schedule. Cancellations and withdrawals from courses must be submitted to Anntek Pty Ltd in writing before consideration will be given to refund requests. Where Anntek has delivered a service to a learner that is covered by the deposit or a progress payment, no refund will be issued. If a learner has paid his/her deposit and advises Anntek in writing at least two weeks prior to the commencement of training, consideration will be given to the release of a pro-rata refund based on the total of preparation and administrative costs that have been incurred.

BSB51607 Diploma of Quality Auditing

Full Course - face to face

<i>Deposit</i>	<i>Progress payment (a)</i>	<i>Progress Payment (b)</i>	<i>Progress Payment (c)</i>	<i>Total</i>	<i>Per unit</i>	<i>Per cluster</i>
\$250.00 <i>(administration costs)</i>	\$450.00 <i>(learning and assessment resources)</i>	\$146.25 x 10 <i>(costs associated with conducting assessment, validation and recording assessment results)</i>	\$250.00 <i>(costs associated with production of testamurs, evaluation administration and finalisation of enrolment)</i>	\$2120.00	\$265.00	N/A

- An invoice for the amount of \$700.00 (consisting of the deposit and Progress Payment (a)) will be issued to the learner upon enrolment. The deposit amount of this invoice must be paid at least two weeks prior to commencement of the course. Learners wishing to pay the invoice in total will be issued with their learning and assessment materials immediately (unless they request to have them issued on the day of commencement). Alternately learners can elect to pay Progress Payment (a) on the day of commencement at which time they will be issued for all learning materials
- Learning and assessment materials will not be issued to learners that have not paid Progress Payment (a)
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BSB51607 Diploma of Quality Auditing

Full Course - distance

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