

# PRE-ENROLMENT INFORMATION

THANK YOU FOR REQUESTING ENROLMENT INFORMATION

**W**e believe our responsibility is to support the employees and employers in the child care industry and to build and to share our combined skills and knowledge for the betterment of the industry as a whole.

Our aim is to ensure training of our students occurs with the support of their current employer or their potential employer to maximise the potential to be the best carer they can be.

We need to ensure each student has a level of English suited to the requirements of our course offered and an employer identified to practice and confirm the required skills and knowledge to be an effective and positive contributor to the child care industry.

We will ensure the student is aware of all the fee options and requirements to complete the nominated course and will provide full disclosure of the expectations of skills knowledge and practical evidence required to be judged as competent at the level of qualification registered for.

The student should be aware that if ceasing the registered course, no further fees and charges will be levied other than the units already started.

**Please feel to phone me if you require further assistance.**

**Thank you for considering Gold Star**

**Chris & Jenny**

## ENROLMENT TYPES

There are a few different ways that you can enrol with Gold Star.

We deliver:

- **CHC30121** Certificate III in Early Childhood Education and Care
- **CHC40113** Certificate IV in School Age Education and Care
- **CHC50121** Diploma of Early Childhood Education and Care, and
- **CHC50213** Diploma of School Age Education and Care.

These can be delivered via either Traineeship or fee for service arrangements.

Outlined below are the different types of enrolments, criteria, and fee information to assist you in making an informed decision that is right for you.

## DECISION TREE

It's important to us that all students make the right choice about their enrolment. To facilitate this, we have developed a Decision Tree which is useful for plotting a course to the decision a student will finally come regarding what type of enrolment suits them best.

Each step on the tree asks questions that guides the student through their experience and abilities eventually leading them to the options suitable for their circumstances.

Every student is different, so it's important to look at this as a guide and don't be afraid to ask questions of our team along the way to makes sure you get the right result for you.

## SELF-PACED TRAINING AND ASSESSMENT

The duration for a full enrolment into Certificate courses ranges from 6 – 24 months and the enrolment duration range for Diplomas is 18 – 36 months. Training is however competency based and ultimately the length of the course will be different for each student.

Please be aware, for students who progress at a faster pace, there are Volume of Learning Guidelines and requirements that need to be met as well as minimum time periods to complete a unit or required hours worked in a service. When working with a student time is allocated for study, learning and practical application for each unit or cluster prior to a final decision on competency being reached. These times will vary per unit. A rough guide you can follow for unit duration is the Nominal Hours attached to each unit noted on your Training Plan.

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## TRAINEESHIP

To be eligible for a Traineeship enrolment you must meet the below criteria:

- i. be an Australian Citizen or Permanent Resident
- ii. working Full Time (More than 37.5 Hours/Week) and employed less than 3 months if studying Cert III.  
– or –
- iii. working Permanent Part Time (More than 15 but less than 37.5 hours/week) and employed less than 12 months if studying Cert III
- iv. Satisfy the applicable VET Fees and Charges Policy

It's important to check the current Traineeship Guidelines with your elected AASN (Australian Apprenticeship Support Network) provider.

Training will only be funded under the Service Agreement where it meets the criteria in the Service Agreement.

Unless otherwise specified, the following enrolment categories will not be funded:

- i. Persons whose primary place of residence is not in Western Australia; with the exception of Apprentices who have:
  - o a training contract registered in Western Australia; and
  - o a Western Australian workplace address; and
  - o the training is undertaken in Western Australia, if available.;
- ii. Residents of Christmas Island or Cocos Island;
- iii. Persons who are neither Australian citizens nor permanent residents of Australia unless they are holders of appropriate temporary visas subclasses (309, 820 or 826), or spouses or dependents that accompany the 457 visa holders;
- iv. Prisoners;
- v. Secondary school Students;
- vi. Persons under 15 years of age;
- vii. Persons under 18 years of age in the year of enrolment unless under a DoE Notice of Arrangement (NOA) (Full Time) or exempted from the School Education Act 1999. This does not include Students

- undertaking a school-based program such as an Apprenticeship, Traineeship, pre-apprenticeship or Aboriginal School Based Training (ABST) Students.
- viii. Enrolments in training programs that are not accredited, or which fall outside of the Service Provider's scope for registration;
  - ix. Enrolments in UoCs for which the payment for the reported outcome is shown in Table 1, Service Payment as 0%.
  - x. Students who do not meet the eligibility criteria for the target group(s) specified in these Business Rules,
  - xi. Students who do not hold a valid USI
  - xii. Students who do not commence Training within the Student commencing start and end dates as defined in the CPS.
  - xiii. Those who do not satisfy the applicable VET Fees and Charges Policy

If your contract is cancelled or terminated and you would like to continue training, we provide training and assessment for **up to 6 months** after your contract end date. While each student's circumstances will be different, many units of competency require access to a registered child care service to be able to be completed. To support this if you are unable to find a suitable service yourself, our staff will work with you to find a location. An individual plan will be developed for each student continuing training after their contract cancellation / termination date.

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#### FEE FOR SERVICE

Gold Star Child Care Training also offers the option to enrol and a Fee for Service student.

Students who elect to enrol through this pathway are not eligible or deciding to not claim any government subsidy for their course of study.

Fees and charges still apply as outlined in the Fees section of this document.

Training and assessment processes do not change if this option is selected with the same rigour and quality applied by all Gold Star staff.

#### RPL (RECOGNITION OF PRIOR LEARNING)

You may also consider the option of applying for RPL if you believe you have enough current skills and knowledge evidence to meet listed criteria and elements in a unit or units. RPL students who are eligible for funding subsidy are charged a per unit price of \$75. Fee for service RPL is charged at \$165 per unit.

Students undertaking the RPL process are required to prove their abilities in relevance to the training requirements. This is done through providing evidence, completing assessments, and undertaking observations with an Assessor. Some supporting documents are required when applying for the RPL options (Job Description, Resume, Letter of Support). These along with a completed RPL application form provided a basis for Gold Star to ensure that the student will be successful in an RPL environment.

Our recommendation is that you should expect to be able to show at least 2 years of experience covering the requirements of the units being undertaken in the RPL environment.

For RPL enrolments the expected duration is 6 months. This allows time to collect all required evidence, documents, support, and show all the required knowledge. Extensions up to 12 months can be granted but may incur a fee of \$100 per month.

## FEES AND CHARGES

There is a lot of information about fees that students need to be aware of to ensure they fully understand their rights and responsibilities before enrolling. It's important that students take up the right fee option to meet their individual circumstance. Fees are dependent on many factors including, qualification, age, and financial position. Trainers and Gold Star staff are available to discuss and explain options.

The ideal way to know exactly what fee option suits a student best is during the pre-enrolment meeting. Using the Decision Tree and Fee Payment Application Form we can assess individual circumstances. Students will need to supply supporting documents to substantiate claims made in these forms. Once all this has been received and reviewed we can confirm the fees for the enrolment.

### OVERVIEW

The Student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as student service and resource fees

The information below is correct for units opened in 2022 and may be subject to change at the discretion of DTWD. The cost of training is charged per unit on opening and is confirmed at that time.

Gold Star Child Care Training does not charge any resource fees.

Qualification	Nominal Hours	Traineeship (T/SHIP)		Fee For Service (FFS)	RPL*	Available (Criteria Apply)	
		Non-Concession	Concession			Instalment Plan	Fee Waiver
<b>CHC30121</b> Certificate III in Early Childhood Education and Care	775	\$1,720.44	\$509.76	\$275 per unit	Traineeship \$75.00 per unit	Yes	Yes
<b>CHC40113</b> Certificate IV in School Age Education and Care	790	\$1,279.80	\$379.20	\$275 per unit		Yes	Yes
<b>CHC50121</b> Diploma of Early Childhood Education and Care	1660	\$1,919.70	\$568.80	\$395 per unit	Fee For Service \$165.00 per unit	Yes	No
<b>CHC50213</b> Diploma of School Age Education and Care	1515	\$2,454.30	\$727.20	\$395 per unit		Yes	No

\* RPL Fee is applied per unit after an accepted application is made.

The maximum course fee for non-concession students undertaking a targeted fee relief course in 2022 is \$1,200. For concession students and youth, the maximum course fee for undertaking a targeted fee relief course in 2022 is \$400. These maximums apply per course in 2022. RPL fees are not include in fee cap calculations.

All courses delivered by Gold Star Child Care Training are targeted fee relief courses.

Funded Existing Workers will be charged at Lower Fees, Local Skills rates while there are available funding places. Once places are exhausted these students will be charged at Diploma rates. Non-eligible Existing worker trainees at any qualification level will be charged at the \$5.79 fee rate and are only eligible for fee concessions in courses specified concession-eligible Diploma and Advanced Diploma list. This list for 2022 is available in the policy section of the Department's [website](#).

A copy of the full DTWD Fees and Charges Policy can be found [here](#).

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## CONCESSION ELIGIBILITY

The following students are entitled to the concession rate on course fees:

- 1) Persons and dependants of persons holding:
  - a) A Pensioner Concession Card.
  - b) A Repatriation Health Benefits Card issued by the Department of Veterans' Affairs.
  - c) A Health Care Card.
- 2) Persons and dependants of persons in receipt of services from the following Commonwealth support or employment services programs:
  - a) Workforce Australia; or
  - b) ParentsNext
- 3) Persons and dependants of persons in receipt of AUSTUDY or ABSTUDY.
- 4) Persons and dependants of persons in receipt of the Youth Allowance.
- 5) Persons and dependants of persons who are inmates of a custodial institution.
- 6) Secondary school-aged persons, not enrolled at school.
  - a) In 2022, these students will be born on or after 1 July 2004 and must be at least 15 years' old
  - b) the maximum course fee chargeable in 2022 is \$420
  - c) This maximum applies to the total course fees for one or more courses for both concessional and non-concessional students.
  - d) Students must also have a NOA (Notice of Arrangement) from the Education Department where required.

For the Workforce Australia or the ParentsNext program, appropriate evidence of a student's eligibility for concession is a letter from the Commonwealth services provider confirming the student's participation in the program.

If the concession is valid for the full enrolment period, then all eligible units the student enrolls in within that period attract the concession rate. If the concession is valid for part of the enrolment period, then only eligible units the student enrolls in on or after the start date and prior to the expiry of the concession attract the concession rate.

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## FEE INSTALMENTS

All students are expected to either pay their fees in full on enrolment (when due), have a signed declaration from their employer advising that they are to be invoiced, or agree to an EziDebit payment plan.

**Trainee students** have access to either a \$25 / week or \$50 / fortnight payment plan.

**Fee for Service students** have access to either a \$50 / week or \$100 / fortnight payment plan.

All payment receipts will include a record of total amounts owing.

If payments are not maintained or the payment agreement is breached no further training will commence until such time that back payments are made, or a suitable arrangement has been agreed.

Gold Star has absorbed the standard fees associated with direct debit therefore they are not charged to the student. However, fees for any defaulted payments may be charged directly to the student by Ezidebit.

Should individual circumstances change at any time (e.g. training has been put on hold) an application can be made to change the agreed instalment plan. This is applied to the CEO and each decision is made on a case by case basis.

Alternate payment agreements can only be approved in writing at the discretion of the CEO.

Qualification documents will only be issued once all fees have been paid. Unless otherwise approved by the CEO.

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**FEE WAIVER (SEVERE FINANCIAL HARDSHIP)**

The option for Fee Waiver when enrolled into a Diploma course is no longer available.

A person is considered to be in severe financial hardship only where they are unable to provide food, accommodation, clothing, medical treatment, or other basic necessities for themselves and/or their dependents.

Forms of entertainment or recreation are not basic necessities.

The assessment of whether an applicant qualifies for a fee waiver is to be made on the basis of their individual circumstances and those of any dependent family members.

Subject to the exceptional circumstances outlined below, a fee waiver cannot be given unless **ALL** of the following criteria are met.

1. The student’s income must not exceed the Department of Human Services income thresholds for the low income health care card, as outlined below.

Status	Weekly Income	Total Income in the 8 week period prior to applying
Single, No children	\$644.00	\$5,152.00
Couple combined, no children	\$1,107.00	\$8,856.00
Single, one dependent child	\$1,107.00	\$8,856.00
Couple combined, one child	\$1,141.00	\$9,128.00
For each additional child, add	\$34.00	\$272.00

2. The student does not have the disposable income to pay the fees via instalments without compromising their ability to meet their basic living needs or those of their dependents.
3. There is no basis for concluding that the student’s financial circumstances are likely to change within a reasonable period (e.g. 12 months).

Where these criteria are not met, instalment plans are appropriate and extended payment periods may also be considered.

The student **must provide** relevant supporting documentation to evidence their claim, including detailed evidence as to their financial circumstances. The nature of the evidence provided will depend on the individual circumstances of the student.

Example evidence for assessing income includes the previous 8 weeks' pay slips for all and any income received.

Example evidence for assessing outgoings includes tenancy / board agreements, utility / phone bills, loan agreements, and receipts.

A Fee Waiver is only applicable to units opened in the calendar year. Applications must therefore be made at the beginning of each year to determine applicable fees.

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### CANCELLATIONS AND REFUNDS

All cancellations or withdrawals of training should be in writing and accompanied by the appropriate documentation. If a student is not contactable for three months, and is not registered as being on hold, process will begin to withdraw them from training. All effort will be made by the allocated trainer and other staff to contact the student direct using one or more of the following; phone call, text message, email, in person or letter.

**Full Refunds** - Students who withdraw are entitled to a full refund of the applicable course fee, resource fee and other fees where:

- a unit is cancelled or re-scheduled to a time unsuitable to the student; or
- a student is not given a place due to maximum number of places being reached.

Accountable officers can approve a full refund of fees at any time during delivery if a class is cancelled because of declining student numbers, no available lecturer, or due to other circumstances caused by the RTO (such as early termination or failure to provide the agreed services).

**Part Refunds** - RTOs must set a census/withdrawal date for each unit at no less than 20% of the way through the period during which that unit is undertaken.

Students who withdraw for reasons other than those outlined above and who lodge a withdrawal form before the census/withdrawal date for a unit will be eligible for a full refund of the course fee for the unit; and

- a full refund of the resource fee if the course is a Diploma or Advanced Diploma course; or
- 50% of the resource fee if the course is below Diploma level.

**Pro-Rata Refunds** - Accountable officers can approve a pro rata refund of fees and charges at any time during the course of delivery if students withdraw for reasons of personal circumstances beyond their control.

For example:

- serious illness resulting in extended absence from classes;
- injury or disability that prevents the student from completing their program of study; or
- other exceptional reasons at the discretion of the accountable officer.

In all cases, relevant documentary evidence (for example, medical certificate) is required. Details of all refunds should be retained for audit purposes, and the enrolment form annotated to show that a refund has been given.

## OUR SUPPORT

Regardless of which qualification or delivery mode is selected by the student for enrolment a Trainer and Assessor will be allocated for the duration of the study. The student will receive monthly support visits to ensure they are receiving all the training that they need to achieve competency or to understand the RPL requirements of the unit/s being worked on.

Gold Star Trainers will assist students with any questions throughout training.

All books and support materials are provided to students at no additional cost. These are provided for the student to use however appropriate to support training and understanding.

Our goal is for students to succeed and achieve a successful result.

## COMPLETING THE ENROLMENT PROCESS

Once you have reviewed all options and are ready to enrol please complete the Pre-Enrolment application form with as much detail as possible. If this form hasn't been provided to you a copy is available from our office ([admin@goldstarchildcaretraining.com](mailto:admin@goldstarchildcaretraining.com)) or on our website [www.goldstarchildcaretraining.com](http://www.goldstarchildcaretraining.com)

Once we have received your Pre-Enrolment form a Trainer will contact to discuss your options and arrange an appropriate time to meet with you. It is at this meeting that further enrolment documents will be completed, and confirmations can be made.

It's important to meet with a Trainer to discuss all the final points of enrolment as each circumstance is individual and it's important that your enrolment meets your specific needs.

Please also see the [Terms and Conditions](#) on our website for more information.

**Thank you for considering Gold Star Child Care Training**