



ECTARC

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.

Distance Study Payment Option

ECTARC distance students have the opportunity to pay per unit as they progress through their studies. Additional units can be purchased online 24 hours a day, 7 days per week via our secure online payment portal.

Traineeship and Apprenticeship Payment Option

ECTARC offers trainees/apprentices the opportunity to pay their course fees as they progress through their studies via a direct debit system. In NSW and ACT, trainees have the option to pay upfront or have an agreed amount withdrawn from their nominated bank account on a fortnightly basis. In QLD, trainees and apprentices have the option to pay upfront, pay in three installments or pay per fortnight via direct debit.

Enrolment fee and transcripts

An enrolment fee is required to be paid when commencing a full qualification course. No enrolment fee is required if you are studying a traineeship, single unit course (eg Child Protection or Nutrition and Menu Planning) or attending a workshop. The enrolment fee, initial unit payment fee and a completed enrolment form must be received before units will be forwarded to a student. Note: if you have previously studied an early childhood qualification it is really important to send certified copies of certificates and transcripts to ECTARC as you may receive credit for the units you have already studied. 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

Enrolment Fee This fee is payable on enrolment and applies to all courses, RPL Workplace Assessment, RPL Evidence Assessment and prerequisite course except Traineeships, Statement of Attainments and single unit purchases.	\$225
Upgrading your qualification? Re-enrolment of ECTARC students Any student, trainee or apprentice that completes an ECTARC certificate III or IV course/prerequisite course is invited to enrol in a Diploma qualification for a re-enrolment fee of \$60.00. The normal course enrolment fee of \$225.00 will not apply.	\$ 60

DISTANCE STUDY COURSES

Early Childhood Courses	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.				
Management Courses				
BSB42015 Certificate IV in Leadership and Management	12	\$195	\$2340	
CHCECE019 Facilitate compliance in an education and care setting	1	\$210	\$210	

Distance Study Short Courses

Single units can be studied at any time of the year to meet regulations, quality improvement or for professional development purposes. For a complete list visit <http://www.ectarc.com.au/Statement-of-attainment-courses> Price to study one unit is \$210.

	No of units	Total cost
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
Food Safety Supervisors Program - HLTFS001 Follow basic food safety practices, HLTFS007 Oversee the day-to-day implementation of food safety in the workplace and HLTFS005 Apply and monitor food safety requirements. Note: If you hold a Statement of Attainment in HLTFS001 Follow basic food safety practices an upgrade program to attain the Food Safety Supervisor qualification is available for \$210.00.		\$295

DISTANCE STUDY TERMS AND CONDITIONS

Fees Paid in Advance

ECTARC students are permitted to pay no more than \$1000 prior to commencement of the program and \$1500 throughout the program. 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 for those studying distance qualifications. A maximum of 3 units can be purchased when undertaking Recognition of Prior Learning Assessment. Fees can be paid by cheque, credit card 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 Warrawong. The fees for all programs is outlined on the inside of this brochure. Please note: Management reserves the right to change program and unit fees listed in this brochure without notification. Any fee increments will apply to existing students.

ECTARC will issue qualifications within 30 days of a student successfully completing their training and assessment providing all fees have been paid. ECTARC have the right to withhold the issuing of a qualification until all fees are paid.

Assessment Submission Requirements

Students must submit at least one assessment task within a 12 month period or their enrolment will be made inactive. To re-activate their program a student will be required to pay another \$60.00 re-enrolment fee. Students have the opportunity to submit an assessment task a maximum of three times (per unit) for assessment. If a unit is deemed Not Yet Competent after the third submission, and a student wants to re-enrol in that particular unit, a unit re-enrolment fee of \$60.00 will be charged.

Course Extension Fees

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 course (such as Child Protection, Safe Food Handling, Menu Planning). 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 can be granted and fees apply. To extend a course for one month costs \$40.00, 3 months will cost \$100.00 and 6 months will cost \$200.00.

Refund Policy

The enrolment fee is non-refundable, except where an applicant does not satisfy the enrolment criteria, in which case it will be refunded in full. If a student is accepted by ECTARC and then elects not to participate in the program, then the enrolment fee is non-refundable. If a unit has been purchased, a refund less 20% administration fee will be issued if the student notifies the ECTARC office in writing of their intention to withdraw within 10 working days of the enrolment.

ECTARC will offer clients refunds on fees paid in the following circumstances:

- where a student has overpaid the enrolment fee/unit charges – full refund of the difference
- where a program 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 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 download the ECTARC Training and Course Guide at www.ectarc.com.au.

TRAINEESHIPS, APPRENTICESHIPS & FUNDED PROGRAMS - NSW, ACT AND QLD

Every state has their own funding arrangements, fee structure, exemptions and concessions. On the following pages you will find information on the traineeship/apprenticeship courses delivered by ECTARC in NSW, ACT and QLD.

NEW SOUTH WALES TRAINEESHIPS

Types of NSW Traineeship Courses

There are 2 types of traineeship courses: New Entrant and Existing worker. For New Entrant traineeships the trainee is required to pay the above fees. For Existing Worker traineeships the employer and the student must come to a mutual agreement as to who is responsible for the payment of fees. From Jan 1, 2016 traineeships under the NSW Government's Smart and Skilled initiative are capped at \$1000.

NSW NEW ENTRANT Traineeship Courses	No of units	Total cost	First Aid*
CHC30113 Certificate III in Early Childhood Education and Care	17	\$1000	+HLTAID004
CHC50113 Diploma of Early Childhood Education and Care	27	\$1000	+HLTAID004
CHC40113 Certificate IV in School Age Education and Care	18	\$1000	+HLTAID004
CHC50213 Diploma of School Age Education and Care	24	\$1000	+HLTAID004

*First Aid component to be completed externally through a registered training provider. First Aid course fee will be refunded to trainees up to the amount of \$160. Smart and Skilled website (<https://smartandskilled.nsw.gov.au/>)

NSW NEW EXISTING WORKER Traineeship Courses	No of units	Total cost	First Aid*
CHC30113 Certificate III in Early Childhood Education and Care	17	\$3185	+HLTAID004
CHC50113 Diploma of Early Childhood Education and Care	27	\$4380	+HLTAID004
CHC40113 Certificate IV in School Age Education and Care	18	\$3360	+HLTAID004
CHC50213 Diploma of School Age Education and Care	24	\$4380	+HLTAID004

Payment due on enrolment for all courses: \$250

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.

Exemptions

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

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)

NSW TRAINEESHIPS & FUNDED TRAINING PROGRAMS CONTINUED

- 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 & FUNDED TRAINING PROGRAMS

There are 2 types of traineeship courses - New Entrant and Existing worker. Traineeship courses 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. First Aid course fee will be refunded to trainees up to the amount of \$160.

Payment due on enrolment for all courses: \$250

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 Low Income Health Care Card; or
- Australian Government Pensioner Concession Card; or
- Veteran's Gold Card.

If you are eligible for a concession, you may not have to pay 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 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	18	\$400	+HLTAID004

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 completed through credit transfer may also impact on student eligibility for the completion payment (refer Completing a Training Contract).

**ACT STUDENT
COMPLETION PAYMENT**

QLD TRAINEESHIPS, APPRENTICESHIPS & FUNDED TRAINING PROGRAMS

QLD Traineeships

The QLD Department of Employment, Small Business and Training (DESBT) funds traineeships and apprenticeships through User Choice. 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 Department of Employment, Small Business and Training to charge a trainee/apprentice co-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.

QLD Early Childhood Traineeship Courses	No of units	Non-Concession	Concession	Who pays	First Aid ³
CHC30113 Certificate III in Early Childhood Education and Care - Traineeship	17	\$1325.00	\$530.00	Trainee	+HLTAID004
CHC50213 Diploma of School Age Education and Care - Traineeship	24	\$4680.00	N/A ¹	Employer	+HLTAID004
CHC50113 Diploma of Early Childhood Education and Care - Apprenticeship	27	\$3200.00	\$1280.00	Employer ² or apprentice	+HLTAID004

1. 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 Commonwealth Government.
2. All employers need to check the Children's Services Award regarding the payment of travel costs, fees and release time for training.
3. All employers are advised to contact the Fair Work Commission (Tel: 131394) to determine which Award/Arrangement your employees are paid under.
4. Full payment of fees is required by the date of completion.
5. First aid component to be completed externally through a registered training provider and at the students expense. A Credit Transfer will be granted for the unit HLTAID004 Provide an emergency first aid response in an education and care setting.
6. NOTE: Under User Choice, the Department 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 *Great skills. Real Opportunities* initiative. The participant must pay a co-contribution fee.

QLD Early Childhood Funded Courses	No of units	Non-Concession	Concession	Who pays	First Aid ³
CHC30113 Certificate III in Early Childhood Education and Care - Certificate 3 Guarantee funded program	17	\$540.00	\$220.00	Participant	+HLTAID004
Higher Level Skills Program – CHC50113 Diploma of Early Childhood Education and Care	27	\$1300.00	\$650.00	Participant	+HLTAID004
Higher Level Skills Program – CHC50213 Diploma of School Age Education and Care	24	\$1100.00	\$550.00	Participant	+HLTAID004

Co-Contribution Fee Concessions

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.

A participant is exempt from paying a percentage of tuition fee if it can be shown that they fall into one or more of these exemption categories (as outlined in the student handbook). Once application for the exemption is approved, the trainee/apprentice/participant/employer is responsible for the payment of the remaining co-contribution fee.

Fee Free

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-based trainee or apprentice
- The participant completed year 12 and was a school leaver the year prior to commencement

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 3345 8272.

TRAINEESHIP AND APPRENTICESHIP TERMS AND CONDITIONS

Refund Policy

NSW

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. Please refer to the ECTARC P-1.50 Smart and Skilled Fee Administration Policy on the ECTARC website.

ACT

Once a traineeship enrolment has been completed, no refund will be given on any tuition fees paid and outstanding amounts are also required to be paid.

QLD

Queensland traineeship and apprenticeship 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 trainee/apprentice has an illness or injuries which prevent them from completing

FUNDED PROGRAMS

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 or call NSW on 02 4223 1111 or email natalie@ectarc.com.au. To enquire about funded programs in QLD please call 07 3345 8272 or email qld.ectarc@bigpond.com. 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.

Sign up for ECTARC e-Updates to be informed by email of the latest funded program information. Complete the simple form on the ECTARC homepage to subscribe to ECTARC e-Updates. Funded programs are also announced on the ECTARC facebook page at <https://www.facebook.com/earlychildhoodtraining/>

RPL - RECOGNITION OF PRIOR LEARNING

The RPL Workplace Assessment process is best suited for people who feel they have the skills to meet all or most units of competency from a particular program. Applicants must have a minimum of 5 years full time industry experience. Applicants must provide a comprehensive submission as part of the assessment process. RPL Workplace Assessment also involves a supervised personal assessment in the workplace by an ECTARC Training and Development Officer. For more information visit the ECTARC website or call ECTARC for a copy of the RPL Handbook. Please note: Travel costs may be added to the RPL Workplace Assessment fee depending on the location of the assessment. Contact ECTARC for details.

RPL Workplace Assessment Enrolment Fee	\$225
<p>RPL Workplace Assessment – CHC30113 Certificate III in Early Childhood Education and Care (17 units)</p> <p>In addition, 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.</p> <p>\$725 due on enrolment. The balance of \$2050 due prior to final assessment visit.</p>	\$2775
<p>RPL Workplace Assessment – CHC40113 Certificate IV in School Age Education and Care (18 units)</p> <p>In addition, 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.</p> <p>\$725 due on enrolment. \$2200 due prior to assessment.</p>	\$2925
<p>RPL Workplace Assessment – CHC50113 Diploma of Early Childhood Education and Care (27 units)</p> <p>In addition, 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.</p> <p>\$725 due on enrolment. \$3550 due prior to assessment.</p>	\$4275
<p>RPL Workplace Assessment – CHC50213 Diploma of School Age Education and Care (24 units)</p> <p>In addition, 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.</p> <p>\$725 due on enrolment. \$3100 due prior to assessment.</p>	\$3825
<p>RPL Evidence Assessment</p> <p>RPL Evidence Assessment is best suited for people who would like to apply for recognition of current competency for one or a couple of units of competency. This is ideal for people who have been in the industry less than 5 years but who may have the skills, formal training (e.g. professional development workshops) or work experience to be competent in certain areas. Visit www.ectarc.com.au/rpl for information on RPL.</p>	
Assessment for RPL Evidence Assessment (per unit cost) - to be paid prior to evidence being assessed.	\$150 per unit

Bridging

<p>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.</p> <p>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.</p>	<p>Bridging \$65 per unit</p>
<p>Child Protection Bridging</p> <p>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).</p>	\$120

Employer Payments

Employers that purchase a full qualification course for a staff member 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. 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 and 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.



Illawarra Area Child Care manages
ECTARC and 12 early childhood
education and care services in the
Illawarra and Shoalhaven regions of NSW.



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