

Nationally Recognised Qualifications

Effective Date: 15 November 2019

Code	Qualification Title	2018 nominal hours - indicative only	Govt Contribution VSF p/h	Indicative Student Contribution VSF p/h	Indicative Student Contribution VSF Conc p/h	Indicative Student Contribution FFS p/h	Resources and Equipment Fees	Placement Fee	Enrolment Fee	Total additional fees	Indicative Student Cont. Victorian Skills First (VSFC) Concession	Total VSFC inc. additional fees - Concession	Indicative Student Cont. Victorian Skills First (VSFF) Funded	Total VSF inc. additional fees - Funded	Indicative Student Cont. Fee for Service (FFS) Non-Funded	Total FFS inc. additional fees
CHC30113	Certificate III in Early Childhood Education and Care	858	7.00	0.00	0.00	2.8555	100.00	0.00	50.00	150.00	0.00	\$50.00	0.00	\$100.00	2,450.00	\$2,625.00
HLT33115	Certificate III in Health Services Assistance	600	10.00	0.00	0.00	3.7917	150.00	200.00	50.00	350.00	0.00	\$250.00	0.00	\$350.00	2,275.00	\$2,625.00
HLT33115	<i>Certificate III in Health Services Assistance - Bridging CHC33015</i>	268	10.00	0.00	0.00	4.7575	150.00	200.00	50.00	350.00	0.00	\$250.00	0.00	\$350.00	1,275.00	\$1,625.00
CHC33015	Certificate III in Individual Support	715	8.50	0.00	0.00	3.5315	50.00	0.00	50.00	100.00	0.00	\$50.00	0.00	\$100.00	2,525.00	\$2,625.00
CHC43015	Certificate IV in Ageing Support	1235	8.50	0.00	0.00	2.5101	100.00	0.00	50.00	150.00	0.00	\$100.00	0.00	\$150.00	3,100.00	\$3,250.00
CHC43015	<i>Certificate IV in Ageing Support - Bridging CHC33015</i>	845	8.50	0.00	0.00	1.8047	50.00	0.00	50.00	100.00	0.00	\$50.00	0.00	\$100.00	1,525.00	\$1,625.00
CHC43115	Certificate IV in Disability	925	8.50	0.00	0.00	3.3514	100.00	0.00	50.00	150.00	0.00	\$100.00	0.00	\$150.00	3,100.00	\$3,250.00
CHC43415	Certificate IV in Leisure and Health	1045	7.00	0.00	0.00	2.9665	100.00	0.00	50.00	150.00	0.00	\$100.00	0.00	\$150.00	3,100.00	\$3,250.00
CHC40213	Certificate IV in Education Support	805	7.00	0.00	0.00	3.8509	100.00	0.00	50.00	150.00	0.00	\$100.00	0.00	\$150.00	3,100.00	\$3,250.00
CPP40307	Certificate IV in Property Services (Real Estate)	755	6.50	0.00	0.00	3.9735	795.00	0.00	199.00	995.00	0.00	\$795.00	0.00	\$995.00	3,000.00	\$3,995.00
CHC50113	Diploma of Early Childhood Education and Care	1928	6.00	0.00	0.00	2.6452	100.00	0.00	100.00	200.00	0.00	\$100.00	0.00	\$150.00	5,100.00	\$5,300.00
CHC50113	<i>Diploma of Early Childhood Education and Care - Bridging CHC30113</i>	688	6.00	0.00	0.00	2.6452	100.00	0.00	100.00	100.00	0.00	\$50.00	0.00	\$100.00	3,150.00	\$3,250.00
CHC53415	Diploma of Leisure and Health	1565	6.00	0.00	0.00	3.5942	800.00	0.00	100.00	900.00	0.00	\$800.00	0.00	\$900.00	5,625.00	\$6,250.00
TAE50216^	Diploma of Training Design and Development	455	6.00	0.00	0.00	4.8352	975.00	0.00	300.00	1,275.00	0.00	\$975.00	0.00	\$1,275.00	2,200.00	\$3,475.00

Short Courses

Code	Course Title	2018 maximum hours	Govt Cont VSF p/h	Indicative Student Cont. VSF p/h	Indicative Student Cont. VSF Conc p/h	Indicative Student Cont. FFS p/h	Resources and Equipment Fees (as applicable)	Placement Fee	Enrolment Fee	Total additional fees	Indicative Student Cont. Victorian Skills First (VSFC) Concession	Total VSFC inc. additional fees - Concession	Indicative Student Cont. Victorian Skills First (VSFF) Funded	Total VSF inc. additional fees - Funded	Indicative Student Cont. Fee for Service (FFS) Non-Funded	Total FFS inc. additional fees
CPP40307-AR	Agents Representative - 3 units / 2 days plus assessment	80				12.44	0.00	0.00	995.00	995.00					0.00	995.00
HLTAID001	Provide Cardiopulmonary Resuscitation (CPR update)	4				23.75	0.00	0.00	0.00	0.00					95.00	125.00
HLTAID001	Provide CPR - current/former students only	4				18.75	0.00	0.00	0.00	0.00					75.00	75.00
HLTAID003	Provide first aid - 1 day plus pre course online	18				8.06	0.00	0.00	0.00	0.00					145.00	145.00
HLTAID003	Provide first aid - current/former students only	18				5.28	0.00	0.00	0.00	0.00					95.00	95.00
HLTHPS006	Assist clients with medication - experienced staff only	80				0.00	0.00	0.00	485.00	485.00					485.00	485.00
HLTFSE001	Follow basic food safety practices - two day course	30				4.00	0.00	0.00	0.00	0.00					185.00	185.00
TAELN411	Address adult language, literacy and numeracy skills	30				9.50	0.00	0.00	0.00	0.00					285.00	285.00

Enrolment, Resources, Administrative and Incidental Fees

No.	Description	Amount \$
1	Enrolment Fee (nationally recognised qualifications)	varies
2	Resources - Certificate III	varies
3	Resources - Certificate IV (except CPP40307 \$425)	varies
4	Resources - Diploma	varies
5	Placement Fee (HLT33115)	varies
6	Placement Fee (all other programs except dual)	varies
7	Police Check (F2W)	30
8	Ezidebit fees and charges (if applicable: 5% of balance)	varies
9	Certificate/Statement of Attainment reprint	35
10	Registered Post mailout of Cert/SOA	10
11	RPL Application Fee (non-refundable; deductible if >fees)	250
12	RPL Assessment Fee at 50% per nominal hour per unit	varies
13	Re-enrolment Fee (course end-date passed)	200
14	Additional Polo Shirt (no charge for first shirt)	25
15	Additional or Replacement Resources (per unit/resource)	15-150
16	Postage and handling for resources	TBC
17	Re-assessment after third attempt NYC or DNS per unit	150
18	Placement Assessment FFS (not organised by RTO)	200
19	Personal tutoring one-to-one with trainer/assessor per hour	80

Students eligible for Victorian Skills First Funded Training in 2019 and/or 2020 will not be charged any Tuition Fees (in line with the Free TAFE Priority Courses initiative). Total Fees displayed include any resources and materials or enrolment fees required for each course. If a student does not wish to purchase resources, Phillips Institute may, at its discretion, reduce the total fees according to an individual student's circumstances.

Notes:

The Victorian Skills First (VSF) program provides subsidies for training to eligible individuals. This training is delivered with Victorian and Commonwealth Government funding. Individuals with disabilities are encouraged to access training subsidised through the Skills First Program. VSF program is available to eligible individuals undertaking training with a physical presence in Victoria. Please see our Funding Eligibility information to determine whether you may be eligible.

FFS refers to a Fee for Service enrolment in which a student is not accessing a subsidised training place such as that offered under the Victorian Skills First program (VSF) or funding programs that may be offered in jurisdictions other than Victoria. Where a student is not able to pay the full fees within two weeks of course commencement, a payment plan will be implemented.

If your course is being subsidised by the Victorian and Commonwealth Governments under the Skills First program, please be aware that enrolling in the above course may affect your future training options and eligibility for further government subsidised training under the Skills First program. For more information on government subsidised training go to: <http://www.skills.vic.gov.au/victorianskillsgateway/Students/Pages/vtg-eligibility-indicator.aspx?Redirect=1>

Prior to enrolment, all applicants will undertake a Pre-Training Review administered by the RTO to determine course suitability.

The Enrolment Fee (1) comprises the administrative Student Services and Amenities Fee and is payable upon registration. This fee is refundable if cancellation occurs prior to commencement of training. See our Refund policy available on our website for more information and conditions.

The nominal hours as displayed are indicative only and are aligned with the Phillips Institute standard packaging for these qualifications as at the effective date displayed on page 1. They do not represent contact hours, but are indicative of the aggregate hours of study, including all training and assessment activities. As a guide, contact hours vary from 200 to 500, depending on the course requirements, course content and mode of delivery. These contact hours do not include self-directed study or placement hours if applicable.

This course may require, subject to confirmation of elective units, the demonstration of a minimum of 100 hours VET facilitation practice and assessment of a minimum of 20 individuals for at least 50 separate unit assessments and therefore requires access to a suitable training and assessment environment/role. In addition, core unit assessment requirements include opportunity to undertake an organisational training needs analysis and to evaluate a training program. Please consider your ability to meet these requirements before enrolling into this course.

All fees are quoted in Australian dollars. All tuition fees as published are subject to periodic review. Student contribution amounts may be subject to change if there are changes to the VSF subsidy as determined by the Victorian Department of Education and Training, however, such changes will not affect currently enrolled students or those who have applied or registered for enrolment prior to such changes being published.

Student tuition fees as published are subject to change given individual circumstances at enrolment. Student contributions per hour may be rounded down to the nearest cent for administration purposes.

Refer to our Fees website page or our Student Handbook for further information about our fees and charges.