

## Nationally Recognised Qualifications

Effective Date: 1st January 2022

Code	Qualification Title	Phillips Institute standard packaging hours	2022 nominal hours - indicative only	Govt Contribution VSF p/h	Indicative Student Contribution VSF p/h	Indicative Student Contribution JobTrainer p/h	Indicative Student Contribution VSF Conc p/h	Indicative Student Contribution FFS p/h	Resources and Equipment Fees	Student Services & Amenities Fee (waived for funded concession)	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 VSFF inc. additional fees - Funded	Indicative Student Cont. Fee for Service (FFS) - Non-Funded	Total FFS inc. additional fees
CHC30121	Certificate III in Early Childhood Education and Care	813	1118	7.25	0.0000	0.0000	0.0000	3.1500	50.00	75.00	125.00	0.00	\$50.00	0.00	\$125.00	2,750.00	\$2,875.00
HLT33115	Certificate III in Health Services Assistance	600	600	10.25	0.0000	0.0000	0.0000	4.5800	50.00	75.00	125.00	0.00	\$50.00	0.00	\$125.00	2,750.00	\$2,875.00
CHC33015	Certificate III in Individual Support	740	715	8.75	0.0000	0.0000	0.0000	3.7200	50.00	75.00	125.00	0.00	\$50.00	0.00	\$125.00	2,750.00	\$2,875.00
CHC43015	Certificate IV in Ageing Support	1275	1235	8.75	0.0000	0.0000	0.0000	2.6500	50.00	75.00	125.00	0.00	\$50.00	0.00	\$125.00	3,375.00	\$3,500.00
CHC43115	Certificate IV in Disability	940	925	7.25	0.0000	0.0000	0.0000	3.5900	50.00	75.00	125.00	0.00	\$50.00	0.00	\$125.00	3,375.00	\$3,500.00
CHC43415	Certificate IV in Leisure and Health	1075	1045	7.25	0.0000	0.0000	0.0000	3.1400	50.00	75.00	125.00	0.00	\$50.00	0.00	\$125.00	3,375.00	\$3,500.00
CHC43315	Certificate IV in Mental Health	980	980	8.75	0.0000	0.0000	0.0000	3.4400	50.00	75.00	125.00	0.00	\$50.00	0.00	\$125.00	3,375.00	\$3,500.00
CHC40221	Certificate IV in School Based Education Support	825	920	7.25	0.0000	0.0000	0.0000	4.2200	50.00	75.00	125.00	0.00	\$50.00	0.00	\$125.00	3,375.00	\$3,500.00
CHC50121	Diploma of Early Childhood Education and Care	1318	1368	6.25	0.0000	0.0000	0.0000	2.9200	50.00	75.00	125.00	0.00	\$50.00	0.00	\$125.00	5,625.00	\$5,750.00
CHC53415	Diploma of Leisure and Health	1535	1565	6.25	0.0000	0.0000	0.0000	3.6600	50.00	75.00	125.00	0.00	\$50.00	0.00	\$125.00	5,625.00	\$5,750.00

## Short Courses

Code	Course Title	2018 maximum hours	Govt Cont VSF p/h	Indicative Student Cont. VSF p/h	Indicative Student Contribution JobTrainer p/h	Indicative Student Cont. VSF Conc p/h	Indicative Student Cont. FFS p/h	Resources and Equipment Fees (as applicable)	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 VSFF inc. additional fees - Funded	Indicative Student Cont. Fee for Service (FFS) - Non-Funded	Total FFS inc. additional fees
HLTAID009	Provide Cardiopulmonary Resuscitation (CPR update)	N/A	4	N/A	N/A	N/A	23.75	0.00	0.00	0.00	N/A	N/A	N/A	N/A	95.00	125.00
HLTAID009	Provide CPR - current/former students only	N/A	4	N/A	N/A	N/A	18.75	0.00	0.00	0.00	N/A	N/A	N/A	N/A	75.00	75.00
HLTAID011	Provide first aid - 1 day plus pre course online	N/A	18	N/A	N/A	N/A	8.06	0.00	0.00	0.00	N/A	N/A	N/A	N/A	145.00	145.00
HLTAID011	Provide first aid - current/former students only	N/A	18	N/A	N/A	N/A	5.28	0.00	0.00	0.00	N/A	N/A	N/A	N/A	95.00	95.00
HLTHPS006	Assist clients with medication - <b>experienced staff only</b>	N/A	80	N/A	N/A	N/A	6.06	0.00	0.00	0.00	N/A	N/A	N/A	N/A	485.00	485.00
HLTFSE001	Follow basic food safety practices	N/A	30	N/A	N/A	N/A	4.00	0.00	0.00	0.00	N/A	N/A	N/A	N/A	185.00	185.00
TAELLN411	Address adult language, literacy and numeracy skills	N/A	30	N/A	N/A	N/A	9.50	0.00	0.00	0.00	N/A	N/A	N/A	N/A	285.00	285.00

Enrolment, Resources, Administrative and Incidental Fees

No.	Description	Amount \$
1	Student Services & Amenities (not funded concession/JobTrainer)	\$75
2	Resources - Certificate III	varies
3	Resources - Certificate IV	varies
4	Resources - Diploma	varies
5	Placement Fee (HLT33115)	varies
6	Placement Fee (all other programs except dual)	varies
7	Police Check (F2W if application completed by Phillips)	\$30
8	Ezidebit fees and charges (if applicable: 5% of balance)	varies
9	Certificate/Diploma/Statement of Attainment reprint	\$35
10	Registered Post mailout of reprint Certificate/Diploma/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 (including JobTrainer) Funded Training in 2022 will not be charged any Tuition Fees (in line with the Free TAFE Priority Courses initiative).  
Total Fees displayed include any resources and materials, student services and amenities 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 (including JobTrainer) 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 facilitator 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.