

# Schedule of Fees and Charges

## Accredited Courses



Training Program	Duration (days)	Course Fee GST Exempt	*CITB Subsidy	Subsidised Fee GST Exempt
<b>Traffic Management Implementer 1 (TMI1)</b> RIISS00060 Traffic Management Implementer Skill Set for Urban Streets and Low Volume Rural Roads	2	<b>\$795.00</b>	\$295.00	\$500.00
<b>Traffic Controller 1/Traffic Management Implementer 1 (TC1/TMI1 combined)</b> RIISS00058 Traffic Controller Skill Set for Urban Streets and Low Volume Rural Roads RIISS00060 Traffic Management Implementer Skill Set for Urban Streets and Low Volume Rural Roads	3	<b>\$1,195.00</b>	\$440.00	\$755.00
<b>Traffic Controller 2/Traffic Management Implementer 2 (TC2/TMI2 combined)</b> RIISS00059 Traffic Controller Skill Set for High Volume Roads RIISS00061 Traffic Management Implementer Skill Set for High Volume Roads	2	<b>\$950.00</b>	\$295.00	\$655.00
<b>Traffic Management Designer 1 (TMD1)</b> RIISS00063 Traffic Management Designer Skill Set for Urban Streets and Low Volume Rural Roads	3	<b>\$1,450.00</b>	N/A	N/A
<b>Traffic Management Designer 2 (TMD2)</b> RIISS00064 Traffic Management Designer Skill Set for High Volume Roads	1	<b>\$800.00</b>	N/A	N/A
<b>White Card</b> CPCWHS1001 Prepare to work safely in the construction industry	1	<b>\$150.00</b>	\$110.00	\$40.00

\* **CITB subsidies:** please note the following information:

- To be eligible for a subsidy students must hold a current CITB number.
- CITB subsidies for Temporary Traffic Management courses are reimbursed upon successful completion of the course i.e. upon award of certificate/s.

**NB:** All fees quoted are for public scheduled courses delivered at our **metropolitan** facilities. Courses delivered in regional locations will incur additional costs. Corporate courses will be quoted. For more information about delivery of courses at your workplace please call the training team on 1300 005 150 or email [training@workzone.net.au](mailto:training@workzone.net.au).

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## Non-accredited Courses and Other Charges



Course Name	Duration (days)	Course Fee GST Exempt
Short Term Low Impact (STLI)	1	\$300.00
Utilities TTM Worker Accreditation	1	\$300.00
**Non-practitioner: Traffic Management Implementer 1	2	\$795.00
**Non-practitioner: Traffic Controller 1/Traffic Management Implementer 1 (combined)	3	\$1,195.00
**Non-practitioner: Traffic Controller 2/Traffic Management Implementer 2 (combined)	2	\$950.00
**Non-practitioner: Traffic Management Designer 1	3	\$1,450.00
**Non-practitioner: Traffic Management Designer 2	1	\$800.00
South Australian Localised Content	N/A	\$130.00

\*\* Non-practitioner courses are identical to practitioner courses with the exception that there is no post-course assessment; a Statement of Completion is issued; and students who complete this course are unable to claim practitioner status.

Other Fees	Fee (GST Exc.)	GST	Fee (GST Inc.)
Re-issued Statement of Attainment	No Charge		
Replacement White Card	\$36.36	\$3.64	\$40.00
Recognition of Prior Learning (RPL)	Price on application		
Refund Fee	\$30.00	\$0.00	\$30.00
Replacement WZTM card	Email <a href="mailto:DIT.TASSAdminSupport@sa.gov.au">DIT.TASSAdminSupport@sa.gov.au</a> .		

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Workzone Training charge fees for services provided to students undertaking training and assessment. These charges are generally for items such as course materials, textbooks, student services and training and assessment services.

## When and how do I pay?

The total fee is required to be paid via the website or by phone at the point the student applies for the course.

Workzone Training accepts payment for fees using the following payment methods:

- Credit Card either online at the time of application or over the phone
- Electronic Funds Transfer (account details provided on the invoice)

Payment in cash is not available. Please refer to our invoice for payment options.

## Can I get a refund?

Yes, students, who give notice to cancel their enrolment **5 business days** or more prior to the commencement of a course, will be entitled to a full refund of fees paid **less** an administration fee of \$30. This includes situations where the student may register for a course within the 5 business days prior to the course commencement. The fee is retained to cover the costs associated with the administration of processing the refund.

Students who give notice to cancel their enrolment **4 business days** or less prior to the commencement of a course will be entitled to a partial refund of 80% of fees paid. The amount retained by Workzone Training is required to cover the costs of staff and resources which will have already been committed based on the students' initial intention to undertake the training.

Students who cancel their enrolment part way through a course must notify Workzone Training in writing via email or letter at the earliest opportunity. Students who cancel their enrolment **after a course has commenced** will not be entitled to a refund of fees.

Where a student has purchased and been supplied a text or training workbooks and subsequently cancels, Workzone Training will not provide a refund for already supplied text or training workbooks.

Discretion may be exercised by the RTO Manager in all situations, if the student can demonstrate that extenuating or significant personal circumstance led to their withdrawal. In these cases, the student should be offered a full credit toward the course fee in another scheduled course in-lieu of a refund. The RTO Manager may also authorise a refund of course fees if the circumstances require this.

Where refunds are approved, the refund payment must be paid to the student within 14 days from the time the student gave written notice to cancel their enrolment. All refunds are to be paid to the person who paid the fee using the payment method used to pay the fee or via electronic funds transfer using the authorised bank account nominated by the student on the Refund Request Form.

All requests for refund of fees must be made in writing using the *Refund Request Form* which may be obtained from Workzone Training or from the website. The form must be signed by the student.

The following outlines the Workzone Training refund policy in various circumstances and situations which may arise:

- Cancelling enrolment after a course has commenced - Students who cancel their enrolment after a course has commenced will not be entitled to a refund of fees.
- Non-transferable - Workzone Training refunds are not transferable to another person.
- Refunds for classes missed - No refunds will be made for classes missed.
- Intake numbers are insufficient - Workzone Training reserves the right to cancel a course if intake numbers for a scheduled course are insufficient. In the unlikely event that Workzone Training cancels a course if intake numbers are insufficient, the student will receive a full refund.
- Behaviour Misconduct - Students who demonstrate behavioural misconduct after being formally warned are to have their enrolment cancelled and will not be entitled to a refund (ref to *WZT 2.7-Behaviour Misconduct*).

Students have the right to access Workzone Training complaints and appeals processes and to also take further action under Australia's consumer protection laws.

## **Are my fees protected in case I need a refund?**

Workzone Training does not require prospective or current students to prepay fees in excess of the threshold for prepaid fee amount which is in excess of a total of \$1,500. This is an important consumer protection measure to limit the amount of fees that a student can be charged in advance of the services being delivered to the student.

If the cost of the course is less than \$1,500, generally the full amount will be requested for payment prior to the course commencing.

## Do I pay GST in my course fees?

No – Training course fees are GST exempt under section 38-85 GSTR 2003/1 Goods and Services Tax, tax ruling. The ruling explains the supply of a course for ‘professional or trade course’ is a GST-free education course. GST does apply on the payment of some miscellaneous charges or non-accredited courses.

## Changes to Terms and Conditions or Services

Workzone Training reserves the right to amend the terms and conditions of the student’s enrolment at any time. Changes may include changes to course delivery arrangements, changes to ownership or third-party arrangements, changes caused by training product transition<sup>1</sup>, or changes to our policies and procedures. If changes are made that effect the student’s enrolment the student will be informed 28 days prior to changes taking effect. Students are provided this advance notice of 28 days to enable them to submit an appeal from the date they were informed of the decision. Further information about appealing a decision is contained in the section relating to complaints and appeals handling.

***Please refer to the Student Handbook for further information on all student rights and obligations.***

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<sup>1</sup> Training product transition is where the qualification or unit of competency you are enrolled in is superseded by a replacement qualification or unit of competency and Workzone Training will need to review the best option for your training and will communicate with you about any changes.