



# CERES Training Programs Fee Policy and Schedule

[FP – 01]

This information is effective from 19<sup>th</sup> September 2012 and is correct at time of publishing; however, fees are subject to change without notice. Please enquire about course fees at time of application.

## General Course information

- Course fees cover education materials, use of tools and equipment, consumables, trainer support and assessment marking where applicable. The fee also has an administration cost included. Course fees do not cover the supply of recommended and prescribed texts or suitable outdoor wear (including footwear) for horticulture students.
- The number of hours required for a Certificate II qualification is dependent on the electives selected and the needs of the group or individual student enrolled.
- As a guide, a full Certificate II in Horticulture requires between 400 and 475 nominal hours. As some additional course work is to be completed at school or at home, this usually equates to between 300 and 400 scheduled contact hours.
- Once students have commenced study in their course, CERES is committed to completing the training and assessment for that course of study.
- At CERES, many of our students have learning difficulties, intellectual or physical disabilities and in some cases it may take students longer than anticipated to achieve competence in a unit or certificate. Students who are assessed as not yet competent may re-enrol in the next available course.
- A full quote will be provided to schools, organisations or individuals requesting training from CERES once units and scheduling has been confirmed.
- All partnering schools or organisations are required to sign an Memorandum of Understanding prior to commencement of course.
- CERES Training Programs generally accepts group enrolments in partnership with a school or organisation, however individual students or smaller groups may be able to join larger groups already enrolled in the program.

## Course Fees and Payment

### Participating Schools or Organisations

- Group Sessional Prices are based on groups of up to 10 students and are calculated per session as follows:

Half-Day Program

\$190 for 2 hour session (includes 15 min break)

Full Day Program

\$380 for 4 hour session (includes 15 min morning tea and 30 min lunch)

All Hospitality sessions require an additional \$50 fee per session to cover food costs.

- All participating schools or organisations will be issued invoices regarding course fees. If a purchased order is required please advise the CERES Training Coordinator.

- CERES will usually issue two invoices for a full year's course fees; with 50% of course fees payable in February at commencement of course and 50% of course fees payable in July. Schools or organisations enrolling in full time courses may be invoiced quarterly.
- All invoices are to be paid within 30 days of issue.

Individual student fees are as follows:

| Qualification                                       | Course Code | Fee per contact hour*<br>Not Eligible<br>Non<br>Concession | Fee per contact hour*<br>Eligible<br>Non<br>Concession | Fee per contact hour*<br>Eligible<br>Concession | Scheduled contact hours (guide only)<br>Contact hours will depend on units selected | Total fee payable*** (guide only)<br>Total fee payable will depend on units selected |
|---|-------------|--|--|---|---|--|
| Certificate II in Hospitality (Kitchen Operations)* | SIT20312    | \$9.50   | \$8  | \$1.60  | Between 300 - 400   | Up to \$3800 + food costs**  |
| Certificate II in Horticulture*                     | AHC20410    | \$9.50   | \$1.50   | \$0.30  | Between 300 - 400   | Up to \$3800**   |

\*Students enrolling individually may be eligible for a Skills Victoria Fee Subsidy of up to \$8 per hour for horticulture and \$1.50 for hospitality. Contact CERES Training Coordinator on 9389 0120 for more information.

\*\*Students enrolling in Hospitality qualifications will be required to pay an additional \$5 per session to cover food costs.

\*\*\*Student Tuition fees are indicative only and subject to change given individual circumstances at enrolment.

- Individual enrolment fees are payable at the beginning of each semester. Individual students will not be required to pay more than \$1500 for course fees in advance or \$1000 prior to the commencement of the course. The initial enrolment fee of no more than \$1000 includes a 10% administration charge that is non-refundable.
- If the cost of the semesters study exceeds \$1500, the balance of the fees will be required on completion of study. Qualifications will be withheld until final payment is received.

#### Re-assessment, Recognition of Prior Learning

- Every student has the right to be reassessed by a different trainer for any assessment. This must be requested within seven days of receiving results. There will be no charge for this reassessment. If the student is found to be not yet competent when reassessed, they may re-enrol in the next available course and will be liable for the full costs of that course.
- There is no charge for RPL assessment of units, however as delivery is holistic, students will still be required to attend and pay for all sessions at CERES.
- CERES does not charge any fees for reissuing of qualification testamurs.