



# 2018 Fee Schedule

## Enrolment Fee

**\$195.00**

The enrolment fee applies to all courses and recognition processes except traineeships and single unit enrolments. We may be able to waive this fee in special circumstances – please let us know if you wish to apply for an enrolment fee waiver.

## Payment Terms

Where the total course cost is under \$1500, full payment is required immediately upon enrolment. Where the total course cost is over \$1500, students are required to pay \$1500 upon enrolment and will be invoiced in further \$1000 increments (or part thereof) in 3 monthly instalments until the full course cost is paid. Credit may be available upon application and approval by Blueprint Career Development management.

## Qualifications and Courses

Qualification	# Units	Price per unit	Full Course
BSB30415 Certificate III in Business Administration	13	\$225	\$2,995
SIT20316 Certificate II in Hospitality	12	\$185 **	\$1,995*
SIT30616 Certificate III in Hospitality	15	\$225 **	\$2,995 *
SIT20116 Certificate II in Tourism	11	\$185	\$1,995 *
TAE40116 Certificate IV in Training and Assessment			
• Full Course – Distance Learning	10	\$200	\$1695
• Full Course – FlexiLearn Professional (inc: F2F Workshops)	10	\$300	\$2795
• RPL Full Course	10	\$175	\$495
• Upgrade from TAE40110 (via direct credit and RPL only)	10	\$175	\$1495
• Upgrade from TAE40110 (gap training and assessment)	As required	\$225	N/A
• Accelerated Teacher Program	10	N/A	\$1195
• Teacher Upgrade from TAE40110	10	N/A	\$495
10185NAT Certificate II in Self Awareness and Development	12	N/A	\$1500

**PLEASE NOTE:**

Qualifications and courses may be offered as online, correspondence, classroom, blended learning, credit transfer or RPL modes. Concession rates and/or government funding may apply to some qualifications. Contact us for specific information.

\* Vocational placement is mandatory if students are not employed in the relevant industry. Additional charges may apply for workplace assessment.

\*\* RSA and RGS units are exceptions and priced at \$75.

## Traineeships

Qualification	Traineeship Cost	Notes
BSB30415 Certificate III in Business Administration	\$1,500	
SIT30316 Certificate III in Hospitality	\$1,500	

*All costs listed apply to new full time staff who are eligible for User Choice Funding.*

*Existing workers and part-time staff may be eligible for partial User Choice Funding and attract Federal Government incentives to offset the higher training costs. Please ask us to help determine eligibility and therefore give an accurate quote.*

*Traineeship charges include \$1.60 per nominal hour student contribution plus employer contribution fee.*

*Fee exemptions may apply.*

## Funded Programs

**From time to time, full and partial funding is available for selected qualifications. For information about currently funded training opportunities, please visit our website at [www.blueprintcd.com.au](http://www.blueprintcd.com.au) or call us on 1300 851 550.**

## Recognition and Credit Transfer

### Credit Transfer

Credit transfers are processed at no charge for students already enrolled in the qualification for which they require credit. Where credit transfers are processed within full qualifications, the remaining course price will be calculated as the total of the individual cost for the remaining units.

The Enrolment fee of \$195 still applies for qualifications issued where all units of competency are credit transferred.

### Recognition of Prior Learning (RPL)

RPL is ideal for people who have the knowledge, skills, formal training (e.g professional development workshops), work and life experience to demonstrate competence in specific areas of expertise. Many units can be assessed for RPL using documentary evidence, interview questions and video or audio, however highly skill centred units may require workplace observation.

Where no individual prices are listed, the cost of RPL is 50% of the course fee plus \$195 enrolment fee. In some instances, workplace observation may be required. This can be arranged at an addition charge of \$65 per hour. *Please note that rural and remote locations may incur additional charges and in some cases we may not be able to provide workplace observation services.*

### Reissuance of Certification

Past students may obtain a copy of their certification at a cost of \$25 for reissuance.

### Copies of Assessment Evidence

Students are advised to retain copies of their own completed assessments as submitted work is retained by us for compliance purposes. If students request a copy of their submitted work, a fee of \$50 plus 10 cents per page of photocopying or scanning will be charged.

## Non-Accredited Programs

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Blueprint Career Development offers a range of professional development and non-accredited programs. Topics include: Business Etiquette, Conflict Resolution, Proposal Writing, Human Resource Management, Coaching and Mentoring, Using Social Media Professionally, Sales Fundamentals, Teambuilding, and many more. These are delivered in workshop, online and through correspondence at competitive rates ranging from \$49 to \$199 per person. For more information, please visit our website at [www.blueprintcd.com.au](http://www.blueprintcd.com.au) or call us on 1300 851 550.

## Refunds

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The enrolment fee is non refundable if a student is accepted by Blueprint Career Development and then elects not to participate in the program. If an applicant does not meet enrolment criteria or Blueprint Career Development is unable to provide the services requested, the full enrolment fee will be refunded.

- Students are entitled to a 75% refund of fees paid, irrespective of the reasons, if they cancel or withdraw from a scheduled program more than 3 days prior to the scheduled commencement date.
- Student are entitled to a 50% refund of fees paid, irrespective of the reasons, if they cancel or withdraw from a scheduled program less than 3 days prior to the scheduled commencement date.
- Students are not entitled to a refund if they cancel or withdraw after a course has commenced unless exceptional circumstances apply.
- Exceptional circumstance refunds must be sought and negotiated on an individual basis with Management.
- Should Blueprint Career Development cancel any training program, students are entitled to a full refund or a transfer of the funds paid to another current or future training program.

## Contact Details

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