



## Enrolment Fee

**\$250.00**

The enrolment fee applies to all fee-for-service courses and recognition processes. It is the non-refundable component of the course fees to secure your place.

## 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 for further increments in 3 monthly instalments until the full course cost is paid. Credit and payment plans may be available upon application and approval.

## Funded Programs - Queensland

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We are proud to be a Queensland Government Skills Assure supplier for VET in School, Career Start and Career Boost.

## Career Start

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### Eligibility

Under Career Start, you may access **up to 2 funded training places** through one of the following options:

- a qualification in a certificate III under the general training pathway **and** an apprenticeship or traineeship. If the apprenticeship or traineeship is completed first, you are **not eligible** to access a general training pathway qualification under Career Start
- or
- two apprenticeships and traineeships in either a certificate II or III (school-based apprenticeships and traineeships are included in this total).

Students will be funded a maximum of two government funded apprenticeships/traineeships across the School-based Apprenticeships and Traineeships (SATs), Career Start and Career Boost Programs. The two apprenticeships/traineeships can be undertaken in this Career Start Program.

Students can receive funding for only one apprenticeship or traineeship at a time. If two training contracts are registered at the same time, the contract with the earliest start date will qualify for funding, provided all other eligibility requirements are met. Existing workers and part-time staff may be eligible for Federal Government incentives to offset the higher training costs. Please ask us to help determine eligibility and therefore give an accurate quote.

## Career Start – General Training

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### Qualification

BSB30120 Certificate III in Business

SIT20322 Certificate II in Hospitality

SIT30622 Certificate III in Hospitality

SIT20122 Certificate II in Tourism

### General training pathway

To be eligible, you must:

- be aged 15 years or older, and no longer in school
- permanently live in Queensland
- be an Australian or New Zealand citizen, Australian permanent resident (includes humanitarian entrants), or a temporary resident with an [eligible visa subclass](#)
- not already have a certificate III or higher qualification completed within the last 10 years (qualifications completed as a school student, and foundation skills qualifications don't count)
- not be enrolled in another qualification, even if it's on hold or deferred, whether funded by us (Department of Trade, Employment and Training) or not (foundation skills qualification don't count).

### How much will you pay?

The government will pay a portion of the training costs for your course directly to Blueprint Career Development. Students are required to pay a co-contribution fee of \$10.00 per unit (non-concessional) or \$5.00 (Concessional)

## Career Start - Traineeships

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Applies to full-time, part-time and school based trainees	# Units	Government Contribution
BSB30120 Certificate III in Business	13	\$3075
SIT20322 Certificate II in Hospitality	12	\$3460
SIT30622 Certificate III in Hospitality	15	\$4470
SIT20122 Certificate II in Tourism	11	\$3320

*A student or employer contribution fee also applies to traineeships funded through Career Start, with the exemption of School-Based Traineeships (SATs). This fee is charged at \$1.60 per nominal hour student contribution, no fee is applicable if a unit is credit transferred. Partial and full student fee exemptions may apply.\*\* Nominal hours are determined using the NCVET Nominal Hours calculator or the Victorian Purchasing Guide. Nominal hours are checked quarterly.*

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### Apprenticeship or traineeship pathway

To be eligible, you must:

- have entered into a training contract for a qualification that is funded by us and be registered on our systems
- if you're from overseas, have a visa allowing you to work in Australia
- not be enrolled in another qualification
- not have already completed 2 apprenticeship or traineeship qualifications (including a school-based apprenticeship or traineeship) within the last 10 years.

Learn more about [apprenticeship and traineeship funding](#).

# Career Boost – General Training

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Career Boost helps Queenslanders to level-up at work, enabling them to grow and apply their skills to existing or new roles, and support productivity growth and workplace innovation.

The program delivers training to help individuals develop the higher-level skills needed to secure employment, advance their careers, or progress to further education and training.

## Qualification

CHC41215 Certificate IV in Career Development\*

## Eligibility

Under Career Boost, you may access either:

- **one funded training place** in either a certificate IV, diploma or advanced diploma qualification under the general training pathway
- or
- a higher-level apprenticeship or traineeship in certificate IV or above.

In addition, under Career Boost, you may access **up to 2 funded skill sets** in priority industries or sectors.

If you have already accessed 2 apprenticeships or traineeships through a school-based apprenticeship or traineeship or [Career Start](#) within the last 10 years, you are **not eligible** to undertake an apprenticeship or traineeship under Career Boost.

You **cannot** do 2 general training pathway qualifications under Career Boost.

## General training pathway

To be eligible, you must:

- be aged 15 years or older, and no longer in school
- permanently live in Queensland
- be an Australian or New Zealand citizen, Australian permanent resident (includes humanitarian entrants), or a temporary resident with an [eligible visa subclass](#)
- not already have a certificate IV or higher qualification (including tertiary qualifications) completed within the last 10 years\* (qualifications completed as a school student, and foundation skills qualifications don't count)
- not be enrolled in another qualification, even if it's on hold or deferred, whether funded by us (Department of Trade, Employment and Training) or not (foundation skills qualification don't count).

**\*Note:** This eligibility does not apply to individuals seeking to enrol in a skill set.

Along with the eligibility criteria above, specific entry requirements or exemptions may apply to certain funded qualifications and skill sets. These are set by industry or sector requirements, as well as national training package guidelines. Student enrolling in the CHC41215 Certificate IV in Career Development must currently work in the community sector.

## How much will you pay?

The government will pay a portion of the training costs for your course directly to Blueprint Career Development. Students are required to pay a co-contribution fee of \$20.00 per unit (non-concessional) or \$10.00 (Concessional)

## Fee for Service – Qualifications and Courses

	# Units	Price per unit	Full Course
10939NAT Certificate II in Self-Awareness and Development	12	N/A	\$390 - \$1,800
11334NAT Certificate III in Personal Empowerment	8	\$400	\$2,995 \$3,200
BSB10120 Certificate I in Workplace Skills	6	\$200	\$350 – \$1200
BSB20120 Certificate II in Workplace Skills	10	\$250	\$375 – \$2500
BSB30120 Certificate III in Business	13	\$325	\$1,625 - \$4,225
BSB40520 Certificate IV in Leadership and Management	12	\$325	\$1000 – \$3900
BSB50120 Diploma of Business	12	\$400	\$2000 – \$4800
SIS10122 Certificate I in Sport and Recreation	6	\$200	\$350 – \$1200
SIS20321 Certificate II in Sport Coaching	7	\$250	\$375 – \$1750*
SIS30521 Certificate III in Sport Coaching	10	\$325	\$1000 – \$3000*
SIT10222 Certificate I in Hospitality	6	\$200	\$1200
SIT20322 Certificate II in Hospitality	12	\$250	\$1,500 - \$3,000*
SIT30622 Certificate III in Hospitality	15	\$325	\$1,875 - \$4,500 *
SIT20122 Certificate II in Tourism	11	\$250	\$1,375 - \$2,750
CHC14015 Certificate I in Active Volunteering	5	\$200	\$350 – \$1000
CHC24015 Certificate II in Active Volunteering	7	\$250	\$375 - \$1,750*
CHC41215 Certificate IV in Career Development	13	\$325	\$1,950- \$4,225
CHCSS00108 Career Development Skill Set	6	N/A	\$1,500 - \$1,950

### TAE40122 Certificate IV in Training and Assessment

<ul style="list-style-type: none"> <li>Public Full Course (Delivery units conducted in the workplace) – 10 days F2F Workshops               <ul style="list-style-type: none"> <li>Additional \$650 fee for Delivery units conducted at Blueprint Head office 3 days F2F Workshops</li> </ul> </li> </ul>	12	\$325	\$3245
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• Accelerated Teacher Program (inc. up to 5 x F2F classes or live Zoom Workshops)	12	N/A	\$1,990
• Recognition of Prior Learning (RPL)	12	\$325	\$3,895

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**Upgrade to TAE40122 (from TAE40110 or TAE40116)**

• Going Solo - TAE40122 via RPL and CT	12	N/A	\$895
• Guided Upgrade - TAE40122 via RPL, CT and 1 live Gap Training workshop	12	N/A	\$1195

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**TAE Skill Sets:**

• TAESS00019 Assessor Skill Set	3	\$325	\$1,225
• TAESS00021 Facilitation Skill Set	2	\$325	\$900
• TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set	5	\$325	\$1450 - \$1625
• TAESS00026 Foundation Skills Integration Skill Set	3	\$325	\$1,225
	1 CT		\$700
	2 CT		\$400
• TAESS00028 Work Skill Instructor Skill Set	2	\$325	\$900
• TAESS00020 Volunteer Training Delivery Skill Set	2	\$325	\$900

*Qualifications and courses may be offered online, through 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.*

*\*\*Discount of \$100 applies for an upfront payment.*

*\*\*\*Higher cost may apply for courses in other regions outside Brisbane.*

# Recognition and Credit Transfer

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## Credit transfer

Credit transfers are processed at no charge for students already enrolled in the qualification for which they require credit transfers as part of the entry requirement, such as the TAE40116 to TAE40122 upgrade. Where credit transfers are not factored into the full qualification, the remaining course price will be calculated as the total of the individual cost of the remaining units and \$50 per unit credit transferred, up to a maximum of \$200. The Enrolment fee of \$250 still applies for qualifications issued where all units of competency are credit transferred.

## Recognition of Prior Learning (RPL)

RPL is ideal for people with 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 the same as the course fee, including a \$250 enrolment fee. In some instances, workplace observation may be required. This can be arranged at an additional charge of \$150 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 for \$50 for re-issuance.

## Copies of Assessment Evidence

Students are advised to retain copies of their completed assessments as we retain submitted work for compliance. If students request a copy of their submitted work, a fee of \$150 plus 20 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 workshops, online and through correspondence at competitive rates ranging from \$100 to \$300 per person. For more information, please visit our website at [www.blueprintcd.com.au](http://www.blueprintcd.com.au) or call 1300 851 550.

# Refunds

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## Corporate Training

**Prior to commencement.** Students who give notice to cancel their enrolment **6 business days** or more prior to the commencement of a course, will be entitled to a full refund of fees paid.

**Prior to commencement.** Students who give notice to cancel their enrolment **5 business days** or less prior to the commencement of a course will be entitled to a refund of fees paid, less \$250 enrolment fee to cover administration and bank fees. The fee covers the costs of staff and resources which will have already been committed based on the student's initial intention to undertake the training.

**Prior to commencement.** Students who give notice to cancel their enrolment **2 business days** or less prior to the commencement of a course will be entitled to a 50% refund of fees paid. The amount retained (50%) by Blueprint Career Development is required to cover the costs of staff and resources which will have already been committed based on the student's initial intention to undertake the training. This fee includes the \$250 Enrolment fee. Alternatively, a credit note for the full amount paid may be requested by the original payer (student, school, or employer), and can be transferred to another student.

**After commencement.** Students who cancel their enrolment after a course has commenced will not be entitled to a refund of fees or any fees paid in advance. An exception to this policy is where Blueprint Career Development fails to fulfil its service agreement and fees are refunded under our guarantee to clients.

## Fee for Service VETiS Students

### Prior to Commencement

If a student cancels their enrolment prior to the commencement of training, a full refund will be issued minus a \$50 non-refundable enrolment fee.

- This fee covers administrative and bank processing costs.

### After Commencement

If a student has not engaged in any training or assessment activity within six weeks of enrolment, they may be eligible for a full refund less a \$50 administration fee.

If a student withdraws after training has commenced, the refund will be calculated as follows:

1. A **\$250 non-refundable enrolment and administration fee** will be deducted.
2. **No refund** will be provided for any units that have been started or completed. A unit is considered started once the student has accessed learning materials, attended a session, or submitted any work.
3. Any **remaining balance** will be refunded to the original fee payer.
4. The cost per unit is calculated using this formula:  
**(Total Course Fee – \$250 admin fee) ÷ Number of Units in the Course**

## QLD Skills Assure Funding

In accordance with the *Skills Assure Supplier Policy 2025–2028* and the *SAS Audit Evidence Guide*, the following refund arrangements apply to students enrolled in government-subsidised training programs

### 1. Full Refund Prior to Commencement

If a student withdraws **before the commencement** of any training activity or unit of competency, Blueprint Career Development will refund **any Co-contribution fee paid**.

A unit of competency is considered “commenced” once the student has:

- Attended any scheduled training (face-to-face or online);
- Accessed online or printed learning materials;
- Participated in any delivery, assessment, or related activity.

### 2. Proportionate Refunds After Commencement

If a student withdraws **after training has commenced**, a **proportionate refund may be provided** for any units of competency that:

- Have not yet commenced, (e.g. outcome code 85).and
- Have not had a result recorded (e.g. outcome code 20, 30, or 40).

No refund will be issued for units where participation has occurred, or an outcome has been recorded.

### 3. Charging and Retention of Fees

As part of the Co-contribution fee arrangement:

- Blueprint Career Development may retain up to \$250 of the Co-contribution fee to recover reasonable administrative and compliance costs only for units that have commenced.
- No separate enrolment fee will be charged outside of the published Co-contribution fee.
- If a student withdraws before any units have commenced, no fees will be retained, and a full refund will be issued regardless of the amount paid.

*Note:* Co-contribution fees are calculated and published at the unit level in accordance with Departmental requirements. Upfront payments are limited to no more than 30% of the total Co-contribution fee for the qualification.

Students are not required to request a refund in these situations. Blueprint Career Development will automatically calculate the refund and notify the student/client with the amount and a request for bank details for the account where the refund will be deposited. If the employer has paid on behalf of the student, the same rules apply, and the employer will be refunded for any training not yet commenced.

## Contact Details

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