



CEG – Training Partnerships

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TERMS AND CONDITIONS

FEES

The fees for scheduled courses include:

- Training and Assessment
- Paperwork
- Course Manuals including Student's Learner Guide

All fees include a non-refundable amount of \$500.00 applicable upon enrolment.

WORKREADY FUNDING

Where a student is enrolling in a Certificate III or above qualification and eligible for WorkReady funding they will be charged a gap fee per year of training; a Fee Payment Agreement is required for invoicing of these fees. This first fee is paid upon enrolment and is **non-refundable**. Eligibility for WorkReady funding can be checked here:

<http://www.skills.sa.gov.au/training-learning/check-your-eligibility>

CONSTRUCTION INDUSTRY TRAINING BOARD (CITB) FUNDING

To apply for CITB funding, students must provide their CITB number to prove current membership with CITB. This number must be provided prior to the start date of training to apply for discounted training. Eligibility for CITB membership can be found here: <http://www.citb.org.au/FundingSupport/AmIeligible.aspx>

WHERE TRAINING OCCURS AT CUSTOMERS' PREMISES THE FOLLOWING CONDITIONS APPLY:

- Fees are as per the quote provided.
- Trainer accommodation & travel expenses required to provide services in regional areas are always additional to the course fee.
- Any "out of hours" training will be subject to a 15% surcharge in addition to the normal training fee. (Out of hours refers to weekdays after 5 PM/ evening courses/ weekend courses/ Public Holidays).
- Training course prices are GST exempt.
- Charges will apply to minimum numbers quoted.

CONFIRMATION OF BOOKING

- All pricings are in Australian dollars (AUD).
- Course spaces are booked on a first-come first-served basis.
- Course payments **MUST** be received at the time of booking or within 5 days prior to the start date of the course, otherwise bookings cannot be guaranteed.
- If you are booking into a course that is to be held within the next 5 (five) working days, payment **MUST** be received within 24 hours of booking.
- Where a Work Place Purchase Order (with ABN) is received, an invoice will be sent whereby payment is required strictly within 14 days.

RPL CHARGE FEES

RPL will be 50% of the schedule fees for each module. The student must be given the performance criteria and a self-assessment guide prior to the RPL assessment. If the student does not meet the performance criteria they will then need to pay for the additional training.

CONSULTANCY FEES

The hourly rate for services such as Training Needs Analysis, customer training customisation, standalone assessment and general consultancy is \$120 per hour, plus all oncost travel accommodation at cost recovery plus 10% administration service fee.

REPLACEMENT CERTIFICATE FEES

Students or employers who require a replacement certificate will attract an administration charge of \$20.

AUSPICE AGREEMENTS FEES

These agreements will be costed at 20% of the RTO standard fees if the partner supplies their own resources. Resources will be supplied at cost plus 30% and plus postage and handling.

PROJECT MANAGEMENT FEES

PM is defined as the service supplied to coordinate third party training providers that the RTO does not deliver the training. The fee will be 20% of training up to \$10k then plus 10% dollar value over \$10k.

RE-ASSESSMENT FEES

When a re-assessment is required a set fee of \$200 will apply, plus any oncost if required of hiring equipment.

CANCELLATION CONDITIONS

Full Certificate/Qualification training

Where a student/employer cancels the training prior to attending any training, they will still be sent an invoice for \$500.00 for the non-refundable 1st payment instalment.

Short or Day Courses with minimum/maximum student numbers

Cancellation for a course must be within 24 hours of the course commencing, if cancellation is not done within 24 hour notice period, the client will be charged as attending the training, and if pre-paid no refunds will be made.

CEG – Training Partnerships reserves the right to cancel or amend a course; we will endeavour to give as much notice as possible to affected students. In the event that we need to cancel a course we will offer another mutually convenient time, or a full refund of the course fee.

CEG – Training Partnerships will not be held liable for any losses experienced by the customer arising from such cancellation(s).

A minimum number of participants is required to conduct some training courses.

TRANSFERS

Transfers can be made up to 2 days prior to the course date without incurring any penalty fees. Substitutions can be made at any time should the nominated person be unable to attend. Any non-attendees will be liable for the full course fee.

REFUNDS

Clients may apply for a refund upon cancellation from a course. In the case of a request for refund, administration fees and payment for training undertaken will be taken from the fee prior to refunding it to the client. Refund applications must be in writing and within 4 weeks of withdrawal from a course.

If outside cancellation and refund application timeline no refunds will be applicable.

LATE STUDENTS

Short courses are run over a short period and the tardiness of students will affect the time that courses are run. Short courses start at 7:45am for an 8:00am start (unless otherwise specified) and students that arrive after 8:15am (or 15 minutes after the start time) will not be permitted into the classroom and will have to defer their training. Refunds will not be applicable in this instance.

NO DISADVANTAGE RULE

CEG – Training Partnerships will consider fees adjustment due to the individual person's ability to service fees. An application in writing needs to be sent to the Training Manger before adjustments can be considered for approval.

ACCESS TO TRAINING RECORDS

All students are entitled to access to their records, upon written request to the Administration Manager at CEG – Training Partnerships Head Office

Where Statements of Attainment/Certificates and/or tickets have been lost or mislaid, a replacement can be provided with an administration fee of \$20 for Statements of Attainment/Certificate and \$20 for a competency card/ticket.

ELIGIBILITY

- Some licensing courses have a minimum age requirement of 18 years
- SafeWork SA High Risk work licences incur a \$83.50 fee from SafeWork SA in order to obtain a High Risk Licence. Where the unit being training in is an addition to a student's High Risk licence, SafeWork SA will charge only \$45.20. This is an additional cost to the training and not included in the fees above.
- For any other courses where participants are under 18 years of age, a parent or guardian is required to countersign your application. This must be done prior to attendance at your nominated course.

COPYRIGHT NOTICE

All materials, resources, forms and associated documentation that prospective and enrolled participants may come across in their dealings with CEG – Training Partnerships remain the property of CEG – Training Partnerships and no unauthorised access and/or copying etc will be tolerated.\