

RTO 3900

Fees and information current at 1<sup>st</sup> January 2018

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### CHC62015 Advanced Diploma of Community Sector Management

Gowrie Victoria will provide training and assessment that is responsive to industry and learner needs and in line with the current training package as per training.gov.au (Current release version: 2; Current at: 08 December 2015).

#### Entry Requirements for Full Qualification

To gain entry into CHC62015 Advanced Diploma of Community Sector Management, candidates must:

1. Hold a qualification at Diploma level or above relevant to work in the community sector

OR

2. Have sufficient relevant experience and knowledge of community work and/or community services to indicate likely success at this level qualification in a job role involving:

- The application of skills and knowledge with depth in some area and demonstration of a broad range for technical and other skills;
- A wide range of tasks and roles in a variety of contexts, with complexity in the range and choices of actions required;
- The exercise of discretionary judgment and decision making under general guidance.

- Applicants must meet a minimum of level 3 (entry level) of the Australian Core Skills Framework (ASCF) prior to commencement of the course and will undergo assessment during an interview and enrolment session. Learners may need to attend additional study support throughout their training to assist in meeting ASCF level 4 requirements by completion of the course.
- Gowrie Victoria will provide training and study support based on the individual needs and existing skills of the learner and all current and prospective learners can apply to have their previous learning and experience assessed and recognised via Credit Transfer or Recognition of Prior Learning through our Skills Recognition process.

<http://gowrievictoria.org.au/Training/StudentInformation/SkillsRecognition.aspx>

#### Course Information

<b>Duration</b>	12 months
<b>Workshops</b>	
<b>Locations</b>	Docklands
<b>Mode of delivery</b>	4 x 3 full day workshops
<b>Times</b>	9:30am-4:00pm Over three consecutive days (Thursday, Friday, Saturday)
<b>AND</b>	
<b>Online Modules</b>	
<b>Locations</b>	Online
<b>Mode of delivery</b>	3 x online modules and forums
<b>Times</b>	Information is accessed in your own time, though weekly online interaction is required and due dates must be met

#### Enrolment Fee

<b>A non-refundable enrolment fee is applicable to all enrolments and is required to be paid prior to commencement of training</b>	
Resources*	\$60
Learner support services	\$80
Administration fees	\$100
Amenities fees	\$60
<b>Total:</b>	<b>\$200</b>

\*please note you will not need to provide any extra materials, as all resources are provided by Gowrie Victoria

#### Professional Development Sessions

This course can be undertaken as either a nationally recognised qualification, or as a professional development. There are no pre-requisites for learners wishing to enrol to undertake professional development. For further information on prices and how to register to attend individual workshops of the Advanced Diploma of Community Sector Management, please contact our office on 1300 446 974.

**Completion Requirements** – All learners are required to attend training sessions (80% minimum attendance) and to satisfactorily complete on-the-job (workplace) assessments and off-the-job (written and theoretical) assignments for each cluster of units to successfully complete the full qualification.

#### **Fees, Funding and Payment Terms and Conditions**

- Our courses are delivered with Skills First Government funding for eligible individuals under the Skills First Program.
- Please be aware that accessing your Skills First entitlement may impact your access to future government subsidised training.
- Learners who are ineligible for the Skills First are required to pay full fees.
- All Skills First applicants will be required to provide proof of age, proof of citizenship/residency, and proof of Victorian residence. Please note that in if you are unable to demonstrate your citizenship/residency through conventional documentation you may be able to do so in exceptional and specific circumstances with a proxy declaration. Proxy declarations must be approved by the Department of Education and Training prior to funding eligibility being confirmed.
- Concession fees are available to individuals under the Indigenous Completions Initiative who enrol into any level qualification who meet all eligibility criteria of the Skills First Program and who self-identify as being of Aboriginal or Torres Strait Islander descent.
- Job seekers, registered with Jobactive Providers, must seek approval to enrol with Gowrie Victoria from their Jobactive provider prior to application. The non-concession tuition fees are required to be paid for all job seekers, and the Jobactive provider will be invoiced directly for the portion of the tuition fee not covered by the referred job seeker. A Job Seeker Referral Form – Government Subsidised Training in Victoria form published by the Commonwealth Department of Employment must be provided at time of application, and the enrolment will not be confirmed until all documentation has been received.
- The learner tuition fees as published may be subject to change during the application process given individual circumstances.
- A non-refundable administration fee of \$200 is required at time of application and the remainder of the fees are paid over the duration of the course as units are commenced. Training will not commence until the administration fee has been paid in full. Each learner receives a payment plan in accordance with their study schedule.
- Learners will not be charged for units they have not commenced. If an automatic payment has been debited for a cluster of units the learner is entitled to a refund of tuition fees if they withdraw or defer prior to completion of a course and have not actually commenced those units.
- The following methods of payment are accepted by Gowrie Victoria:
  - BPAY – fees can be paid to Gowrie Victoria via BPAY Biller Code 939348.
  - Credit Card – fees can be paid over the phone or at any of our offices.
  - Third party payment – fees can be paid by employer, school, or JobActive Provider. Written authorisation is required.
- Fees quoted in this Statement of Fees are the maximum fees payable. Course fees will be altered if the learner is eligible for Credit Transfer or assessment for all or part of the qualification via Recognition of Prior Learning.
- Full fees or a pro rata refund of tuition fees (whichever have not been used) will be refunded if Gowrie Victoria cancels any courses or fails to provide the agreed services.
- If any payments are not made by the due date Gowrie Victoria will proceed with the Debt Recovery Process. Any fees incurred by our debt collector as a result of this process will be charged to the learner/nominated payee.
- If the total course fees are to be paid in full at start of the course this payment must be made by the due date.
- Payment dates may be subject to change depending on class schedule changes. If this occurs, learners will be notified of new payment dates by email.
- Further information and a full copy of our fees and refund policies can be found on our website and in our Learner Handbook which is available on our website <http://gowrievictoria.org.au/Training/LearnerInformation.aspx>.

## General Terms & Conditions

- Gowrie Victoria is responsible for providing quality training and assessment in line with the *Standards for Registered Training Organisations (RTOs) 2015*. All training and assessment is delivered by Gowrie Victoria trainers and assessors with relevant and current industry qualifications and experience.
- Gowrie Victoria issues qualifications, record or results, and statements of attainment, according to the Australian Qualifications Framework (AQF) certification guidelines.
- All learners undertaking nationally recognised training delivered by a registered training organisation (such as Gowrie Victoria) from 1 January 2015 will need to have a Unique Student Identifier (USI). A USI account will contain all of your nationally recognised training records and results from 1 January 2015 onwards. Students who complete any units or qualifications from 2015 onwards will not be issued their certificates and/or statements of attainment until a verified USI has been created as per the *Student Identifiers Act 2014*. For further information please visit <http://usi.gov.au/>.
- Traineeships are available for eligible individuals and Gowrie Victoria supports employees wanting to undertake a traineeship whilst employed in the early or middle childhood sector. A Training Contract is a signed agreement between an employer and an employee in which the trainee agrees to learn the skills needed for particular occupation or trade in the workplace. The employer of an apprentice or trainee, or the supervisor appointed by the employer, needs to train the trainee in the day-to-day tasks required of them, and the responsibility of the Registered Training Organisation (RTO) lies mainly in the provision of the delivery and assessment of competencies that will result in a nationally recognised qualification.

Traineeship eligibility is assessed by an Australian Apprenticeships Centre, and is not related to Skills First Program eligibility criteria. An individual who is eligible for a traineeship may not necessarily be eligible for Skills First Program subsidised funding and vice versa. Payment of fees is negotiated between the employer and trainee.

Please note that a trainee cannot commence training prior to:

- The commencement date of the Training Contract
- Creation of the Training Contract on the national apprenticeships database, known as DELTA.
- The trainer making contact with the employer/workplace supervisor of the trainee to outline the supervisor's responsibilities, outline the purpose of further contacts, and development of the Training Plan
- Gowrie Victoria provides a supplementary study support training group on Friday mornings at Gowrie Victoria in Carlton North which is available to all learners that may like assistance with their assignments, homework, language, literacy and/or numeracy skills. Additional language, literacy and numeracy support may be available for learners attending class at Kensington Neighbourhood House (03 9376 6366).
- Feedback, complaints and appeals are acknowledged and handled in a fair, efficient and effective manner. Further information about learner rights and responsibilities, as well as our policies can be found in our Learner Handbook which is available on our website <http://gowrievictoria.org.au/Training/StudentInformation.aspx>.
- Gowrie Victoria encourages individuals with disabilities to access training. Enrolment approval will be subject to the person's ability to undertake tasks and the requirements of the course.
- If there are any changes to agreed services, Gowrie Victoria will advise each learner as soon as practicable. This includes any new third party arrangements or change in ownership.
- Training may be suspended, and/or enrolment withdrawn, if training and/or fee requirements are not met.
- Applications will not be approved and processed until all required documentation has been provided.
- Learners are entitled to apply for one deferral during the course for maximum of 12 months.
- If a learner chooses to transfer to another class, or to another qualification, a \$200 administration fee will be incurred. Only one transfer will be permitted. The transfer fee may be waived if Gowrie Victoria initiates or recommends the transfer to a different class or qualification, however, this will be decided on a case by case basis.
- All students may access their own records by submitting a written request to Gowrie Victoria.

### Skills First Program Government Subsidised Funding Eligibility

The Skills First Program is a government subsidised funding scheme that makes vocational training more accessible to people who do not hold a post-school qualification, or who want to gain a higher level qualification than they already hold.

**Please be aware that accessing your Skill First Program entitlement may impact your access to future government subsidised training.**

Please note that an individual is not eligible for government subsidised training if they are enrolled into a school (excluding a School Based Trainee). This includes any government, non-government, independent or Catholic school; or a student registered for home schooling in Victoria.

Please also note there is no sunset periods for qualifications when assessing Skills First Program eligibility.

#### The following eligibility restrictions apply:

- i. **Upskilling** - to be eligible you must be upskilling to a higher level qualification  
**Exemptions** - please note the following prior qualifications are **not** to be taken into account:
  - a. the Victorian Certificate of Education; Victorian Certificate of Applied Learning (Intermediate or Senior); International Baccalaureate Diploma; and senior secondary school certificates from other Australian jurisdictions
  - b. qualifications listed in the Foundation Skills List
  - c. any VET certificates completed as part of a senior secondary qualification (including School Based Apprenticeships/Traineeships);
  - d. qualifications with the title 'Course in...' which are not aligned to a specified level within the Australian Qualifications Framework (AQF); and
  - e. non-Australian qualifications, except where equivalency has been formally established with a qualification within the AQF.
- \* In accordance with the AQF and for the avoidance of doubt, Vocational Graduate Certificate and Vocational Graduate Diploma level qualifications are higher than qualifications at the Bachelor Degree level.
- ii. **2 in a Year** - you can only commence 2 government subsidised courses in a calendar year
- iii. **2 at a Time** - you can only undertake training in 2 government subsidised courses at a time in a calendar year
- iv. **2 at Same Level** - you can only **commence** training in the same level qualification twice in a lifetime  
**Exemptions** - please note the following commencements are not taken into account:
  - a. the Victorian Certificate of Education; Victorian Certificate of Applied Learning (Intermediate or Senior); International Baccalaureate Diploma; and senior secondary school certificates from other Australian jurisdictions;
  - b. qualifications listed in the Foundation Skills List;
  - c. any VET certificates undertaken as part of a senior secondary qualification (including School Based Apprenticeships/Traineeships);
  - d. where an individual is transitioning from a superseded qualification to the current version of the same qualification; and
  - e. where an individual is recommencing training in the same qualification (at either the same or a different provider).
- v. **Courses with the Title 'Course in...'** - accredited courses with the title 'Course in...' are not aligned with an AQF qualification but result in a Statement of Attainment. Qualifications at Diploma level or higher are considered higher than courses with the title 'Course in...'.
- vi. **Foundation Skills Qualifications** – qualifications on the Foundations Skills List are not to be taken into account when assessing eligibility.

#### Concession Eligibility

Concession fees are available to Skills First Program eligible individuals enrolling into a Certificate III or Certificate IV level qualification. These concessions also apply to a dependant spouse or dependant child of a concession card holder.

Concession fees are also applicable to all Skills First Program eligible individuals enrolling into any level qualification who self-identify as being of Aboriginal or Torres Strait Islander descent.

### **Exemptions to the Skills First Program eligibility criteria**

Individuals enrolling under one of the following initiatives may not be required to meet particular aspect of the eligibility criteria if they present the relevant referral form or letter:

- Asylum Seeker VET Program
- Latrobe Valley Initiative
- Back to work

### **Transitioning from School**

For learners who are under the age of 17 and have not yet completed Year 10, Gowrie Victoria must be presented with correspondence or a certificate signed by the Department of Education and Training Regional Director that exempts the learner from school attendance.

For learners who are under the age of 17 and have completed Year 10, Gowrie Victoria must be presented with either the correspondence or a certificate signed by the Department of Education and Training Regional Director that exempts the learner from school attendance or a completed 'Transition from School' form.

### **VET Student Loan Eligibility**

VET Student Loans is a loan program that helps eligible learners enrolled in higher level vocational education and training courses at approved course providers pay their tuition fees. A loan cap of \$5,075 has been applied to Advanced Diploma level courses for 2018. Where the total course cost exceeds the cap amount, learners must fund the difference between the amount Gowrie Victoria charges for the course and the amount being covered by VET Student Loans. The capped course cost incurs a 20% loan fee.

A learner's access to a VET Student Loan is approved by the Australian Government Department of Education and Training and the debt is then managed by the Australian Taxation Office (ATO). Learners are required to repay the debt once they earn over \$55,874 annually (this threshold is reviewed on a yearly basis)

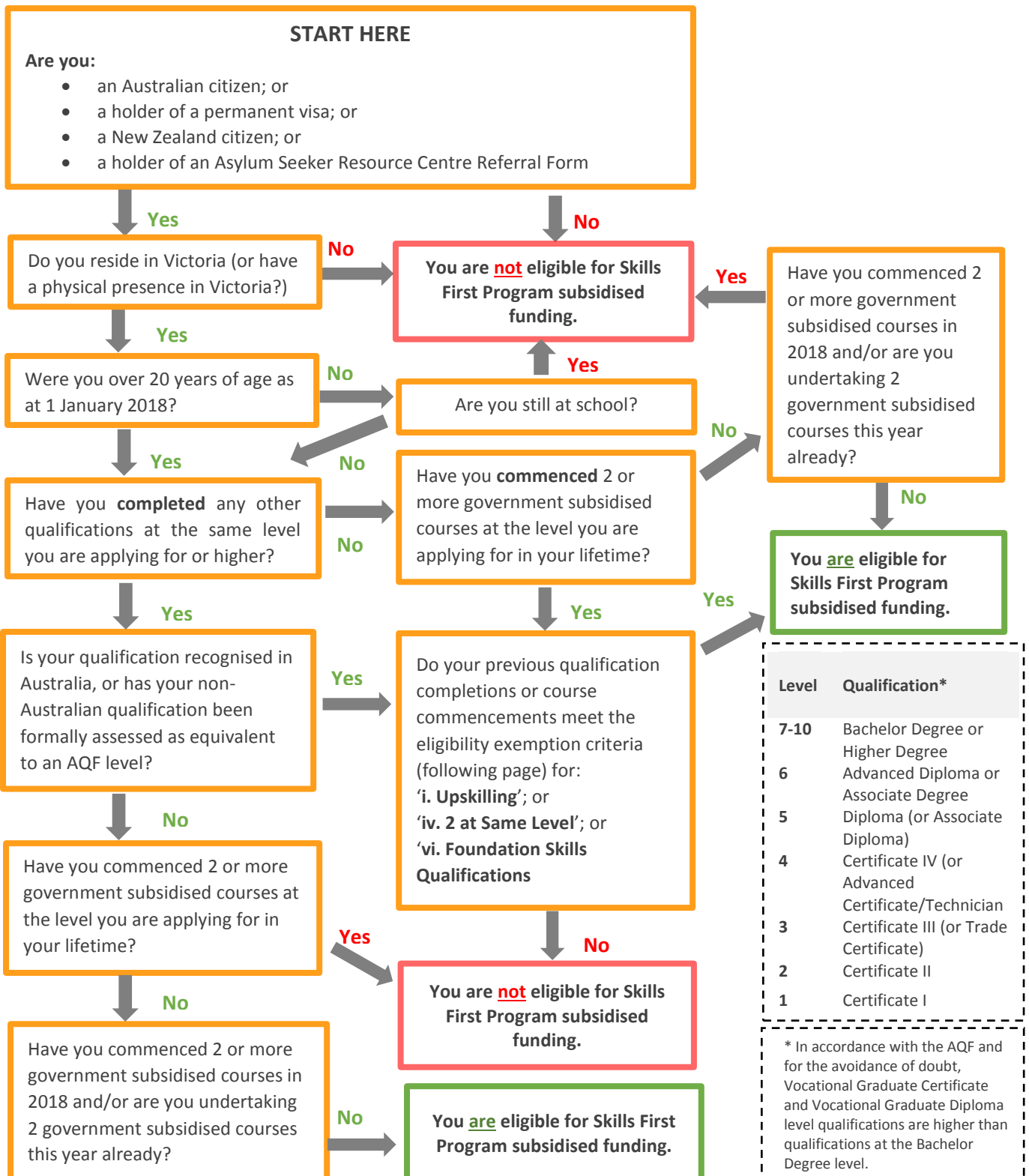
### **Eligibility criteria**

A learner must meet ALL of these criteria:

- You are
  - an Australian citizen, or
  - a New Zealand Special Category Visa (SCV) holder who meets the long-term residency requirements, or
  - a permanent humanitarian visa holder
- You have not exceeded the FEE-HELP limit (\$102,392 for 2018)
- You have been assessed by your approved course provider as academically suited to undertake the approved course by either:
  - providing your Australian Year 12 Certificate; OR
  - providing evidence of successful completion of an Australian Qualifications Framework Certificate IV or higher qualification (where the language of instruction is English); OR
  - displaying competence at Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy through an approved Language, Literacy and Numeracy test.
- You meet the Tax File Number (TFN) requirements.
- You have a Unique Student Identifier (USI) or are otherwise exempt.
- You have read the 2017 VET Student Loans information booklet:  
([https://docs.education.gov.au/system/files/doc/other/vet\\_student\\_loan\\_student\\_information\\_booklet\\_2017.pdf](https://docs.education.gov.au/system/files/doc/other/vet_student_loan_student_information_booklet_2017.pdf))
- You have given the required documents to your approved course provider and submitted the loan application form by the first census day no less than two business days after enrolling.

### Skills First Program Eligibility Flowchart

This flowchart is a guide only, additional eligibility restrictions may apply depending on individual circumstances. All applicants are assessed for funding eligibility prior to enrolment.



Module	Unit Codes	Unit Names	Nominal hours per unit	Cost per unit	Scheduled hours per module	Tuition fee per module at \$2.70 per hour	Government Contribution (\$6 per hour)
<b>Administration Fee</b>						<b>\$200.00</b>	
Leading and Managing Change & Taking Charge of the NQF	BSBINN601	Lead and manage organisational change	60	\$162.00			
	BSBMGT401	Show leadership in the workplace	50	\$135.00			
	BSBMGT608	Manage innovation and change	70	\$189.00			
	CHCLEG003	Manage legal and ethical compliance*	80	\$216.00			
	CHCMGT001	Develop, implement and review quality framework	110	\$297.00			
	CHCMGT005	Facilitate workplace debriefing and support processes*	120	\$324.00	360	<b>\$972.00</b>	\$2,160.00
Manage Finances	BSBFIM601	Manage Finances	80	\$216.00	80	<b>\$216.00</b>	\$480.00
Educational Leadership & Leading Professional Learning	TAEDEL404	Mentor in the workplace	30	\$81.00			
	CHCMGT005	Facilitate workplace debriefing and support processes*	120	\$324.00			
	BSBMGT605	Provide leadership across the organisation	60	\$162.00	120	<b>\$324.00</b>	\$720.00
Develop & Implement Policy	CHCPOL002	Develop and implement policy	90	\$243.00	90	<b>\$243.00</b>	\$540.00
Working with People (HR) & Professionalism	BSBMGT502	Manage people performance	70	\$189.00			
	CHCMGT005	Facilitate workplace debriefing and support processes*	120	\$324.00			
	CHCLEG003	Manage legal and ethical compliance*	80	\$216.00			
	CHCMGT003	Lead the work team	100	\$270.00	240	<b>\$648.00</b>	\$1,440.00
Manage Risk	BSBR501	Manage risk	60	\$162.00	60	<b>\$162.00</b>	\$360.00
Action Research	CHCDIV003	Manage and promote diversity	80	\$216.00			
	CHCMGT005	Facilitate workplace debriefing and support processes*	120	\$324.00			
	CHCPOL003	Research and apply evidence to practice	65	\$175.50	175	<b>\$472.50</b>	\$1,050.00
*Units/Fees are covered across workshops							
				<b>Total</b>	<b>1125</b>	<b>\$3,237.50</b>	<b>\$6,750.00</b>

Module	Unit Codes	Unit Names	Nominal hours per unit	Cost per unit	Scheduled hours per module	Tuition fee per module at \$8.70 per hour	Government Contribution
<b>Administration Fee</b>						<b>\$200.00</b>	
Leading and Managing Change & Taking Charge of the NQF	BSBINN601	Lead and manage organisational change	60	\$522.00		<b>\$3,132.00</b>	\$0.00
	BSBMGT401	Show leadership in the workplace	50	\$435.00			
	BSBMGT608	Manage innovation and change	70	\$609.00			
	CHCLEG003	Manage legal and ethical compliance*	80	\$348.00			
	CHCMGT001	Develop, implement and review quality framework	110	\$957.00			
	CHCMGT005	Facilitate workplace debriefing and support processes*	120	\$261.00	360		
Manage Finances	BSBFIM601	Manage Finances	80	\$696.00	80	<b>\$696.00</b>	\$0.00
Educational Leadership & Leading Professional Learning	TAEDEL404	Mentor in the workplace	30	\$261.00		<b>\$1,044.00</b>	\$0.00
	CHCMGT005	Facilitate workplace debriefing and support processes*	120	\$261.00			
	BSBMGT605	Provide leadership across the organisation	60	\$522.00	120		
Develop & Implement Policy	CHCPOL002	Develop and implement policy	90	\$783.00	90	<b>\$783.00</b>	\$0.00
Working with People (HR) & Professionalism	BSBMGT502	Manage people performance	70	\$609.00		<b>\$2,088.00</b>	\$0.00
	CHCMGT005	Facilitate workplace debriefing and support processes*	120	\$261.00			
	CHCLEG003	Manage legal and ethical compliance*	80	\$348.00			
	CHCMGT003	Lead the work team	100	\$870.00	240		
Manage Risk	BSBR501	Manage risk	60	\$522.00	60	<b>\$522.00</b>	
Leading Inclusion & Action Research	CHCDIV003	Manage and promote diversity	80	\$696.00		<b>\$1,522.50</b>	\$0.00
	CHCMGT005	Facilitate workplace debriefing and support processes*	120	\$261.00			
	CHCPOL003	Research and apply evidence to practice	65	\$565.50	175		
				<b>Total</b>	<b>1125</b>	<b>\$9,987.50</b>	<b>\$0.00</b>

\*Units/Fees are covered across workshops



Module	Unit Codes	Unit Names	Nominal hours per unit	Cost per unit	Scheduled hours per module	Tuition fee per module at \$0.54 per hour	Government Contribution (\$9.86 per hour)	
<b>Administration Fee</b>						<b>\$200.00</b>		
Leading and Managing Change & Taking Charge of the NQF	BSBINN601	Lead and manage organisational change	60	\$32.40				
	BSBMGT401	Show leadership in the workplace	50	\$27.00				
	BSBMGT608	Manage innovation and change	70	\$37.80				
	CHCLEG003	Manage legal and ethical compliance*	80	\$21.60				
	CHCMGT001	Develop, implement and review quality framework	110	\$59.40				
	CHCMGT005	Facilitate workplace debriefing and support processes*	120	\$16.20	360	<b>\$194.40</b>	\$3,549.60	
Manage Finances	BSBFIM601	Manage Finances	80	\$43.20	80	<b>\$43.20</b>	\$788.80	
Educational Leadership & Leading Professional Learning	TAEDEL404	Mentor in the workplace	30	\$16.20				
	CHCMGT005	Facilitate workplace debriefing and support processes*	120	\$16.20				
	BSBMGT605	Provide leadership across the organisation	60	\$32.40	120	<b>\$64.80</b>	\$1,183.20	
Develop & Implement Policy	CHCPOL002	Develop and implement policy	90	\$48.60	90	<b>\$48.60</b>	\$887.40	
Working with People (HR) & Professionalism	BSBMGT502	Manage people performance	70	\$37.80				
	CHCMGT005	Facilitate workplace debriefing and support processes*	120	\$16.20				
	CHCLEG003	Manage legal and ethical compliance*	80	\$21.60				
	CHCMGT003	Lead the work team	100	\$54.00	240	<b>\$129.60</b>	\$2,366.40	
Manage Risk	BSBR501	Manage risk	60	\$32.40	60	<b>\$32.40</b>	\$591.60	
Leading Inclusion & Action Research	CHCDIV003	Manage and promote diversity	80	\$43.20				
	CHCMGT005	Facilitate workplace debriefing and support processes*	120	\$16.20				
	CHCPOL003	Research and apply evidence to practice	65	\$35.10	175	<b>\$94.50</b>	\$1,725.50	
<b>*Units/Fees are covered across workshops</b>						<b>1125</b>	<b>\$807.50</b>	<b>\$11,092.50</b>