

Policy No. 16

Course Fees

1. Policy Objective

The objective of the Course Fees Policy and Procedure for St John Ambulance Western Australia Ltd (St John) Registered Training Organisation (RTO) No. 0392 (St John RTO) is to ensure that St John RTO will inform participants of course fees and collect course fees in accordance with the Standards for RTOs 2015.

This Policy and Procedure supports the following Standards Registered Training Organisations 2015:

- ▶ Standard 5.3;
- ▶ Standard 7.3; and
- ▶ Schedule 6.

2. Policy

1. This Policy and Procedure version is effective as of 1 November 2017.
2. St John RTO will charge fees for its Vocational Education and Training (VET) courses.
3. St John RTO will have appropriate protection measures in place for fees collected in advance in excess of \$1500.
4. St John RTO will inform of and collect course fees prior to participant course enrolment.
5. St John RTO will inform all participants enrolling into a St John RTO training course per St John RTO Policy and Procedure No.14 Ethical Marketing.
6. St John RTO will have Course Fee arrangements in place for:
 - ▶ Public; and
 - ▶ Corporate Clients.
7. St John RTO Stakeholders MUST have Workplace Instructions in place to supplement this Policy and Procedure.

Policy Administration		
Directorate:		Responsible Manager:
Community Services		Executive Manager Education Services
Risk Rating:	Review Cycle:	Review Next Due:
High	Annual	July 2018
Compliance References:		
Statutory:	Standards for RTOs 2015	
Industry	Vocational Education and Training	
St John Ambulance:	RTO	
Quality Management System:		
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Version:	Decision Reference:	Synopsis:
1	Document Created	VET Reform and Standards for RTOs 2015
2	Minor Changes	St John RTO Stakeholder Feedback provided on 30/6/2015
3	Updated Spelling/Formatting Added reference to St John LMS	Following Review of Compliance Documentation Introduction of LMS
4	Annual review by RTO Stakeholders	<ol style="list-style-type: none"> 1. New format. 2. Section 5 reduced 3. Section 6 added 4. Effective as of 1.11.2017