



Enrolment Fee

\$195.00

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 in further \$1000 increments (or part thereof) in 3 monthly instalments until the full course cost is paid. Credit and payment plans may be available upon application and approval.

Funded Programs



We are proud to be a Queensland Government Skills Assure supplier for Certificate 3 Guarantee and User Choice Funding.

Certificate 3 Guarantee Funding

Qualification

BSB30120 Certificate III in Business
SIT20316 Certificate II in Hospitality
SIT30616 Certificate III in Hospitality
SIT30116 Certificate III in Tourism

To be eligible to access the Certificate 3 Guarantee, you must:

- be an Australian or New Zealand citizen, or an Australian permanent resident (including humanitarian entrants), or a temporary resident with an [eligible visa subclass](#)
- be 15 years old or over
- live in Queensland and have left school
- not already have, or be enrolled in, a certificate III level or higher qualification.

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 \$5.00 per unit (non-concessional) or \$2.50 (Concessional)

Traineeships

Applies to full-time, part-time and school based trainees	# Units	Government Contribution
BSB30120 Certificate III in Business	13	\$2655
SIT20316 Certificate II in Hospitality	12	\$2198
SIT30616 Certificate III in Hospitality	15	\$2843
SIT30116 Certificate III in Tourism	15	\$3113

*A student or employer contribution fee also applies to traineeships funded through user choice. 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.*

* Where the trainee is in the Priority Population Group, the government contribution will be 100% and there will be no employer contribution. Priority Population Groups are those declared on the national Apprenticeship/Traineeship Training Contract, such as individuals of Aboriginal or Torres Strait Islander origin, individuals from a non-English speaking background and individuals with disability, impairment or long-term condition.

** Student contribution fees will be charged at 40% of the full student contribution fee where the trainee is under 17 at the end of February this year, or is in receipt of a health care card, or is an individual of Aboriginal or Torres Strait Islander origin. School based trainees are fully exempted from the student contribution – tuition fee.

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.

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 or call us on 1300 851 550.

Fee for Service - Qualifications and Courses

	# Units	Price per unit	Full Course
10939NAT Certificate II in Self Awareness and Development	12	N/A	\$850 - \$1750
10860NAT Certificate III in Personal Empowerment	8	\$400	\$2,995
10641NAT Diploma of Health and Wellness Coaching	8	N/A	\$10,000
BSB30120 Certificate III in Business	13	\$225	\$895 - \$2,610
SIT20316 Certificate II in Hospitality	12	\$185 **	\$1,995*
SIT30616 Certificate III in Hospitality	15	\$225 **	\$1,500 - \$2,995 *
SIT20116 Certificate II in Tourism	11	\$185	\$1,100 - \$2,035
SIT30116 Certificate III in Tourism	15	\$225 **	\$1,500 - \$3,375
CHC24015 Certificate II in Active Volunteering	7	\$185	\$1295
CHC30221 Certificate III in Education Support	17	\$225	\$9,50 - \$3,825
CHC41215 Certificate IV in Career Development	13	\$300	\$1,950- \$2,995
CHCSS00108 Career Development Skill Set	6	N/A	\$1000 - \$1200
TAE40116 Certificate IV in Training and Assessment			
<ul style="list-style-type: none"> • Full Course – Blended (inc F2F Workshops, online, distance and RPL) 	10	\$300	\$2895
<ul style="list-style-type: none"> • Full Course – Online 	10	N/A	\$1600***
<ul style="list-style-type: none"> • Accelerated Teacher Program (inc: 3 x F2F Workshops) 	10	N/A	\$1395
<ul style="list-style-type: none"> • TAESS0009 Address Foundation Skills in Vocational Practice Skill Set 	10		
<ul style="list-style-type: none"> ○ Option 1 (Full skill set of 3 units) 	3	N/A	\$900
<ul style="list-style-type: none"> ○ Option 2 (Credit transfer for TAELLN411) 	2	N/A	\$600
<ul style="list-style-type: none"> • TAESS00011 Assessor Skill Set 	4	N/A	\$1100
<ul style="list-style-type: none"> • TAESS00014 Enterprise Trainer – Presenting Skill Set 	2	N/A	\$600
<ul style="list-style-type: none"> • Upgrade from TAE40110 			
<ul style="list-style-type: none"> ○ Option 1 (via direct credit and RPL only) 	10	N/A	\$395
<ul style="list-style-type: none"> ○ Option 2 (3 assessment units plus TAEASS502) 	10	N/A	\$595
<ul style="list-style-type: none"> ○ Option 3 (3 assessment units plus TAELLN411) 	10	N/A	\$595
<ul style="list-style-type: none"> ○ Option 4 (3 assessment units plus TAELLN411 & TAEASS502) 	10	N/A	\$695

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.

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

***Discount of \$100 may apply for a full upfront payment of \$1500. Online students may attend live classes for an additional \$120 per day.

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 transfers as part of the entry requirement such as the TAE40110 to TAE40116 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 \$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 the same price as the course fee inclusive of \$195 enrolment fee. In some instances, workplace observation may be required. This can be arranged at an additional 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 \$50 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

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 \$49 to \$199 per person. For more information, please visit our website at www.blueprintcd.com.au or call us on 1300 851 550.

Refunds

Fee for service

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 5 days prior to the scheduled commencement date.
- Students are entitled to a 50% refund of fees paid, irrespective of the reasons if they cancel or withdraw from a scheduled program less than 5 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.
- Refunds will not include the administration and enrolment fee component of the paid fees.
- 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.

Certificate 3 Guarantee and User Choice

1. If the Student cancels prior to the commencement of training and the student has paid Co- Contribution fees, a full refund will be paid for any monies paid in advance.
2. If training in a unit of competency has commenced but not been fully completed prior to withdrawal, then a proportionate refund will be given to the student. The proportionate refund will be equal to 50% of the Student Co-contribution fee paid for that unit of competency.
3. Students receive a full refund for any unit/s of competency where training has not yet commenced.
4. Where there has been a change to any elective unit of competency resulting in a reduction in Nominal Hours, the Student Co-contribution fee will be re-calculated, and Students will be refunded any overpaid amount.

Please note: Cancellation of enrolment relates to the following instances:

- cancellation of training contract ending the apprenticeship/traineeship
- replacement of SRTO
- change of elective unit of competency.

Students are not required to request a refund should any of the above situations occur. 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 that the refund is to be deposited. Where the employer has paid on behalf of the student, the above rules will apply, and the employer will be refunded for any training not yet commenced.

Contact Details

