

## Schedule of Fees and Charges

Proper Preparation OHS & Training Specialists Pty Ltd trading as Sitetrain is a Registered Training Organisation and operates in accordance with applicable legislation and the Standards for Registered Training Organisations (RTOs) 2015. Sitetrain is entitled to charge fees for services provided to students undertaking a course of study. These fees are for items such as course materials, administrative support, student services and training and assessment services. We review our fees schedule regularly and endeavour to keep the cost of training down.

### When and how do I pay?

Fees are payable when you receive notification of enrolment. Fees must be paid in full within 5 days of receiving this notification from Sitetrain. We may cancel an enrolment or discontinue training if fees are not paid as required. Payment methods include direct deposit, cheque or credit card via link on invoice.

### Can I get a refund?

Courses cancelled by client/student less than 10 days prior to the commencement of the course, 50% of the course cost will be incurred.

Courses cancelled by clients/student less than a week or 7 days prior to the commencement of the course will not be entitled to a refund of fees.

Students/clients who cancel their enrolment after a training program has commenced will not be entitled to a refund of fees.

Students/Clients who do not cancel and are a no show for training will not be entitled to a refund of fees.

Discretion may be exercised by the Chief Executive Officer if there is extenuating or significant personal circumstance that led to your withdrawal.

Students who fail to provide evidence of NSW residential address or Proof of Identity (POI) and cannot be assessed by High Risk Assessor in NSW will not be entitled to a refund of fees.

### How do I get a refund?

To obtain a refund you are required to complete a Refund Request Form. Written notice may be in the form of an email or letter. Where refunds are approved, the refund payment will be paid via electronic funds transfer using the authorised bank account nominated by you. This payment will be made within 10 working days of supplying the refund form to Sitetrain head office.

To apply for a refund please contact Sitetrain head office on 02 6851 5790 or email [kylie@sitetrain.com.au](mailto:kylie@sitetrain.com.au). Refund form can also be found on our website at [www.sitetrain.com.au](http://www.sitetrain.com.au) please fill out and email to [kylie@sitetrain.com.au](mailto:kylie@sitetrain.com.au) or [damien@sitetrain.com.au](mailto:damien@sitetrain.com.au)

### Are my fees protected in case I need a refund?

Yes - Sitetrain has a responsibility to protect the fees paid by students. To meet this need, Sitetrain will only accept an initial payment of no more than \$1,500 from each student prior to the commencement of their course. The subsequent payments are based on the costs of your training and assessment which is yet to be delivered. If the cost of the course is less than \$1,500.00, the full amount will be requested before the program commences.

### Do I pay GST in my tuition fees?

No – Training tuition fees are GST exempt under section 38-85 GSTR 2003/1 Goods and Services Tax, tax ruling. The ruling explains the supply of a course for 'professional or trade course' is a GST-free education course. GST does apply on the payment of some miscellaneous charges.

### Changes to terms and conditions

Sitetrain reserves the right to amend the conditions of the student's enrolment at any time. If amendments are made that effect the student's enrolment the student will be informed 7 days prior to changes taking effect.

**Please refer to the Student Handbook for further information on all student rights and obligations.**

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### Training Programs

<b>RII30415 Certificate III in Resource Processing</b>	
<p>This course is only offered to working mine sites; individual learners will be allowed to enrol. Sites are encouraged to contact the office for a detailed quote. However, where appropriate individual learners with previous experience may be able to apply for RPL, this will be dependent on experience and evidence provided and will be assessed on an individual basis.</p> <p>RPL cost per unit is \$300.00</p>	
<b>RII30115 Certificate III in Surface Extraction Operations</b>	
<p>This course is only offered to working mine sites; individual learners will be allowed to enrol. Sites are encouraged to contact the office for a detailed quote. However, where appropriate individual learners with previous experience may be able to apply for RPL, this will be dependent on experience and evidence provided and will be assessed on an individual basis.</p> <p>RPL cost per unit is \$300.00</p>	
<b>RII30315 Certificate III in Underground Metalliferous Mining</b>	
<p>This course is only offered to working mine sites; individual learners will be allowed to enrol. Sites are encouraged to contact the office for a detailed quote. However, where appropriate individual learners with previous experience may be able to apply for RPL, this will be dependent on experience and evidence provided and will be assessed on an individual basis.</p> <p>RPL cost per unit is \$300.00</p>	
<b>MSMWHS217 Gas test atmospheres (minimum 6, maximum 12)</b>	<b>\$200.00</b>
1st Payment - Enrolment confirmation: \$200.00	
<b>RIIWH202E Enter and work in confined spaces (minimum 6, maximum 12, min age 16 yrs)</b>	<b>\$310.00</b>
1st Payment – Enrolment confirmation: \$310.00	
<b>RIIWH204E Work safely at heights (minimum 6, maximum 12, min age 16 yrs)</b>	<b>\$310.00</b>
1st Payment – Enrolment confirmation: \$310.00	
<b>TLILIC0003 Licence to operate a forklift truck (NSW Only) (minimum 6, maximum 8, min age 18 yrs)</b>	<b>\$700.00</b>
1st Payment – Enrolment confirmation: \$700.00	
Students must meet POI requirements and NSW residential requirements.	
<b>TLILIC0005 Licence to operate a boom type elevating work platform (boom length 11 metres or more) (NSW Only) (minimum 6, maximum 8, min age 18 yrs)</b>	<b>\$700.00</b>
1st Payment – Enrolment confirmation: \$700.00	
Students must meet POI requirements and NSW residential requirements.	
<i>(If this course is a Public Course or we have to hire equipment, we charge \$950 per student to cover the cost of the EWP hire).</i>	

<b>NSW Only – Health and Safety Representative Training (minimum 10, maximum 20) Note: Five Day Course</b>	<b>\$1,100.00</b>
<p>This course is intended for Elected Health and Safety Representatives (HSR) and Elected Deputy Health and Safety Representatives (Deputy HSR) under the WHS Act 2011 NSW who have requested approved training, however, this is open to all students.</p> <p>1<sup>st</sup> Payment – Enrolment confirmation: \$1,100.00</p>	
<b>NSW Only – Health and Safety Representative Training – One Day Refresher (minimum 6, maximum 20)</b>	<b>\$350.00</b>
<p>This course is intended for Elected Health and Safety Representatives (HSR) and Elected Deputy Health and Safety Representatives (Deputy HSR) under the WHS Act 2011 NSW who have requested approved training, however, this is open to all students.</p> <p>Pre-entry requirements: Participants must have previously completed the 5-day initial training course (or the bridging course as the transitional provision of the WHS Regulation).</p> <p>1<sup>st</sup> Payment – Enrolment confirmation: \$350.00</p>	
<b>RIIVEH305E Operate and maintain a four wheel drive vehicle (minimum 4, maximum 6)</b>	<b>\$550.00</b>
<p>1<sup>st</sup> Payment – Enrolment confirmation: \$550.00</p>	
<b>RIIRIS301E Apply risk management processes (minimum 6, maximum 12)</b>	<b>\$450.00</b>
<p>1<sup>st</sup> Payment – Enrolment confirmation: \$450.00</p>	
<b>MSMPER300 Issue work permits (minimum 6, maximum 12)</b>	<b>\$300.00</b>
<p>1<sup>st</sup> Payment – Enrolment confirmation: \$300.00</p>	
<b>MSMWHS201 Conduct hazard analysis (minimum 6, maximum 12)</b>	<b>\$300.00</b>
<p>1<sup>st</sup> Payment – Enrolment confirmation: \$300.00</p>	
<b>CPPFES2005 Demonstrate first attack firefighting equipment (minimum 4, maximum 8)</b>	<b>\$250.00</b>
<p>1<sup>st</sup> Payment – Enrolment confirmation: \$250.00</p>	
<b>UETDRRF06 Perform rescue from a live LV panel (minimum 6, maximum 12)</b>	<b>\$350.00</b>
<p>1<sup>st</sup> Payment – Enrolment confirmation: \$350.00</p>	
<b>CPCCWHS1001 Prepare to work safely in the construction industry (also known as “White Card”) (minimum 10, maximum 20)</b>	<b>\$180.00</b>
<p>1<sup>st</sup> Payment – Enrolment confirmation: \$180.00</p>	



RTO No 41466 - Proper Preparation OHS & Training Specialists Pty Ltd trading as Sitetrain

**All Courses below are run in partnership with PJ & DF Barnes Pty Ltd trading as Jack Barnes Training under the auspices of ABC Licence Training (RTO 3399)**

<b>HLTAID011 Provide First Aid – 1 Day (minimum 10, maximum 20)</b>	<b>\$165.00</b>
<p>1st Payment – Enrolment confirmation: \$165.00            Provide First Aid -1 Day            Covers the following units:</p> <ul style="list-style-type: none"> <li>HLTAID011 Provide first aid</li> <li>HLTAID010 Provide basic emergency life support</li> <li>HLTAID009 Provide cardiopulmonary resuscitation</li> </ul> <p>We can also provide the following course on request:</p> <ul style="list-style-type: none"> <li>HLTAID004 Provide an emergency first aid response in an education and care setting. (This unit of competency has been approved by ACECQA and meets the requirements of "First Aid, Asthma &amp; Anaphylaxis".)</li> </ul>	
<b>HLTAID009 Provide cardiopulmonary resuscitation (Refresher) - 2 hours (minimum 10, maximum 20)</b>	<b>\$100.00</b>
<p>1st Payment – Enrolment confirmation: \$100.00            Refresher course for cardiopulmonary resuscitation only – 2 hours            This course is conducted in conjunction with the HLTAID003 Provide First Aid full day course so no minimum number is required.</p>	
<b>Education and Care – 1 Day (minimum 6, maximum 15)</b>	<b>\$185.00</b>
<p>1st Payment – Enrolment confirmation \$185.00            Education and Care - 1 Day            Covers the following units:</p> <ul style="list-style-type: none"> <li>HLTAID009 Provide cardiopulmonary resuscitation</li> <li>HLTAID002 Provide basic emergency life support</li> <li>HLTAID003 Provide first aid</li> <li>HLTAID004 Provide an emergency first aid response in an education and care setting. (This unit of competency has been approved by ACECQA and meets the requirements of "First Aid, Asthma &amp; Anaphylaxis".)</li> </ul>	

**Note:**

- All training tuition fees are exempt from the payment of GST. No GST included.
- RPL fees are the same as the fee listed above for completing the listed course.
- Sitetrain payment terms are 5 days. An invoice for any fees still owing will be issued on the first day of all courses and is required to be paid during the first week of the course.
- The fee structure described above is designed to limit the amount paid by students upfront and is structured to collect fees as the course progresses.

**Miscellaneous Charges**

Re-issuing a certificate, qualification or statement of attainment	\$55.00 (Incl. GST)
Replacement of issued learning/reference workbook (per workbook)	\$55.00 (Incl. GST)
Re-assessment fee	\$400.00 (GST exempt)
Photocopy fee	\$10.00 (Incl. GST)
<p><b>Note:</b> Students will be offered three (3) assessment opportunities during a normal training program for each assessment event. The re-assessment fee will only apply if the student chooses to persist in order to demonstrate competence and complete the qualification. The re-assessment service includes individual re-training to prepare the student for the re-assessment.</p>	