



Queensland Fees, Funding and Student Information

1. Certificate 3 Guarantee

Spectra Training is an approved provider of Certificate 3 Guarantee.

The Certificate 3 Guarantee is a key initiative under the Queensland Government's five-year training reform action plan, Great skills Real opportunities. The Certificate 3 Guarantee supports eligible individuals to complete their first post-school certificate III level qualification and increase their skills to move into employment, re-enter the workforce or advance their career. It also supports Queensland's Year 12 graduates to transition to employment by providing fee-free training in high-priority qualifications. For more information [CLICK HERE](#)

Are you eligible to participate?

The program is open to any Queensland resident aged 15 years or over who is no longer at school (with the exception of VET in Schools students) and is an Australian or New Zealand citizen or Australian permanent resident (including humanitarian entrants), or a temporary resident with the necessary visa and on the pathway to permanent residency. Prospective students must not have or be enrolled in a certificate III level or higher qualification not including qualifications completed at school and foundations skills training.

Enrolment

To be eligible to enrol in the Certificate 3 Guarantee, prospective students must:

- be aged 15 years or above, and no longer at school (with the exception of VET in School • (VETiS) students
- Permanently
- reside in Queensland
- be an Australian citizen, Australian permanent resident (includes humanitarian entrant), temporary resident with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen
- not hold, and not be enrolled in, a certificate III or higher level qualification, not including qualifications completed at school and foundation skills training.

Students studying a certificate III and non-concessional students in lower level training will need to contribute to the costs of training.

VET in Schools (VETiS) students will choose from a range of subsidised qualifications primarily at certificate levels I and II. For more information on the qualifications that can be delivered to VETiS students through the Certificate 3 Guarantee, see the list of subsidised VETiS qualifications at www.training.qld.gov.au/vetis.

Entitlement to concession

Concessional rates apply for those students that:

- hold a Health Care concession card or Pensioner concession card issued under Commonwealth law, or is the partner or a dependant of a person who holds a health care concession card or pensioner concession card, and is named on the card
- provide Spectra Training with an official form under Commonwealth law confirming that the student, his or her partner, or the person of whom the student is a dependant, is entitled to concessions under a health care or pensioner concession card
- identify as Aboriginal or Torres Strait Islander
- are school student and is enrolled in a VETiS program (may include youth in detention)
- have a disability
- that are an adult prisoner

How can you participate in the program?

As you can only access the Certificate 3 Guarantee subsidy once, it is important you choose the right course for you to take full advantage of this opportunity.

For more information, please read the Certificate 3 Guarantee student factsheet

<http://spectra-training.com/wp-content/uploads/2014/10/c3g-factsheet-student.pdf>

What level of subsidy is available?

The investment priority or importance of the training determines the size of the government subsidy. Training in vocational areas that aligns with important economic and industry skill needs will receive a higher government subsidy.

A higher subsidy will also be paid to support participation by disadvantaged learners. More information on concessional student status is detailed in the Certificate 3 Guarantee Program Policy at www.training.qld.gov.au/certificate3guarantee.

Do I need to contribute to the cost of training?

Given the benefits that training provides to individuals, students undertaking certificate III level training and non-concessional students undertaking lower-level training are required to contribute to the costs of their training through a co-contribution fee.

The amount of your out-of-pocket expense will vary depending on the course you undertake and the training provider you choose.

The fee may be paid on your behalf by an employer or another third party but cannot be paid by the training provider.

Spectra Training's co-contribution fee is listed in the National Fees Booklet.

http://spectra-training.com/wp-content/uploads/2014/11/SG011_S-National-Fees-Booklet-2015_website_V1.8.pdf

When will I have to pay my Student Contribution Fee?

The student contribution fee, as published by Spectra Training, is charged post your student induction.

The student contribution fee payment terms are 14 days. Spectra does offer payment plans, please speak to your Spectra representative to determine if you are eligible.

2. Higher Level Skills Program

Spectra Training is an approved provider of the Higher Level Skills program.

The Higher Level Skills program is a key initiative under the Queensland Government's five-year training reform action plan, Great skills Real opportunities. The aim is to assist individuals to gain the higher-level skills required to secure employment or career advancement in a priority industry, or to transition to university. Visit www.training.qld.gov.au/higherlevelskills for more information. Are you eligible to participate?

This program is open to any Queensland resident aged 15 years or over, who is no longer at school and is an Australian or New Zealand citizen or Australian permanent resident (including humanitarian entrants), or a temporary resident with the necessary visa and on the pathway to permanent residency. Prospective students must not have or be enrolled in a certificate IV or higher-level qualification, not including qualifications completed at school and foundations skills training.

How can you participate in the program?

You can only access the Higher Level Skills program subsidy once, so it is important that you take the time to carefully consider your training options and compare different providers and their fees before committing to a course of study.

From 1 July 2014, the Queensland Skills Gateway will display the courses available under the Higher Level Skills Program and will also provide information about what they cover, the careers they can lead to and the training providers approved to deliver them. For information on choosing a training provider, read the training consumer tips on the Department of Education, Training and Employment's training website.

For more information [CLICK HERE](#)

What level of subsidy is available?

The investment priority or importance of the training determines the size of the government subsidy. Training in vocational areas that aligns with critical industry skill needs and government priorities will receive a higher government subsidy.

A higher subsidy will also be paid to support participation by disadvantaged learners (concessional students). More information on concessional student status is detailed in the Higher Level Skills Program Policy at www.training.qld.gov.au/higherlevelskills.

Do I need to contribute to the cost of training?

Given the increased benefits that you can gain from higher-level training, you are required to contribute to the cost of your training through a student co-contribution fee, payable to the training provider.

The amount of fees varies depending upon the course you undertake and the training provider you choose.

The fee may be paid on your behalf by an employer or a third party but cannot be paid by the training provider.

Spectra Training's co-contribution fee is listed in the National Fees Booklet.

http://spectra-training.com/wp-content/uploads/2014/11/SG011_S-National-Fees-Booklet-2015_website_V1.8.pdf

When will I have to pay my Student Contribution Fee?

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The student contribution fee payment terms are 14 days. Spectra does offer payment plans, please speak to your Spectra representative to determine if you are eligible.

3. User Choice

The User Choice 2010-2015 program provides a public funding contribution towards the cost of training and assessment services for eligible Queensland apprentices and trainees. The program aims to provide funding aligned to the skill needs of industry and respond to changing government priorities. For an overview of the program, [CLICK HERE](#)

4. Fees, Charges and Refunds

Refunds

a) Refund of enrolment fees:

- i. Spectra Training will provide a refund of paid enrolment fees where participants are eligible for State government funding and where training has not commenced at the time of cancellation of enrolment.
- ii. Where a participant has commenced a unit of competency, but withdrawn prior to completion, no refund will apply.

b) Refund of paid FFS or employer contribution fees:

- i. Spectra Training will provide a refund of paid FFS or employer contribution fees where training has not commenced at the time of cancellation of enrolment.
- ii. Where a participant has commenced a unit of competency, but withdrawn prior to completion, no refund will apply, nor will any additional fees apply.

Exemptions to the refunds policy may be granted at the discretion of Spectra Training's CFO.

Cancellation of Training by the Client

If training sessions are cancelled by the client more than three (3) times without at least ten (10) days written notice to Spectra Training, Spectra Training reserves the right to charge a session cancellation fee of \$250 per participant and a minimum of \$2000 each and every subsequent time.

If a training session is cancelled with less than one (1) weeks' notice, Spectra Training reserves the right to charge for any and all travel expenses that have been booked if they cannot be varied and can be justified by Spectra Training.

Apprenticeship Fees

Spectra Training has an enrolment fee and an annual fee for apprenticeships. The enrolment fee, as published in the Spectra Training National Fees Booklet, is invoiced at enrolment.

Traineeship Fees

No discount can be applied to enrolment fees for participants eligible for State government funding. Any applicable discount is automatically forfeited when invoices are not paid by the due date.

Spectra Training offers three payment methods for traineeships:

- i. **Commencement and Completion Payment.** An enrolment fee, as published by Spectra Training, is charged post participant induction. The residual 50% of the commencement fee is invoiced prior to Cycle 1 training commencing. The remaining 50% of the fee is invoiced once the final workshop of the last cycle is complete. Invoicing payment terms are 14 days.

In all States except for NSW, State funded qualification fees will be invoiced upon enrolment.

In NSW the enrolment fee is payable on enrolment as this is a NSW State government requirement

- ii. **Pay As You Train – Cycle Payment.** An enrolment fee, as published by Spectra Training, is charged after the participant induction session is complete. The residual (in equal payments) is paid prior to the commencement of each training cycle. An invoice for each cycle payment is raised prior to the commencement of each cycle and payment terms are 14 days. A 5% discount is offered off the Fee for Service rate for this option.

In all States except for NSW, State funded qualification fees will be invoiced upon enrolment.

(NSW the enrolment fee is payable on enrolment as this is a NSW State government requirement.)

- iii. **Full Upfront Payment.** An invoice will be raised for the total course fee after the participant induction session is complete. A 10% discount is offered off the Fee for Service rate for this option. Invoicing payment terms are 14 days.

In all States except for NSW, State funded qualification fees will be invoiced upon enrolment. In

(NSW the enrolment fee is payable on enrolment as this is a NSW State government requirement.)

Where Spectra Training has received payment for training fees prior to training commencing, a refund will be paid to the client if the participant withdraws prior to the commencement of training. If there is an outstanding account balance owed by the client to Spectra Training the credit will be applied to this account at the first instance.

If Spectra Training is unable to deliver a course due to unforeseen circumstances or circumstances outside Spectra Training's control, Spectra Training will refund any fees collected in advance, less reasonable out of pocket expenses including, but not limited to, course design, travel and accommodation, provision of course material and recovery of costs for training delivered.

Other Fees

Additional Fees Spectra Training reserves the right to charge for reprints of transcripts, certificates and retrieval of information from archives per the National Fees Booklet.

5. Participant Handbook

Please refer to the Participant Handbook for information on Spectra Training for enrolment consideration.