

## 2021 STATEMENT OF FEES

# ICT20115 Certificate II in Information, Digital Media and Technology- Skill Set Year 1

Accredited for the period: 2020

First Name: \_\_\_\_\_ Surname : \_\_\_\_\_ Student ID: \_\_\_\_\_

LOCATION	DURATION:	DELIVERY MODES:	TOTAL HOURS:	ENTRY REQUIREMENTS:
This course is expected to run at Glenroy Neighbourhood Learning Centre (GNLC)  Glenroy Neighbourhood Learning Centre 5b Cromwell St Glenroy 3046 Ph: 9304 3910	Year one of this course is part time, as it delivered in conjunction with VCALFND001 Victorian Certification of Applied Learning (Foundation) and VCALINT001 Victorian Certification of Applied Learning (Intermediate). The ICT20115 units are delivered to satisfy the packaging rules for the Industry Specific Skills Strand.	✓ Classroom / face to face ✓ Non supervised structured learning ✓ Credit Transfer	230 hours for Year One	As units from the ICT20115 Certificate II in Information, Digital Media and Technology will be incorporated into VCALFND001 and VCALINT001, the applicants will be required to complete a digital literacy assessment in conjunction with the literacy and numeracy assessment to determine if they have the literacy, numeracy and IT skill levels required to successfully complete the course. Learners are best equipped to achieve the course if they have minimum language, literacy, numeracy and IT skills equivalent to Level 2 of the Australian Core Skills Framework.

### COURSE STRUCTURE

For the Year One Skill set, students will be enrolled in 5 core and 3 electives, a total of 8 units. This Skill Set meets the Industry Skills Strand for the VCALFND001 Victorian Certificate of Applied Learning (Foundation) and VCALINT001 Victorian Certification of Applied Learning (Intermediate), where 3 credits must meet the Industry Skills Strand. Units from ICT20115 Certificate II in Information, Digital Media and Technology have been selected to meet this requirement.

Refer to your Training Plan for delivery and assessment information. Students should retain a copy of the agreed training and assessment plan to monitor their enrolment and progress. You should contact the Course Coordinator if there are any discrepancies.

### FEE INFORMATION

Course fees vary based on a number of factors. The most important of these is whether or not you enrol as a 'government subsidised' or 'full-fee paying' student. This determines the amount you pay, as well as the fee assistance you may be eligible to receive. To determine which category you fall into you can complete the eligibility skills indicator by visiting this page: <http://www.skills.vic.gov.au/victorianskillsgateway/Students/Pages/vtg-eligibility-indicator.aspx>

Enrolling with Government Subsidy into this course may impact on your ability to access Government Subsidy for future courses you may wish to enrol into.

### SUMMARY OF ALL FEES FOR THIS COURSE

HOW TO CALCULATE YOUR FEES	TYPE OF CATEGORY YOU FALL INTO:		
	The total fees below have been calculated based on the standard amount of hours a student generally enrolls into for this qualification and may vary depending on the specific hours you enrol into.		
	Government Subsidised		<input type="checkbox"/> Full Fee
<u>For Government Subsidised Students:</u> To calculate the full amount payable as a government Subsidised student you must total the <b>Tuition Fees + Materials Fees + SSAF</b> <u>For Full Fee Students:</u> Tuition Fees, Materials Fees and SSAF are charged in one all-inclusive fee	<input type="checkbox"/> Non-Concession	<input type="checkbox"/> Concession	
<b>Tuition Fees</b>	\$276	\$55.20	\$1805.50
<b>Materials Fees</b>	NA	NA	
<b>SSAF (Charged Annually)</b>	NA	NA	
<b>Indicative Total Fees Payable (for the whole course)</b>	\$276	\$55.20	
<b>Government Contribution Towards Training</b> Monies paid to the RTO from government, total for the course	<b>\$1495</b>		\$0.00

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ALL STUDENTS					ALL STUDENTS	FOR STUDENTS WHO DO NOT HAVE ACCESS TO GOVERNMENT SUBSIDY
Unit Code	Unit Title	Nominal Hours	Tuition Fee Cost without concession \$1.20 per hour	Tuition Fee with concession \$0.24 per hour	Materials received for this unit	Full Fee Cost (All inclusive Fee) \$7.85 per hour
ICTICT203	Operate application software packages	60	\$72.00	\$14.40	Photocopying, handouts	\$471.00
BSBSUS201	Participate in environmentally sustainable work practices	20	\$24.00	\$4.80	Photocopying, handouts	\$157.00
ICTICT202	Work and communicate effectively in an ICT environment	40	\$48.00	\$9.60	Photocopying, handouts	\$314.00
CUAPOS201	Perform basic vision and sound editing	40	\$48.00	\$9.60	Photocopying, handouts	\$314.00
ICTSAS205	Maintain ICT system integrity	20	\$24.00	\$4.80	Photocopying, handouts	\$157.00
ICTSAS206	Detect and protect from spam and destructive software	10	\$12.00	\$2.40	Photocopying, handouts	\$78.50
ICTWEB201	Use social media tools for collaboration and engagement	20	\$24.00	\$4.80	Photocopying, handouts	\$157.00
BSBWHS201	Contribute to health and safety of self and others	20	\$24.00	\$4.80	Photocopying, handouts	\$157.00
<b>TOTAL</b>		<b>230</b>	<b>\$276</b>	<b>\$55.20</b>	<b>\$0</b>	<b>\$1805.50</b>

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#### ADDITIONAL MATERIALS THAT YOU MUST PURCHASE WHICH ARE NOT PROVIDED BY GLENROY NEIGHBOURHOOD LEARNING CENTRE

ITEM	SUGGESTED SUPPLIERS	COST
Notebook	Officeworks	\$1.98 A4 Notebook 120 Page
Pens	Officeworks	\$2.85 for a pack of 12
USB	Officeworks	\$5.00

#### CONCESSIONS

##### ELIGIBILITY

- The concession rate is only available to **Government Subsidised students** who are studying Certificate I-IV level qualifications
- You **must** present your valid Health Care Card **at the time of enrolment**
- The start date on the card **must be prior to or on** the commencement of your first unit of study in the current year
- If you cannot present your card at the time of enrolment, you will only have until your invoice due date to produce the card. The card cannot be presented after this date and if it is, it will not be applied to your enrolment.
- If you do not have a concession card but think you may be eligible, you should approach Centrelink as soon as practical for a confirmation of eligibility. This can be used as evidence on your enrolment.
- Concessions do not apply to materials fees

##### ACCEPTABLE CONCESSION EVIDENCE:

- Commonwealth Health Care Card (holder or named dependant);
- Pensioner Card (holder or named dependant);
- Veterans Gold Card (holder only); or
- Be of Aboriginal or Torres Strait Islander Descent

#### PAYMENT OPTIONS:

##### FEE EXTENSIONS:

- If you cannot pay your fees on time please speak to us about a Fee extension.
- You must apply before the payment due date specified on your invoice, subject to GNLC operating hours (our offices are closed on weekends and public holidays). Call the office on 9304 3910 to request more information.

##### PAYMENT PLANS:

Students may be eligible for a payment plan.

You may be eligible for a payment plan if you are:

- a domestic student (Australian Citizen/Australian Permanent Resident/New Zealand Citizen/Permanent Humanitarian Visa) **and**
- able to pay all instalments within 4 months of arrangement **and**
- enrolled in a course with a duration of more than three (3) months **and**
- at least 18 years old (if you are under 18 years old, you will require a guarantor to enter the payment plan on your behalf).

The Payment Plan Option is managed by GNLC Administration. There is no cost to the payment plan.

For more information, speak to the Administration officer or call the office on 9304 3910.

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#### PAYMENT TERMS / FEE LIABILITY / WITHDRAWAL/ REFUNDS

<b>DUE DATE</b>	<ul style="list-style-type: none"> <li>Payment is required up front, and will be due 7 days after your enrolment has been processed</li> </ul>
<b>LIABILITY</b>	<ul style="list-style-type: none"> <li>If you withdraw <b>within</b> 28 days of <b>course commencement</b> and you have not paid, your liability to pay the fees will be removed.</li> <li>If you withdraw <b>after</b> 28 days of <b>course commencement</b> and have paid your fees you will not receive a refund of any fees paid. If you have not paid, you will still be liable to pay for the fees of the course.</li> <li>Non-payment of fees will result in debt collection.</li> </ul>
<b>HOW TO WITHDRAW</b>	<ul style="list-style-type: none"> <li>If you wish to cease or take a break from studies you must <b>formally</b> withdraw from your course by signing a 'Withdrawal Form'. You can organise to complete a Withdrawal Form by calling the office on 9304 3910 or speaking to your Course Coordinator or Administration</li> <li>If you do not complete and submit the formal withdrawal within 28 days of course commencement date, you will still be liable for all fees.</li> </ul>
<b>REFUNDS</b>	<ul style="list-style-type: none"> <li>If you have paid your fees and withdraw prior to the course commencement or within 28 days of course commencement, a refund will be automatically generated for domestic students, with a cheque posted to you for the relevant amount.</li> </ul> <p>For further information regarding refunds call the office on 9304 3910.</p>

#### SUPPORT SERVICES

Learning Support is available to assist you in completing this course. This is a free service for students eligible for government funding. Speak to your Course Coordinator for further information about accessing support or refer to the Student handbook.

#### COMPLETIONS

On successful completion of your course, GNLC will issue you with a statement of results and a formal Certificate within 30 days.

#### COURSE TRANSITIONS

Qualifications on the National VET Register ([www.training.gov.au](http://www.training.gov.au)) are regularly updated to ensure they remain current.

If the qualification in which you are enrolling is updated on the National VET Register during your enrolment period, you will be required to complete the qualification within twelve months of the date of the release of the replacement qualification. If you do not complete within twelve months, you will be required to transition to the replacement qualification which could incur additional costs.

If the qualification is removed or deleted from the National VET Register and not replaced, you will be required to complete the qualification within two years from the date the qualification is removed or deleted.

Units deemed equivalent will be credited into the upgraded version.

#### COMPLAINTS

GNLC has a Student Complaint and Resolution policy to guide students through the steps that can be taken to resolve problems, this information can be obtained by visiting: <https://glenroynlc.org.au/>

As a Registered Training Organisation (RTO), GNLC must comply with the VRQA and the Standards for Registered Training Organisations 2015. These standards detail an RTO's responsibilities for the provision of quality training and assessment services, ensuring students are fully informed about courses and that AQF certification is issued. Further information can be obtained by visiting: [http://www.asqa.gov.au/about/australias-vet-sector/standards-for-registered-training-organisations-\(rtos\)-2015.html](http://www.asqa.gov.au/about/australias-vet-sector/standards-for-registered-training-organisations-(rtos)-2015.html)

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### DISCLAIMER

- Fee rates are correct at the time of print. All fees are reviewed annually and are subject to increase.
- Late payment of fees may incur additional costs unless a Fee Extension or Payment Plan is organised.

### GNLC CONTACT DETAILS:

Email: [manager@glenlink.vic.edu.au](mailto:manager@glenlink.vic.edu.au)

Telephone: 9304 3910

In person: Glenroy Neighbourhood Learning Centre  
5b Cromwell Street  
Glenroy, 3046

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<p><b>Tuition Fees</b></p> <p><b>Materials Fees</b></p> <p><b>SSAF</b> (Charged Annually)</p> <p><b>Indicative Total Fees Payable</b> (for the whole course)</p>	<b>Government Subsidised</b>		<input type="checkbox"/> <b>Full Fee</b>
	<input type="checkbox"/> Non-Concession	<input type="checkbox"/> Concession	
	\$276	\$55.20	
	0	0	
	0	0	<b>\$1805.50</b>
	\$276	\$55.20	
<p><b>Government Contribution Towards Training</b> Monies paid to the RTO from government, total for the course</p>	<b>\$1495</b>		

I, **First Name** : \_\_\_\_\_ **Surname** : \_\_\_\_\_ **Student ID**: \_\_\_\_\_

Prior to enrolling into this course, I have been made aware of my responsibilities and obligations regarding payment of all fees applicable for this course.

I have also read through and understand the content provided to me in this 2021 Statement of Fees.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_