



# Everthought College of Construction

**RTO Code: 51681 ABN: 70 123 363 495**

## **Western Australia Student Information Pack**

*The following information is only for students applying for funding from Western Australia.*

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## Section 1. UNDERSTANDING WESTERN AUSTRALIA STATE FUNDING

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Jobs & Skills WA have a broad range of government subsidised places in various courses in Western Australia. It's a new way to ensure more people are better equipped with the skills WA needs.

Jobs & Skills WA offer government subsidised places to apprenticeship or traineeship learner. This is an important way for learners to gain practical, hands-on training whilst being employed in the industry. These qualifications can open up a range of career opportunities.

Students in Western Australia wishing to enrol into an apprenticeship or traineeship pathway may be eligible for funding under the Western Australia Department of Training and Workforce Development's Apprenticeship Office. The Office registers and administers training contracts and regulates the apprenticeship system in Western Australia, in accordance with Part 7 of the Vocational Education and Training Act 1996 (the Act) and the associated Regulations.

### 1.01 APPRENTICESHIPS/ TRAINEESHIPS

In relation to apprenticeships and traineeships:

- Training for apprentices and trainees will be delivered in accordance with the requirements defined in the Vocational Education and Training (VET) Act 1996 and the VET Regulations 2009, and the current Apprenticeship and Traineeship Policy.
- Apprentices and trainees are to receive at least two site visits to the workplace within a 12-month period.
- Any issues related to Student's progress will be communicated to the Apprenticeship Office in a timely manner.
- Active trainees that are ineligible for funding on the Corporation's Western Australian Apprenticeship Management System (WAAMS) may not be transferred and claimed as a funded Student under the Priority Industry Training (PIT) Program.

#### 1.01(a) Type of qualifications that are subsidised:

The [Public register of prescribed vocational education and training qualifications](#) provides a complete listing of all apprenticeship/traineeship qualifications recommended by industry and endorsed by the Minister, for delivery in WA. Qualifications are listed as Class A or Class B (including restricted Class B) depending on whether they can be obtained under a training contract.

- Class A qualifications can only be obtained under a training contract.
- Class B qualifications can be obtained either through a training contract or through institutional training.

### 1.02 APPRENTICESHIPS/ TRAINEESHIPS TRAINING CONTRACT

A training contract is a legally binding agreement between the employer and the apprentice or trainee. In signing the training contract, both parties are bound by certain obligations expressed in the contract. The training contract sets out the terms of the apprenticeship or traineeship, which are agreed to by both the employer and the apprentice or trainee, such as:

- the qualification the apprentice or trainee is working towards
- the nominal term of the apprenticeship or traineeship
- the number of hours in training and employment provided each week
- arrangements for on and off the job training.

## Section 2. ELIGIBILITY REQUIREMENTS

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A person wishing to undertake apprenticeship/traineeship training:

- should be at least 15 years of age;
- must be an Australian citizen or hold an Australian visa that will support the employment and study arrangements specified in the training contract; and
- must be in or entering part time or full-time employment with an employer (rather than being a casual employee or self-employed).

For more information/any exceptions on eligibility please contact Everthought College of Construction.

## Section 3. FEE AND CHARGES

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Fees and charges for students undertaking publicly funded vocational education and training (VET) in Western Australia will be collected in accordance with the provisions of the Vocational Education and Training Act 1996, DTWD's VET Fees and Charges Policy; any law and other legal requirements that maybe relevant.

### 3.01 REDUCED COURSE FEES — LOWER FEES, LOCAL SKILLS!

DTWD requires students receiving funding under the Lower Fees and Local Skills program to contribute towards the cost of their course/training. The fee may be paid on the student's behalf by a third party (but not by ECOC). Where the student is required to pay fees personally, they will be given an itemised invoice.

The maximum course fee for non-concession students undertaking a Lower Fees and Local Skills course in 2023 is \$1,200. For concession students and youth, the maximum course fee for undertaking a Lower Fees and Local Skills course in 2023 is \$400, if you're aged 15—24 and have left school or eligible for a concession. Additional fees may apply such as resource fees.

### 3.02 CONCESSIONS ON COURSES

Eligibility for the concession rate on course fees is determined at the time of enrolment. The following students are entitled to the concession rate on course fees.

- Persons and dependants of persons holding:
  - a Pensioner Concession Card;
  - a Repatriation Health Benefits Card issued by the Department of Veterans' Affairs; or
  - a Health Care Card.
- Persons and dependants of persons in receipt of services from the following Commonwealth support or employment services programs:
  - Workforce Australia; or
  - ParentsNext.
- Persons and dependants of persons in receipt of AUSTUDY or ABSTUDY.
- Persons and dependants of persons in receipt of the Youth Allowance.
- Persons and dependants of persons who are inmates of a custodial institution.
- Secondary school-aged persons, not enrolled at school.

For the Workforce Australia, or the ParentsNext program, appropriate evidence of a student's eligibility for concession is a letter from the Commonwealth services provider confirming the student's participation in the program. If the concession is valid for the full enrolment period, then all eligible units the student enrolls in within that period attract the concession rate. If the concession is valid for part of the enrolment period, then only eligible units the student enrolls in on or after the start date and prior to the expiry of the concession attract the concession rate.

Students undertaking an Apprenticeship or Traineeship with DTWD will need to pay their fees up-front, or by instalments. Students who wish to pay by instalments will be given a minimum of eight weeks from the commencement of a unit to finalise their payments, and collection will be dealt with as per normal procedure for all students.

Everthought College of Construction may waive all fees and charges for students that we assess as being in severe financial hardship for courses below diploma level and concession-eligible Diploma and Advanced Diploma courses. Whether a student is in severe financial hardship is to be determined on a case-by-case basis.

## Section 4. REFUNDS

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Students who withdraw are entitled to a full refund, part refund or Pro Rata Refund depending on their circumstance.

### 4.01 FULL REFUNDS

Students are entitled to a full refund of the applicable course fee, resource fee and other fees where:

- A unit is cancelled or rescheduled to a time unsuitability to the students;
- A student is not given a place due to maximum number of places being reached; or
- Due to any other circumstances caused by RTO.

### 4.02 PART REFUNDS

Students can apply for part refund, - Everthought College of Construction sets the withdrawal date for each unit of competency (no less than 20% of the way through the time when the unit is undertaken).

Students who withdraw for reasons other than those outlined in full refund and who lodge a withdrawal form before the census/withdrawal date for a unit will be eligible for a full refund of the course fee for the unit; and

- a full refund of the resource fee if the course is a Diploma or Advanced Diploma course; or
- 50% of the resource fee if the course is below Diploma level.

### 4.03 PRO RATA REFUNDS

Students can apply for a pro rata refund of fees and charges at any time during the course of delivery if the student withdraws for reasons of personal circumstances beyond their control.

For example:

- serious illness resulting in extended absence from classes;
- injury or disability that prevents the student from completing their program of study; or
- other exceptional reasons at the discretion of the accountable officer