



# Victoria Government Gazette

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**Education and Training Reform Act 2006**  
**FIXING OF FEES ADMINISTERED BY THE**  
**VICTORIAN REGISTRATION AND QUALIFICATIONS AUTHORITY**  
Ministerial Order 308

The Minister for Education and the Minister for Skills and Workforce Participation make the following Order:

**Title**

This Order may be cited as Ministerial Order No. 308.

**Purpose**

This Order specifies fees set by the Minister for Education and Minister for Skills and Workforce Participation for some of the regulatory functions to be undertaken by the Victorian Registration and Qualifications Authority.

**Authorising Provision**

This Order is made under provisions of the **Education and Training Reform Act 2006**:  
Part 5.2.13. Minister's powers to fix fees

- (1) The Minister, by Order, may fix any fees that are required, permitted or authorised to be fixed by the Minister under this Act.
- (2) The Minister's powers to fix fees may be exercised by fixing different fees for different classes of applications or investigations.
- (3) If the Minister fixes a fee by Order under this section, the Minister may in the Order authorise the payment of the fee by periodic instalment amounts.
- (4) Despite anything to the contrary in this Act, if the Minister authorises the payment of a fee by instalments in respect of an application or investigation, the Authority in considering the application or undertaking the investigation may take that action and may make any determination in respect of the application on payment of the first instalment of the fee.
- (5) The person required to pay the fee that is authorised to be paid by instalments must pay each instalment by the date that it is due to be paid.
- (6) Any instalment that is not paid by the due date for that instalment is a debt due to the Authority charging the fee.

Fees payable in 2010 relate to the following provisions of the **Education and Training Reform Act 2006**: Section 4.3.1(4), 4.3.10(3), 4.3.19(2)(a), 4.3.30(8), 4.3.33(6), 4.4.1(6), 4.5.1(4), 4.5.2(2), 4.5A.3(3) 4.5A.5(3).

**Period of Effect**

This Order takes effect from 1 January 2010.

**Definitions**

In this Order:

'**AQF**' means the framework known as the 'Australian Qualifications Framework' endorsed by the Ministerial Council on Education, Employment, Training and Youth Affairs to commence on 1 January 1995, as amended from time to time by that Ministerial Council;

'**Authority**' means the Victorian Registration and Qualifications Authority established under Chapter 4 of the **Education and Training Reform Act 2006**;

'**higher education course**' means a course leading to a higher education award;

'**overseas student**' means a person holding a visa under the **Migration Act 1958** of the Commonwealth which allows the person, whether expressly or otherwise, to study in Victoria;

**SPECIAL**

**‘registered education and training organisation’** means a person or body registered under Part 4.3 of the **Education and Training Reform Act 2006** to deliver an accredited course and or award, confer or issue a registered qualification;

**‘registered qualification’** means a qualification that is registered on the State Register;

**‘registered school’** means a school that is registered under Part 4.3 of the **Education and Training Reform Act 2006**;

**‘Registered Training Organisation’** means a training organisation registered on the State Register and National Register;

**‘self accrediting higher education institute’** means a higher education institute delegated by the Authority to self accredit courses and or conduct;

**‘senior secondary qualification course’** means an accredited course leading to a senior secondary qualification;

**‘senior secondary qualification’** means qualifications described under the senior secondary certificate of education in the AQF;

**‘scope’** means the course or courses for which a registered education and training provider is registered by the Authority to deliver and or award, confer or issue a registered qualification;

**‘State Register’** means the State Register maintained under Part 4.6 of the **Education and Training Reform Act 2006**;

**‘Training Package’** means a set of nationally endorsed standards and qualifications used to recognise and assess people’s skills in a specific industry, industry sector or enterprise;

**‘vocational education and training’** means –

- (a) the education and training and qualifications and statements of attainment under the vocational education and training provisions under the Australian Qualifications Training Framework; and
- (b) that part of education and training which is directed towards the development of skills and knowledge in relation to work when it is provided by an adult education institution or a community based organisation which is not a TAFE institute, a commercial provider or industry provider.

#### **Victorian Registration and Qualifications Authority Fees**

The following table sets out the provisions within the **Education and Training Reform Act 2006** that are covered by this Order and the associated fees to be collected by the Victorian Registration and Qualifications Authority for 2010. Fees are to be paid to the Victorian Registration and Qualifications Authority where they will be deposited into the Victorian Registration and Qualifications Authority Fund.

#### **Schools**

|                  |   |                       |
|------------------|---|-----------------------|
| <i>S4.3.1(4)</i> | <b>Registration of a school</b>   |                       |
|                  | application fee to register a school  | <i>\$1,600</i>        |
|                  | <b>Application fee to amend registration of a school</b>  |                       |
|                  | – additional campus; or   | <i>\$800</i>          |
|                  | – additional year level/s; or   | <i>\$800</i>          |
|                  | – relocation of a campus; or  | <i>\$800</i>          |
|                  | – amalgamation with another school  | <i>\$800</i>          |
|                  | <b>Assessment for the review of operations of a school</b>  | <i>\$125 per hour</i> |
|                  | – to determine whether the school has attained and continues to attain the standards required for registration and whether or not the school has complied with any condition imposed by the Authority on registration |                       |

| <b>Education and Training Organisations</b> |  |
|---|--|
| <i>S4.3.10(3)</i>                           | <p><b>Registration to provide a senior secondary qualification</b></p> <p>application fee where the application is from a registered school <span style="float: right;">\$800</span></p> <p>application fee for all other persons or bodies <span style="float: right;">\$1,600</span></p> <p><b>Application fee to amend registered details to provide a senior secondary qualification</b></p> <p>– additional year level/s; or <span style="float: right;">\$800</span></p> <p>– additional campus or place of delivery; or <span style="float: right;">\$800</span></p> <p>– relocation of a campus or place of delivery; or <span style="float: right;">\$800</span></p> <p>– amalgamation with another school <span style="float: right;">\$800</span></p> <p><b>Registration to provide a senior secondary qualification course</b></p> <p>application fee <span style="float: right;">\$400</span></p> <p><b>Application fee to amend registered details to provide a senior secondary qualification course</b></p> <p>– additional year level/s; or <span style="float: right;">\$400</span></p> <p>– an additional place of delivery; or <span style="float: right;">\$400</span></p> <p>– relocation of place of delivery <span style="float: right;">\$400</span></p> <p><b>Registration to award, confer or issue a senior secondary qualification</b></p> <p>application fee <span style="float: right;">\$1,000</span></p> <p>plus assessment fee <span style="float: right;">\$4,000</span></p> <p><b>Assessment fee to review the registration</b></p> <p>In the case of a person, body or school registered to provide a senior secondary qualification, or senior secondary qualification course, or to award, confer or issue a senior secondary qualification to:</p> <p>– determine if the person, body or school continues to comply with prescribed minimum standards for registration; or</p> <p>– determine if the person, body or school has rectified all issues of non-compliance with the minimum standards for registration; or</p> <p>– assess whether a suspension of registration should be lifted.</p> <p><b>Registration to provide and or award, confer or issue a registered qualification in a vocational education and training course, subject, unit of competency or module; and or a further education course</b></p> <p>– application fee <span style="float: right;">\$400</span></p> <p>– plus assessment fee <span style="float: right;">\$125 per hour to a maximum of \$1,600</span></p> <p>– plus annual instalment for each year of registration in the case of;</p> <p>    a) a school or an ACFE Board Registered Adult Community Education Organisation or an Adult Education Institution (CAE and AMES); or <span style="float: right;">\$532</span></p> <p>    b) all other registered education and training organisations <span style="float: right;">\$1064</span></p> <p><b>Assessment fee to review the registration</b></p> <p>for an audit conducted to: <span style="float: right;">\$125 per hour</span></p> <p>– verify that a registered training organisation has rectified all issues of non-compliance identified in an audit report; or</p> <p>– assess whether a suspension of registration should be lifted; or</p> <p>– assess non-compliance with the prescribed minimum standards following the investigation a complaint that has been found to be valid.</p> |

|                      |   |                    |
|----------------------|---|--------------------|
| <i>S4.3.19(2)(a)</i> | <b>Application from a Registered Training Organisation to amend its registered details</b>  |                    |
|                      | – application fee   | \$100              |
|                      | – plus assessment fee where:  |                    |
|                      | a) the course is within a training package for which the registered training organisation is registered; or   | \$500              |
|                      | b) the course is not within a training package for which the registered training organisation is registered   | \$750              |
|                      | – plus to amend registered details, including scope, for which the Authority requires an assessment of the place of delivery  | \$500              |
|                      | <b>Universities and Higher Education Institutes</b>   |                    |
| <i>S4.3.30(8)</i>    | <b>Approval to operate as a university</b> for applications for initial and renewal of registration under protocol D of the National Protocols for Higher Education   |                    |
|                      | – application fee   | \$10,000           |
|                      | – plus assessment fee   | \$40,000           |
|                      | – plus in the case of approval to conduct a non-AQF course  | \$2,000 per course |
| <i>S4.3.33(6)</i>    | <b>Authorisation to conduct higher education courses</b>  |                    |
|                      | – application fee plus  | \$1,500            |
|                      | a) assessment from a higher education institute registered in another State applying under mutual recognition; or   | \$2,000            |
|                      | b) assessment fee for all other applicants  | \$6,500            |
|                      | – plus annual instalment for each year of registration  | \$2,000            |
|                      | – plus in the case of approval to conduct a non-AQF course  | \$2,000 per course |
|                      | – application fee to assess major changes, as defined by the National Protocols for Higher Education, for authorisation to conduct a higher education course where:   |                    |
|                      | a) no site assessment by the Authority is undertaken; or  | \$2,000            |
|                      | b) a site assessment by the Authority is undertaken   | \$3,000            |
|                      | <b>Assessment fee to review the registration to:</b>  | \$2,000            |
|                      | – determine continuing compliance with prescribed minimum standards; or   |                    |
|                      | – determine rectification of all issues of non-compliance with the minimum standards for registration; or   |                    |
|                      | – assess whether a suspension of registration should be lifted  |                    |
|                      | <b>Course Accreditation and Qualifications</b>  |                    |
| <i>S4.4.1(6)</i>     | <b>Accreditation of a course or part of a course or qualification</b> excluding a higher education course or qualification  |                    |
|                      | – application fee   | \$200              |
|                      | – or in the case of a course registered as accredited to determine whether it should continue to be registered as accredited where there are no changes to the course | \$100              |
|                      | – plus in the case where an accreditation panel is managed by the Authority   | \$1,064            |

| <b>Accreditation of a higher education course or qualification</b>                                       |                                    |         |   |
|--|------------------------------------|---------|---|
| – application fee  |                                    |         | \$2,000   |
|  |                                    |         | <i>Plus for an additional course in the same field of study</i> |
| – plus assessment fee for  | Diploma                            | \$3,990 | \$975   |
|  | Advanced Diploma                   | \$3,990 | \$975   |
|  | Associate Degree                   | \$3,990 | \$975   |
|  | Bachelor                           | \$5,000 | \$1,250   |
|  | Masters                            | \$6,250 | \$1,560   |
|  | Graduate/Post Graduate Diploma     | \$3,900 | \$975   |
|  | Graduate/Post Graduate Certificate | \$3,900 | \$975   |
|  | Doctoral                           | \$6,250 | \$1,560   |
| <b>Assessment fee to amend registered details of a higher education course</b>                           |                                    |         | \$2,000   |
| – to assess proposed major changes, as defined in the national protocols, affecting course accreditation |                                    |         |   |
| <b>Assessment fee to review accreditation of a higher education course to:</b>                           |                                    |         | \$2,000   |
| – assess whether a suspension of accreditation should be lifted  |                                    |         |   |
| – assess revoking or varying accreditation conditions  |                                    |         |   |

#### Overseas Students

4.5.1(4) &  
4.5.2(2)

| <b>Approval to provide courses for overseas students</b> |   |  |         |
|--|---|--|---------|
| a)   | in the case of a registered school  |  | \$800   |
| b)   | in the case of a registered education and training organisation for a course the curriculum of which relates only to the learning of the English language and which requires at least 25 hours face to face teacher contact each week for the duration of the course: |  |         |
|  | – application fee   |  | \$400   |
|  | – plus assessment fee   | \$125 per hour to a maximum of \$1,600                   |         |
|  |   | <i>National ELT Accreditation Scheme (NEAS) approval</i> |         |
|  | – plus annual instalment for each year of registration  |  | \$532   |
| c)   | in the case of a registered education and training organisation for any other course or any other course and or course in category (b) above:   |  |         |
|  | – application fee   |  | \$400   |
|  | – plus assessment fee   | \$125 per hour to a maximum of \$1,600                   |         |
|  | – plus annual instalment for each year of registration  | \$1,064 per annum  |         |
| d)   | in the case of a Higher Education Institute:  |  |         |
|  | – application fee   |  | \$1,000 |
|  | – plus assessment fee   |  | \$4,000 |
|  | – plus annual instalment for each year of registration  |  | \$2,000 |
| e)   | in the case of a self-accrediting university or a self-accrediting higher education institute for each batch of up to 5 courses   |  | \$50    |

|  |                |
|--|----------------|
| <b>Assessment fee to amend the registration</b>  |                |
| – in the case of a registered school to increase capacity, amend, add or relocate a campus and or add a course   | \$800          |
| – in the case of registered education and training organisation to increase capacity and or to establish a new delivery site and or relocate a delivery site and or add to scope | \$1,200        |
| – in the case of a higher education institute to increase capacity and or add a course where:  |                |
| a) no site assessment by the Authority is undertaken; or   | \$2,000        |
| b) a site assessment by the Authority is undertaken  | \$3,000        |
| <b>Assessment fee to review the registration</b>   |                |
| a) in the case of a University or higher education institute to:   | \$2,000        |
| – determine continuing compliance with prescribed minimum standards; or  |                |
| – determine rectification of all issues of non-compliance with the minimum standards for registration; or  |                |
| – assess whether a suspension of registration should be lifted.  |                |
| b) in the case of a registered school, or education and training organisation to:  | \$125 per hour |
| – determine continuing compliance with prescribed minimum standards; or  |                |
| – determine rectification of all issues of non-compliance with the minimum standards for registration; or  |                |
| – assess whether a suspension of registration should be lifted.  |                |

#### Overseas Secondary Student Exchange Organisations

4.5A.3(3)  
4.5A.5(3)

#### Approval of an overseas secondary student exchange organisation and renewal of approval of an overseas secondary student exchange organisation

|  |                       |
|--|-----------------------|
| – application fee  | \$400                 |
| – plus assessment fee  | \$1,600               |
| – plus annual instalment for each year of registration for:  |                       |
| a) 1–15 students; or   | \$200                 |
| b) 16–50 students; or  | \$400                 |
| c) 51 or more students   | \$800                 |
| <b>Assessment fee to review the registration to:</b>   | <b>\$125 per hour</b> |
| – determine if the person, body or school continues to comply with prescribed minimum standards; or                                  |                       |
| – determine if the person, body or school has rectified all issues of non-compliance with the minimum standards for registration; or |                       |
| – assess whether a suspension of registration should be lifted.  |                       |

Dated 21 December 2009  
BRONWYN PIKE  
Minister for Education

Dated 23 December 2009  
JACINTA ALLAN  
Minister for Skills and Workforce Participation

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Level 2 1 Macarthur Street  
Melbourne 3002  
Victoria Australia

**How To Order****Mail Order****Victoria Government Gazette**

Level 5 460 Bourke Street  
Melbourne 3000  
PO Box 1957 Melbourne 3001  
DX 106 Melbourne

**Telephone**

(03) 8523 4601

**Fax**

(03) 9600 0478

**email**

gazette@bspvg.com.au

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Level 5 460 Bourke Street  
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