



# Victoria Government Gazette

No. S 415 Monday 25 November 2013  
By Authority of Victorian Government Printer

## Education and Training Reform Act 2006

### FIXING OF FEES ADMINISTERED BY THE VICTORIAN REGISTRATION AND QUALIFICATIONS AUTHORITY IN ACCORDANCE WITH MINISTERIAL ORDER 615

Ministerial Order 615 requires the Victorian Registration and Qualifications Authority to publish in the Victorian Government Gazette, as soon as practicable after the relevant CPI number is published for the September quarter in respect of any year, the adjusted fee payable for the following year.

#### Purpose

1. This notice fixes adjusted fees payable in respect of applications that may be made to the Victorian Registration and Qualifications Authority and for certificates. The fees are set out in Schedules 1 to 7 of this notice.

#### Authorising provision

2. This notice is published in accordance with section 4.2.6 of the **Education and Training Reform Act 2006**.

#### Commencement

3. These fees take effect from 1 January 2014.

#### Definitions and Interpretation

4. In this Order:

Unless defined below or in other parts of this Order, words used in the **Education and Training Reform Act 2006** have the same meaning in this Order.

**ACFE Board registered organisation** means a registered training organisation receiving funding from the Adult Community and Further Education Board continued in operation under section 3.3.2 of the Act.

**Act** means the **Education and Training Reform Act 2006**.

**Authority** means the Victorian Registration and Qualifications Authority established under Chapter 4 of the Act.

**additional assessment** means an assessment by the Authority to determine continuing compliance with requirements for registration, or rectification of non-compliances, or to assess lifting a suspension or other condition of registration.

**Australian Bureau of Statistics** has the same meaning as it has in the **Australian Bureau of Statistics Act 1975** of the Commonwealth.

**CPI** means the Consumer Price Index number for the weighted average of the Education Group for the eight capital cities published by the Australian Bureau of Statistics.

**higher education course** means a course leading to a higher education award.

References to sections are references to sections in the Act.

**registered training organisation** means a training organisation registered on the State Register and National Register.

**scope** means the qualification/s and or course/s and or unit/s for which a registered training organisation is registered by the Authority to deliver and or award, confer or issue.

**Training Package** means a set of nationally endorsed standards and qualifications used to recognise and assess a person's skills in a specific industry, industry sector or enterprise.

**SPECIAL**

**SCHEDULE 1****Schools, Senior Secondary Courses, Senior Secondary Qualifications and Accredited Senior Secondary Courses**

5. The fees in this Schedule 1 are payable in respect of applications received by the Authority from and inclusive of the date referred to in clause 3 as the date from which the fees take effect.

<b>Schools</b>		
<i>Ref: S4.3.1(4)</i>		
<i>Note: These fees are payable irrespective of the number or seniority of year levels for which registration is being sought.</i>		
1.1 Application for registration of a school.	\$1,806	including an application for registration as a result of an amalgamation of 2 or more registered schools.
Comprising:		
Lodgement of application	\$455	(non refundable)
<b>Plus</b> assessment of application	\$1,351	The total fee of \$1,806 may be paid in the following 2 instalments in the order listed below, provided the second instalment is paid within 30 days of the first instalment. Lodgement – \$455 Assessment – \$1,351
1.2 Application for amendment of registration	\$904	(non-refundable)
<i>Note: A fee is not payable under this item 1.2 for an application for amendment of registration if the application relates solely to a matter listed in item 1.3 to 1.6. In that event, the fee payable under one or more of those items 1.3 to 1.6 is payable.</i>		<i>This fee also includes relocating a school, campus or any site related to the school, adding a campus, or adding one or more year level/s</i>
<b>Senior Secondary Course</b>		
<i>Ref: S4.3.10(3)</i>		
The following definitions apply in items 1.3 to 1.5		
<b>Accredited senior secondary course</b> means a course of study comprising sufficient units of study that if successfully completed will entitle a student to be awarded a registered senior secondary qualification.		
<b>Education institution</b> includes a school, RTO, Adult Community and Education Provider or TAFE Institute.		

<p><b>Registered provider</b> means an education institution registered by the VRQA to provide an accredited senior secondary course.</p> <p><b>Registered senior secondary qualification</b> means the VCE, VCAL, IB or other equivalent registered senior secondary qualification.</p> <p><b>VCE and VCAL</b> are defined in section 1.1.3 of the Act.</p> <p><b>IB</b> means the International Baccalaureate Diploma.</p>		
<p>1.3 Application to provide a course on behalf of an education institution that is not a registered provider.</p> <p>This item applies to an application made on behalf of an education institution that is <b>not</b> a registered provider at the date of the application.</p> <p>(i) If the application is for registration to provide an accredited senior secondary course.</p> <p>(ii) If the application is for registration to provide unit/s of study that are less than the course requirements to be awarded a registered senior secondary qualification.</p> <p><i>Note: If immediately prior to the application, the education institution in respect of which the application is made is a registered provider, and is seeking approval to provide an additional accredited senior secondary course, the fee in item 1.4 applies instead of the fee in this item 1.3.</i></p>	<p>\$1,806</p> <p>\$449</p>	<p><i>If the application is for registration to provide more than one accredited senior secondary course, the fee in item 1.3(i) plus the site audit fee below applies in respect of each accredited senior secondary course being assessed concurrently, subject to the discretion of the Authority to reduce the fees in respect of the second or further accredited senior secondary course to the fees in item 1.4 if it considers a lesser fee is appropriate.</i></p> <p><i>per course</i></p> <p><i>Note: This fee is included because an education institution can be registered to provide a single course within the VCE or VCAL. Examples are:</i></p> <p>(i) <i>VCE Languages other than English (units 1 to 4);</i></p> <p>(ii) <i>VCE Dance; and</i></p> <p>(iii) <i>VCAL Personal Development.</i></p> <p><i>Each of the above examples are to be assessed as one course. Other courses are to be assessed based on the above examples.</i></p>

<p><b>plus</b> site audit fee if, at the date of the application, the applicant is not a registered school and is not a registered provider.</p>	<p>\$5,280</p>	<p><i>Subject to the discretion of the Authority to waive this \$5,280 fee if it considers a site audit is not required, or to reduce this fee on the basis that less than 33.3 hours will be or was required for the site audit, and to charge \$159 per hour for each hour of the site audit to a maximum of \$5,280.</i></p>
<p>1.4 Application to provide a course on behalf of an education institution that is a registered provider.</p> <p>(i) If the application is for registration to provide an additional accredited senior secondary course.</p> <p>(ii) If the application is for registration to provide unit/s of study that are less than the course requirements to be awarded a registered senior secondary qualification</p>	<p>\$449</p> <p>\$449</p>	<p><i>per accredited senior secondary course, subject to the discretion of the Authority to waive or reduce the fee per accredited senior secondary course where an accredited senior secondary course being provided by the applicant, and the additional accredited senior secondary course for which registration is being sought, is from the same awarding body (for example, where an applicant providing the VCE seeks approval to provide the VCAL), and the VRQA considers a lesser fee is appropriate.</i></p> <p><i>per course</i></p> <p><i>Note: See the note to item 1.3(ii) for an explanation of this fee and the circumstances to which it applies</i></p>
<p>1.5 Application for registration to provide a course at an additional site, being a course for which the provider is registered at the date of the application</p> <p><b>plus</b> site audit fee if, at the date of the application, the applicant is not a registered school and is not registered to provide an accredited senior secondary course at the additional site</p>	<p>\$449</p> <p>\$5,280</p>	<p><i>per site</i></p> <p><i>Subject to the discretion of the Authority to waive this \$5,280 fee if it considers a site audit is not required, or to reduce this fee on the basis that less than 33.3 hours will be or was required for the site audit, and to charge \$159 per hour for each hour of the site audit to a maximum of \$5,280.</i></p>

<p>In this item, <i>additional site</i> means a site in addition to, or instead of, the site from or at which the provider is registered to conduct the course at the date of the application.</p> <p><i>Note: This fee applies whether the course is an accredited senior secondary course or a single course referred to in the note to item 1.3(ii).</i></p>		
<b>Senior Secondary Qualification</b>		
<p>Ref: S4.3.10(3)</p> <p>1.6 Application for registration to award, confer or issue a registered senior secondary qualification.</p> <p>Comprising: Lodgement of application <b>plus</b> assessment of application</p> <p><b>plus</b> where the qualification was developed outside Victoria or Australia and requires interstate or overseas travel as part of the assessment.</p>	<p>\$5,671 <i>per qualification</i></p> <p>\$1,136 <i>(non refundable)</i></p> <p>\$4,535</p> <p>\$10,560</p>	<p><i>Subject to the discretion of the Authority to reduce or waive the fees in respect of concurrent applications for the registration of more than one senior secondary qualification if it considers a lesser fee is appropriate having regard to the time involved in assessing the applications.</i></p> <p><i>The total fee of \$5,671 may be paid in the following 2 instalments in the order listed below, provided the second instalment is paid within 30 days of the first instalment.</i></p> <p>Lodgement – \$1,136 Assessment – \$4,535</p> <p><i>Subject to the discretion of the Authority to reduce this \$10,560 fee if the travel, accommodation and other reasonable expenses it incurs in the interstate or overseas travel is less than \$10,560.</i></p>
<p>1.7 Application for registration to award, confer or issue an additional registered senior secondary qualification.</p>	<p>\$1,806</p>	
<b>Accredited Senior Secondary Course</b>		
<p>Ref: S4.4.1(6) and 4.4.2(1)(d)</p> <p>1.8 Application for accreditation of a senior secondary course or renewal of accreditation of such a course or part of such a course:</p>	<p>\$132</p>	<p><i>Subject to the discretion of the authority to reduce or waive this fee if it considers it appropriate to do so.</i></p>
<p>1.9 Application for an amendment to an accredited senior secondary course.</p>	<p>\$53</p>	<p><i>per course</i></p>

## SCHEDULE 2

## Vocational Education and Training

6. The fees in this Schedule 2 are payable in respect of applications received by the Authority from and inclusive of the date referred to in clause 3 as the date from which the fees take effect.

<b>Vocational Education and Training</b>		
<i>Ref: S4.3.16(3)(bc)</i>		
Application for registration or re-registration to provide and or award, confer or issue a vocational education and training qualification, course or subject or unit of competency or module and or a further education course;		
Lodgement of application	\$912	<i>(non refundable)</i>
<b>plus</b> assessment of application	\$7,121	<i>for up to 10 qualifications and up to 20 units of competency/modules and up to 2 delivery sites</i>
<b>plus</b> for each additional qualification	\$106	<i>(capped at \$10,000)</i>
<b>plus</b> for each additional unit of competency	\$43	<i>(capped at \$4,000)</i>
<b>plus</b> for each additional delivery site	\$423	<i>(capped at \$4,000)</i>
<b>plus</b> annual instalment in the case of:		
(a) a registered school or an ACFE Board registered organisation	\$1,105	<i>In respect of the annual instalment listed opposite in paragraph (a) or (b) of the first column, the annual instalment applies for each year or part of each year of registration for up to 10 qualifications and any number of units of competency/module</i>
(b) all other registered education and training organisations	\$2,209	
<b>plus</b> annual instalment for each additional qualification	\$53	<i>(capped at \$15,000)</i>
<b>plus</b> assessment of 'principal purpose'	\$5,280	<i>subject to the discretion of the Authority to waive this fee if it considers an assessment of 'principal purpose' is not required, or it otherwise considers it appropriate to waive or reduce this fee.</i>
<b>plus</b> site audit fee	\$5,280	<i>subject to the discretion of the Authority to waive this \$5,280 fee if it considers a site audit is not required, or to reduce this fee on the basis that less than 33.3 hours will be or was required for the site audit, and to charge \$159 per hour for each hour of the site audit to a maximum of \$5,280.</i>

<i>Ref: S4.3.19(2)(a)</i>		
Application from a Registered Training Organisation to add a course or a qualification or a unit of competency to their scope:		
1 to 4 qualifications	\$421	<i>per qualification</i>
5 qualifications	\$1,690	
6 qualifications	\$1,901	
7 qualifications	\$2,112	
8 qualifications	\$2,324	
9 qualifications	\$2,535	
<b>plus</b> for each additional qualification more than 9	\$106	
<b>plus</b> for each additional unit of competency	\$80	
Training package transition to equivalent qualification(s) or accredited course transition	\$148	<i>per training package (includes multiple qualifications) or accredited course.</i>
<b>Course Accreditation</b>		
<i>Ref: S4.4.1(6) and 4.4.2(1)(d)</i>		
Application for accreditation or renewal of accreditation of a course or part of a course excluding a higher education course.	\$3,761	<i>subject to the discretion of the authority to reduce or waive this fee if it considers it appropriate to do so.</i>
Application for an amendment to an accredited course.	\$1,037	<i>per course</i>

## SCHEDULE 3

## Accreditation of Higher Education Courses

7. The fees in this Schedule 3 are payable in respect of applications received by the Authority from and inclusive of the date referred to in clause 3 as the date from which the fees take effect.

<p><i>Ref: s 4.4.1 and 4.4.2(1)(d)</i></p> <p>Application for accreditation of a single higher education course</p> <p><b>plus</b> \$1,479 for each additional higher education course of study for which accreditation is being sought</p>	\$2,112	<p><i>Where an application is for accreditation of more than one course of study, or where more than one application to accredit a course of study is submitted at the same time, the fee is \$2,112 for the first course of study and \$1,479 for each additional course of study</i></p>
<p>Investigation of the single higher education course which is the subject of an application for accreditation</p> <p><b>plus</b> \$5,175 for investigation of each additional higher education course of study for which accreditation is being sought</p>	\$7,392	<p><i>Where an application is for accreditation of more than one course of study, or where more than one application to accredit a course of study is submitted at the same time, the fee is \$7,392 for the first course of study and \$5,175 for each additional course of study</i></p>
<p>Application for renewal of accreditation of a single higher education course of study</p> <p><b>plus</b> \$5,914 for each additional higher education course of study for which renewal of accreditation is being sought</p>	\$8,448	<p><i>Where an application is for renewal of accreditation of more than one course of study, or where more than one application to renew accreditation of a course of study is submitted at the same time, the fee is \$8,448 for the first course of study and \$5,914 for each additional course of study</i></p>
<p>Application to register or renew the accreditation of a higher education course for the sole purpose of varying or having revoked a Condition of registration or accreditation</p>	\$2,640	<p><i>For the first two conditions included in an application – \$2,640 for each condition. For each condition in addition to the first two conditions which are included in an application – \$5,280 plus \$1,584 for each additional condition</i></p>



## SCHEDULE 4

## Overseas Secondary Student Exchange Organisations

8. The fees in this Schedule 4 are payable in respect of applications received by the Authority from and inclusive of the date referred to in clause 3 as the date from which the fees take effect.

<i>Ref: 4.5A.3(3) and 4.5A.5(3)</i>		
Approval of an overseas secondary student exchange organisation and renewal of approval of an overseas secondary student exchange organisation.		
Initial application fee	\$444	<i>(non refundable)</i>
<b>plus</b> assessment fee	\$1,775	
<b>plus</b> half term review fee	\$1,775	<i>subject to the discretion of the Authority to reduce or waive this fee if it considers it appropriate to do so</i>
<b>plus</b> annual fee for each year in respect of which approval is being sought for exchange student monitoring and issuing of Acceptance Advice of Secondary Exchange Student forms for:		
a) 1–15 students per annum;	\$228	<i>These fees may be paid in periodic instalments provided that the minimum instalment is the total amount payable in respect of any year</i>
b) 16–50 students per annum; or	\$444	
c) 51 or more students per annum	\$888	

**SCHEDULE 5**  
**Overseas Students**

9. The fees in this Schedule 5 are payable in respect of applications received by the Authority from and inclusive of the date referred to in clause 3 as the date from which the fees take effect.

Ref: 4.5.1(4) & 4.5.2(2)		
Approval to provide courses for overseas students in the case of a:		
a) registered school;		\$904
b) 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:		
– initial investigation fee		\$428 (non refundable)
– plus full investigation fee		\$1,727 or National ELT Accreditation Scheme (NEAS) approval for each year or part year of registration
– plus annual approval fee		\$571 The annual approval fee may be paid in periodic instalments provided that the minimum instalment is the total amount payable in respect of any year
– <b>plus</b> site audit fee if, at the date of the application, the applicant is not approved by the VRQA to provide an accredited course to overseas students		\$5,280 Subject to the discretion of the Authority to waive this \$5,280 fee if it considers a site audit is not required, or to reduce this fee on the basis that less than 33.3 hours will be or was required for the site audit, and to charge \$159 per hour for each hour of the site audit to a maximum of \$5,280.

<p>c) registered education and training organisation; or a provider of an accredited senior secondary course which is not a registered school; for any other course or any other course and course in category (b) above:</p> <p>Comprising:</p> <ul style="list-style-type: none"> <li>– initial investigation</li> <li>– plus full investigation fee</li> <li>– plus annual approval fee</li> </ul> <p>– <b>plus</b> site audit fee if, at the date of the application, the applicant is not approved by the VRQA to provide an accredited course to overseas students</p>	<p>\$2,155</p> <p>\$428 (non refundable)</p> <p>\$1,727</p> <p>\$1,141</p> <p>\$5,280</p>	<p><i>for each year or part of each year of registration. The annual approval fee may be paid in periodic instalments provided that the minimum instalment is the total amount payable in respect of any year</i></p> <p><i>Subject to the discretion of the Authority to waive this \$5,280 fee if it considers a site audit is not required, or to reduce this fee on the basis that less than 33.3 hours will be or was required for the site audit, and to charge \$159 per hour for each hour of the site audit to a maximum of \$5,280.</i></p>
<p>Investigation of an application to amend an approval in the case of:</p> <p>a) a registered school or an accredited senior secondary course provider or an accredited senior secondary course provider to increase capacity, amend, add or relocate a campus and or add a course.</p>	<p>\$904</p>	
<p>b) a 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.</p>	<p>\$1,294</p>	

Investigation of an application for approval to provide a course to students from overseas, or for an approval, not dealt with by the previous clauses in the case of:		
a) Higher education institute	\$5,280	
b) registered school or a provider of an accredited senior secondary course which is not a registered school	\$904	<i>Subject to the discretion of the Authority to waive this \$904 or \$1,727 fee if it considers a lesser fee is appropriate on the basis that an hourly rate of \$138 per hour in investigating the application will or has resulted in a lesser fee payable.</i>
c) education and training organisation	\$1,727	
Each subsequent application for approval to provide a course of study by a provider who is already registered on CRICOS to provide another course of study as a higher education provider	\$1,056	

**SCHEDULE 6**  
**Higher Education**

10. The fees in this Schedule 6 are payable in respect of applications received by the Authority from and inclusive of the date referred to in clause 3 as the date from which the fees take effect.

<i>Ref: S4.3.33(6)</i>		
Preliminary assessment of application for authorisation to conduct higher education course/s	\$5,808	
Substantive assessment of application for authorisation to conduct higher education course/s	\$17,424	
Application for renewal of authorisation to conduct higher education course/s	\$21,120	

**SCHEDULE 7****Certificates**

11. The fees in this Schedule 7 are payable in respect of applications received by the Authority from and inclusive of the date referred to in clause 3 as the date from which the fees take effect.

<p><i>Ref:</i> S5.5.25</p> <p>Application fee for the issue of a certificate or duplicate certificate under Part 5.5 of the Act, including:</p> <ul style="list-style-type: none"> <li>– a certificate confirming completion of an apprenticeship;</li> <li>– the re-issue of a certificate confirming completion of an apprenticeship; or</li> <li>– an extract from the register kept under section 5.5.23 in respect of apprentices.</li> </ul>	<p><i>\$70</i></p>	
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Dated 21 November 2013

LYNN GLOVER  
Director, VRQA

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Level 2, 1 Macarthur Street  
Melbourne 3002  
Victoria Australia

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Level 5, 460 Bourke Street  
Melbourne 3000  
PO Box 1957 Melbourne 3001  
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**Telephone**

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**Fax**

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**email**

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