EDUCATION AND TRAINING REFORM ACT 2006

FIXING OF FEES ADMINISTERED BY THE VICTORIAN REGISTRATION AND QUALIFICATIONS AUTHORITY

MINISTERIAL ORDER 615

The Minister for Education and the Minister for Higher Education and Skills make the following Order.

Title

1. This Order may be cited as Ministerial Order No. 615

Purpose

2. This Order fixes fees 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 Order.

Authorising provision

3. This Order is made under the following provisions of the *Education and Training Reform Act 2006*: Section 4.3.1(4), 4.3.10(3), 4.3.16(3)(bc), 4.3.19(2)(a), 4.3.30(8), 4.3.33(6), 4.4.1(6), 4.4.2(1)(d), 4.5.1(4), 4.5.2(2), 4.5A.3(3), 4.5A.5(3), 5.2.12, 5.2.13, 5.5.25, 5.10.4 and item 3 of Schedule 6.

Commencement

- This Order takes effect;
 - (a) from 1 January, 2013, if signed by both Ministers on or before that date;
 - (b) from the date by which it is signed by both Ministers, if signed after 1 January, 2013.

Definitions and Interpretation

5. 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.

Schools, Senior Secondary Courses, Senior Secondary Qualifications and Accredited Senior Secondary Courses

- 6. 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 4 as the date from which this Order takes effect.
- 7. Clauses A to D below are part of this Schedule.

Schools		
Ref: S4.3.1(4) Note: These fees are payable irrespective of the number or seniority of year levels for which registration is being sought.		
1.1 Application for registration of a school.	\$1,710	including an application for registration as a result of an amalgamation of 2 or more registered schools.
Lodgement of application	\$430	(non refundable).
Plus assessment of application	\$1,280	The total fee of \$1,710 may be paid in the following 2 instalments in the orde listed below, provided the second instalment is paid within 30 days of the first instalment.
		Lodgement - \$430 Assessment - \$1,280
1.2 Application for amendment of registration	\$856	(non-refundable)
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.		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
Senior Secondary Course		
Ref: S4.3.10(3)		
The following definitions apply in items 1.3 to 1.5.		
Accredited senior secondary course 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.		
Education institution includes a school, RTO, Adult Community and Education Provider or TAFE Institute.		
Community and Education Provider or TAFE		
Community and Education Provider or TAFE Institute. Registered provider means an education institution registered by the VRQA to provide an accredited		**
Community and Education Provider or TAFE Institute. Registered provider means an education institution registered by the VRQA to provide an accredited senior secondary course. Registered senior secondary qualification means the VCE, VCAL, IB or other equivalent registered senior		**

 1.3 Application to provide a course on behalf of an education institution that is not a registered provider. This item applies to an application made on behalf of an education institution that is not a registered provider at the date of the application. (i) If the application is for registration to provide an accredited senior secondary course. 	\$1,710	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.
(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.	\$425	per course 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) VCE Languages other than English (units 1 to 4); (ii) VCE Dance; and (iii) VCAL Personal Development. Each of the above examples are to be assessed as one course.
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.		ossessed as one course. Other courses are to be assessed based on the above examples.
plus site audit fee if, at the date of the application, the applicant is not a registered school and is not a registered provider.	\$5,000	Subject to the discretion of the Authority to waive this \$5,000 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 \$150 per hour for each hour of the site audit to a maximum of \$5,000.
 1.4 Application to provide a course on behalf of an education institution that is a registered provider. (i) If the application is for registration to provide an additional accredited senior secondary course. 	\$425	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.
(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	.\$425	Note: See the note to item 1.3(ii) for a explanation of this fee and the circumstances to which it applies
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	\$425	per site.
plus 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 In this item, additional site 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. 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).	\$5,000	Subject to the discretion of the Authority to waive this \$5,000 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 \$150 per hour for each hour of the site audit to a maximum of \$5,000.
Senior Secondary Qualification Ref: S4.3.10(3)		
Application for registration to award, confer or issue a registered senior secondary qualification.	\$5,370	Per qualification 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 senio secondary qualification if it considers a lesser fee is appropriate having regard to the time involved in assessing the applications.
Lodgement of application plus assessment of application	\$1,075 \$4,295	(non refundable) The total fee of \$5,370 may be paid in the following 2 instalments in the ordelisted below, provided the second instalment is paid within 30 days of the first instalment. Lodgement - \$1,075 Assessment - \$4,295
plus where the qualification was developed outside Victoria or Australia and requires interstate or overseas travel as part of the assessment.	\$10,000	Subject to the discretion of the Authority to reduce this \$10,000 fee if the travel, accommodation and other reasonable expenses it incurs in the interstate or overseas travel is less than \$10,000.
1.7 Application for registration to award, confer or issue an additional registered senior secondary qualification.	\$1,710	

Accredited Senior Secondary Course		
Ref: S4.4.1(6) and 4.4.2(1)(d)		
1.8 Application for accreditation of a senior secondary course or renewal of accreditation of such a course or part of such a course:	\$125	Subject to the discretion of the authority to reduce or waive this fee if it considers it appropriate to do so.
1.9 Application for an amendment to an accredited senior secondary course.	\$50	Per course

- A. On 1 January 2014, and on 1 January of each subsequent year, the fees in Schedule 1 shall be increased to reflect rises in the CPI in accordance with the following formula.
 - (i) The increase shall be the percentage, if any, by which the CPI number for the September quarter prior to the year in which the fee increase is to occur, exceeds the CPI number for the September quarter in 2012.
 - (ii) The following is an example of how the percentage increase shall be calculated for 1/1/2014, and is for illustrative purposes only:

	Education Group CPI number
September quarter 2013	103.1
September quarter 2012	100.0
Change in index number	3.1
Percentage change:	$3.1/100 \times 100 = 3.1\%$

(iii) The following is an example of how the percentage increase shall be calculated for 1/1/2016, and is for illustrative purposes only:

	Education Group CPI number
September quarter 2016	109.4
September quarter 2012	100.0
Change in index number	9.4
Percentage change:	$9.4/100 \times 100 = 9.4\%$

- (iv) The calculation of the percentage increase in fees in any year shall be based on the fees currently appearing in Schedule 1, and not on the fees in Schedule 1 as increased by the previous year's percentage increase.
- (v) Any amount payable in respect of the percentage increase in the CPI shall be rounded upwards to the nearest dollar.
- B. CPI increases shall also be made to any amount stated in this Schedule as an hourly rate.
- C. The Authority shall 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.
- D. If:
 - (i) the Education Group CPI number is not published for September in any relevant year before 1st December of that year, then the All Groups CPI weighted average number for the eight capital cities for September of that relevant year shall be used as a substitute in fixing the fee increase;
 - (iii) any amount payable in respect of the percentage increase in the CPI is not recoverable or assessable in respect of any year, then the fees in Schedule A shall still be payable together with any CPI increases that are recoverable or assessable.

Schedule 2 Vocational Education & Training

8. Clauses A to D below are part of this Schedule.

Vocational Education & Training Ref: S4.3.16(3)(bc)	from 1/1/2013	from 1/1/2014	from 1/1/2015	from 1/1/2016	
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	\$640	\$863	\$1,291	\$1,726	non refundable)
plus assessment of application	\$3,300	\$6,743	\$10,115	\$13,486	for up to 10 qualifications and up to 20 units of competency/ modules and up to 2 delivery sites
plus for each additional qualification plus for each additional unit of competency plus for each additional delivery site	\$100 \$40 \$400	\$100 \$40 \$400	\$100 \$40 \$400	\$100 \$40 \$400	(capped at \$10,000) (capped at \$4,000) (capped at \$4,000)
plus annual instalment in the case of:				- 101 Warman to 184 West of Bree Surveyor	
(a) a registered school or an ACFE Board registered organisation:	\$300	\$1045.50	\$1568.50		In respect of the annual instalment listed opposite paragraph (a) or (b) of the first
(b) all other registered education and training organisations	\$600	\$2091	\$3137	\$4183	column, the annual instalment applies for each year or part of each year or part of each year of registration for up to 10 qualifications and any number of units of competency/module
plus annual instalment for each additional qualification	\$50	\$50	\$50		(capped at \$15,000)
plus assessment of 'principal purpose"	\$5,000	\$5,000	\$5,000		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.
plus site audit fee	\$5,000	\$5,000	\$5,000	\$5,000	subject to the discretion of the Authority to waive this \$5,000 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 \$150 per hour for each hour of the site audit to a maximum of \$5,000.

Ref: S4.3.19(2)(a)			A		
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	\$350	\$398	\$597		per qualification.
5 qualifications	\$1,600	\$1,600	\$1,600	\$1,600	
6 qualifications	\$1,800	\$1,800	\$1,800	\$1,800	
7 qualifications	\$2,000	\$2,000	\$2,000	\$2,000	
8 qualifications	\$2,200	\$2,200	\$2,200	\$2,200	
9 qualifications	\$2,400	\$2,400	\$2,400	\$2,400	
plus for each additional qualification more than 9	\$100	\$100	\$100	\$100	
plus for each additional unit of competency	\$75	\$75	\$75	\$75	
Training package transition to equivalent qualification(s) or accredited course transition	\$140	\$140	\$140	\$140	per training package (includes multiple qualifications) or accredited course.
Course Accreditation					
Ref: \$4.4.1(6) and 4.4.2(1)(d)					
Application for accreditation or renewal of accreditation of a course or part of a course excluding a higher education course.	\$2,700	\$3,561	\$5,341		subject to the discretion of the authority to reduce or waive this fee if it considers it appropriate to do so.
Application for an amendment to an accredited course	\$500	\$982	\$1,473	\$1,964	per course.

- A. The fees listed in this Schedule 2 under the first column headed "from 1/1/2013" are payable from that date or the date referred to in clause 4 as the date from which this Order takes effect, whichever is the later date.
- B. Subject to clause A, the fees listed in the columns of this Schedule 2 are payable in respect of applications received by the Authority from and inclusive of the dates stated in those columns.
- C. On 1 January 2014, and on 1 January of each subsequent year, the fees in Schedule 2 under the headings 'from 1/1/2014', 'from 1/1/2015' and 'from 1/1/2016':
 - (i) shall be increased to reflect rises in the CPI;
 - (ii) the increase shall be the percentage, if any, by which the CPI number for the September quarter prior to the year in which the fee increase is to occur, exceeds the CPI number for the September quarter in 2012; and
 - (iii) subject to the other provisions of this Schedule, clauses A to D of Schedule 1 also apply to the increases made under this clause C.
- D. On 1/1/2017, and on 1 January of each subsequent year:
 - (i) the fees listed under the heading 'from 1/1/2016' shall be increased to reflect rises in the CPI in accordance with clauses A to D of Schedule 1; and
 - (ii) subject to the other provisions of this Schedule, clauses A to D of Schedule 1 also apply to the increases made under this clause D.

Accreditation of higher education courses

- 9. 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 4 as the date from which this Order takes effect.
- 10. Clauses A and B below are part of this Schedule.

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Application for accreditation of a single higher education course	\$2,000	Where an application is for accreditation of more than one course of study, or where
plus \$1,400 for each additional higher education course of study for which accreditation is being sought		more than one application to accredit a course of study is submitted at the same time, the fee is \$2,000 for the first course of study and \$1,400 for each additional course of study
Investigation of the single higher education course which is the subject of an application for accreditation	\$7,000	Where an application is for accreditation of more than one course of study, or where more than one application to accredit a
plus \$4,900 for investigation of each additional higher education course of study for which accreditation is being sought		course of study is submitted at the same time, the fee is \$7,000 for the first course of study and \$4,900 for each additional course of study
Application for renewal of accreditation of a single higher education course of study	\$8,000	Where an application is for renewal of accreditation of more than one course of study, or where more than one application
plus \$5,600 for each additional higher education course of study for which renewal of accreditation is being sought		to renew accreditation of a course of study is submitted at the same time, the fee is \$8,000 for the first course of study and \$5,600 for each additional course of study
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	\$2,500	For the first two conditions included in an application - \$2,500 for each condition. For each condition in addition to the first two conditions which are included in an application - \$5,000 plus \$1,500 for each additional condition

- A. On 1 January 2014, and on 1 January of each subsequent year, the fees in Schedule 3 shall be increased to reflect rises in the CPI. The increase shall be the percentage, if any, by which the CPI number for the September quarter prior to the year in which the fee increase is to occur, exceeds the CPI number for the September quarter in 2012.
- B. Subject to the other provisions of this Schedule, clauses A to D of Schedule 1 also apply to this Schedule 3.

Overseas Secondary Student Exchange Organisations

- 11. 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 4 as the date from which this Order takes effect.
- 12. Clauses A and B below are part of this Schedule.

Ref: 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.		
Initial application fee plus assessment fee	\$420 \$1,680	(non refundable)
plus half term review fee	\$1,680	subject to the discretion of the Authority reduce or waive this fee if it considers it appropriate to do so
plus 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; orb) 16-50 students per annum; orc) 51 or more students per annum	\$215 \$420 \$840	These fees may be paid in periodic instalments provided that the minimum instalment is the total amount payable in respect of any year

- A. On 1 January 2014, and on 1 January of each subsequent year, the fees in Schedule 4 shall be increased to reflect rises in the CPI. The increase shall be the percentage, if any, by which the CPI number for the September quarter prior to the year in which the fee increase is to occur, exceeds the CPI number for the September quarter in 2012.
- B. Subject to the other provisions of this Schedule, clauses A to D of Schedule 1 also apply to this Schedule.

Overseas students

- 13. 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 4 as the date from which this Order takes effect.
- 14. Clauses A and B below are part of this Schedule.

	oval to provide courses for overseas students case of a:		383
	registered school;	\$856	
	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	\$405	(non refundable)
	- plus full investigation fee	\$1,635	or National ELT Accreditation Scheme (NEAS) approval for each year or part of registration
	- plus annual approval fee	\$540	The annual approval fee may be paid periodic instalments provided that the minimum instalment is the total amoun payable in respect of any year
	- plus 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	\$5,000	Subject to the discretion of the Authority to waive this \$5,000 fee it considers a site audit is not required, or to reduce this fee on the basis that le than 33.3 hours will be or was required
	н		for the site audit, and to charge \$150 p hour for each hour of the site audit to a maximum of \$5,000.
c)	registered education and training	\$2,040	
	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:		
	- initial investigation	\$405	(non refundable)
	- plus full investigation fee	\$1,635	
	- plus annual approval fee	\$1,080	for each year or part of each year of registration. The annual approval fee n be paid in periodic instalments provided that the minimum instalment is the total amount payable in respect of any year
	- plus site audit fee if, at the date of the	\$5,000	Subject to the discretion of the Authority to waive this \$5,000 fee
	application, the applicant is not approved by the VRQA to provide an accredited		it considers a site audit is not required, or to reduce this fee on the basis that les
	course to overseas students		than 33.3 hours will be or was required for the site audit, and to charge \$150 pe. hour for each hour of the site audit to a maximum of \$5,000.
Tarrace	tigation of an application to amend an	, , , , , , , , , , , , , , , , , , , 	
THACE			
	val in the case of:		

	accredited senior secondary course provider to increase capacity, amend, add or relocate a campus and or add a course.		
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.	\$1,225	
	stigation of an application for approval to		
	ide a course to students from overseas, or		
	n approval, not dealt with by the previous es in the case of:		
	Higher education institute	\$5,000	and the state of t
,	registered school or a provider of an accredited senior secondary course which is not a registered school	\$856	Subject to the discretion of the Authori to waive this \$856 or \$1,635 fee if it considers a lesser fee is appropriate on th basis that an hourly rate of \$130 per hou in investigating the application will or ha
c)	education and training organisation	\$1,635	resulted in a lesser fee payable.
pro alre	ch subsequent application for approval to ovide a course of study by a provider who is eady registered on CRICOS to provide another arse of study as a higher education provider	\$1,000	

- A. On 1 January 2014, and on 1 January of each subsequent year, the fees in Schedule 5 shall be increased to reflect rises in the CPI. The increase shall be the percentage, if any, by which the CPI number for the September quarter prior to the year in which the fee increase is to occur, exceeds the CPI number for the September quarter in 2012.
- B. Subject to the other provisions of this Schedule, clauses A to D of Schedule 1 also apply to this Schedule.

Higher education

- 15. 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 4 as the date from which this Order takes effect.
- 16. Clauses A and B below are part of this Schedule.

Ref: \$4.3.33(6)		
Preliminary assessment of	\$5,500	
application for authorisation to		
conduct higher education course/s	014 500	
Substantive assessment of	\$16,500	
application for authorisation to		
conduct higher education course/s	620.000	
Application for renewal of	\$20,000	
authorisation to conduct higher		
education course/s		

- A. On 1 January 2014, and on 1 January of each subsequent year, the fees in Schedule 6 shall be increased to reflect rises in the CPI. The increase shall be the percentage, if any, by which the CPI number for the September quarter prior to the year in which the fee increase is to occur, exceeds the CPI number for the September quarter in 2012.
- B. Subject to the other provisions of this Schedule, clauses A to D of Schedule 1 also apply to this Schedule.

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Certificates

- 17. 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 4 as the date from which this Order takes effect.
- 18. Clauses A and B below are part of this Schedule.

Ref: S5.5.25

Application fee for the issue of a certificate or duplicate certificate under Part 5.5 of the Act, including:

\$66

- a certificate confirming completion of an apprenticeship;
- the re-issue of a certificate confirming completion of an apprenticeship; or
- an extract from the register kept under section 5.5.23 in respect of apprentices.
- A. On 1 January 2014, and on 1 January of each subsequent year, the fees in Schedule 7 shall be increased to reflect rises in the CPI. The increase shall be the percentage, if any, by which the CPI number for the September quarter prior to the year in which the fee increase is to occur, exceeds the CPI number for the September quarter in 2012.
- B. Subject to the other provisions of this Schedule, clauses A to D of Schedule 1 also apply to this Schedule.

Martin Dixon MP

Minister For Education

Ellester live.

Peter Hall MLC

Minister for Higher Education and Skills

Date 20/12/12

Date 21/12/2012.