



Australian Government

**Department of Education,
Employment and Workplace Relations**

Australian Skills Quality Authority

COST RECOVERY IMPACT STATEMENT

1 July 2011 – 30 June 2014

**National VET Regulator fees and charges for registration of training
organisations, accreditation of courses and associated services**

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Abbreviations and acronyms

ARF	Australian Recognition Framework
AQF	Australian Qualifications Framework
AQTF	Australian Quality Training Framework
ASQA	Australian Skills Quality Authority
COAG	Council of Australian Governments
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
CRIS	cost recovery impact statement
ESOS	Education Services for Overseas Students
NARA	National Audit and Registration Agency
NFROT	National Framework for the Recognition of Training
NVR	National VET Regulator
RTO	registered training organisation
VET	vocational education and training

1. OVERVIEW

1.1 Purpose

This Cost Recovery Impact Statement (CRIS) discusses fees and charges for registration of training organisations and accreditation of courses by the national VET regulator (NVR) – now known as the Australian Skills Quality Authority (ASQA). ASQA will commence operations on 1 July 2011 and this CRIS covers the period 1 July 2011 to 30 June 2014.

ASQA will take over regulatory functions that were previously performed by the states and territories in relation to the matters dealt with by ASQA legislation (Victoria and Western Australia will retain some of the functions within their jurisdictions).

The main fees and charges are for the registration of training organisations and for accrediting VET courses. Application-based services will attract a fee and the compliance monitoring activities initiated by the regulator will be treated as charges. The fees and charges are based on recovering the cost of service provision for these core regulatory functions. Associated fees and charges cover: issuing certificates and statements of attainment to students who are entitled to them but whose training organisation is no longer able to issue them; to re-assess ASQA's position on a matter or to reconsider a decision taken; and finally some charges for monitoring continuing compliance with registration.

Registration fees relate to two types of registration – registration under the VET Quality Framework to become a registered training organisation (RTO), and registration under the Education Services for Overseas Students (ESOS) Act to become an approved provider listed on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). Registration fees are payable by the training organisation seeking registration. Registration

charges include those for additional monitoring activities necessary to ensure continuing compliance.

Accreditation fees are for accrediting vocational education and training courses as approved courses for attracting an Australian Qualifications Framework (AQF) qualification and for approving English language course and Foundation courses for provision to overseas students. Courses are submitted for accreditation by organisations (including RTOs) and by individuals. Persons submitting courses for accreditation have an interest in the content of the course being available and are not necessarily intending to be the training provider of the accredited course. These persons are known as course owners and it is they who pay the course accreditation fees.

This cost recovery impact statement aims to transparently demonstrate compliance with the Australian Government Cost Recovery Guidelines which promote accountability of Commonwealth cost recovery arrangements and the efficient allocation of resources.

1.2 Background

A national vocational education and training (VET) system was introduced in 1992 with the creation of the National Framework for the Recognition of Training (NFROT). Prior to this, regulation and quality assurance of training was essentially a state and territory responsibility with the emphasis on the accreditation of courses rather than on providers that delivered them.

A significant shift of focus from course accreditation to provider registration occurred with the next iteration of national arrangements being the Australian Recognition Framework (ARF). The ARF specifically introduced a system of quality assurance of registered training providers. It also included the concept of 'mutual recognition' whereby qualifications issued by any registered provider were accepted all around the country.

The next phase was the AQTF, introduced in 2002 and designed to introduce more regulatory rigour in the national VET system. The AQTF consisted of a set of national standards plus guidelines on their implementation.¹ The AQTF will soon be replaced by the *Standards for NVR Registered Training Organisations*, at least for those providers registered by ASQA.

All of these arrangements have been developed and implemented through collaboration among governments. National standards and guidelines were developed through the Ministerial Council and implemented by state and territory authorities. A national VET regulator is the next stage in the evolution of these processes whereby the implementation of the registration and accreditation standards will be carried out by the national body.

Currently there is variation across jurisdictions in fees and charges charged by regulatory agencies where RTO registration fees and charges range from \$1,100 to around \$15,000.

¹ KPA Consulting: Review of the Implementation of the AQTF Standards, Final Report, July 2004

The establishment of a national regulator provides the opportunity to standardise fees and charges for regulation.

The fees and charges proposed by the national regulator are in the main higher than those currently levied by state and territory agencies. State and territory fees have, in all jurisdictions except New South Wales, not been based on full cost recovery with the main costs of regulation being off-set by state or territory governments.

There are nearly 5,000 RTOs currently registered in Australia. Table 1 shows the number of organisations and courses that could be affected by the establishment of the national regulator.

Table 1: Number of training providers and course owners (as at September 2010)

Regulated bodies	Number	Comment
Total number of registered training organisations	4,937	All states and territories (30 June 2010)
Registered training organisations that will be registered by ASQA and subject to ASQA fees and charges	4,000 (approx)	Victoria and Western Australia retain registration of some RTOs in those states
Registered training organisations that provide education to overseas students in Australia	540	Known as CRICOS providers
Accredited courses	1,297	Accreditation is for up to five years

Source: National register plus state and territory data

1.3 Australian Government Cost Recovery Policy

In December 2002 the Australian Government adopted a formal cost recovery policy to improve the consistency, transparency and accountability of its cost recovery arrangements and promote the efficient allocation of resources. The underlying principle of the policy is that entities should set charges to recover all the costs of products or services where it is efficient and effective to do so, where the beneficiaries are a narrow and identifiable group and where charging is consistent with Australian Government policy objectives. Cost recovery policy is administered by the Department of Finance and Deregulation and outlined in the Australian Government Cost Recovery Guidelines (Cost Recovery Guidelines).

The policy applies to all Financial Management and Accountability Act 1997 (FMA Act) agencies and to relevant Commonwealth Authorities and Companies Act 1997 (CAC Act) bodies that have been notified. In line with the policy, individual portfolio ministers are ultimately responsible for ensuring entities' implementation and compliance with the Cost Recovery Guidelines.

2. POLICY REVIEW

2.1 Analysis of activities

Meeting Australia's skills requirements, coupled with the need for a seamless national economy, is a national issue. In accordance with a Council of Australian Governments' (COAG) decision, a national regulatory body is being established to register and monitor training providers and to accredit courses in the VET sector. The policy objectives of the new regulator include:

- providing effective regulation of the VET sector as a key quality assurance mechanism for the skills base of Australia's workforce
- improving the quality of training outcomes and the public confidence in VET qualifications
- developing a regulatory system that is rigorous, fair and proportional, and
- striking fees and charges for regulation that reflect the real cost of the regulatory activities and that, as much as possible, impose the cost of additional monitoring only on those organisations that present the highest risk to quality outcomes.

The fees and charges are based on identified costs of service delivery and are designed, as much as possible, so as not to act as a barrier to participation in the training market. They are proportional in that they differentiate between the regulatory effort required to register providers with an extensive scope and a large number of delivery sites from those with a more limited scope and scale of operations.

The services that will attract a fee or charge are outlined below.

2.1.1 Registration activities

(a) Initial registration/renewal as a registered training organisation (fee)

Part 2 of the *National Vocational Education and Training Regulator Act 2011* specifies how a person may apply to ASQA for registration as a registered training organisation. In deciding whether to grant registration, ASQA is to consider whether the applicant complies with the VET Quality Framework and the specified conditions of registration (requirements for fit and proper person, and financial viability risk assessment). Other conditions which apply to the registration include the requirement to provide specified information to ASQA, to cooperate with ASQA, and to comply with any directions of ASQA.

The registration fees include an application fee, an assessment fee and a registration fee. The application fee covers the check of the application; the registration assessment fee covers the mandatory compliance checks such as a financial viability risk assessment and a compliance audit against the VET quality framework. The registration annual fee covers the advice and administration over the full period of registration (up to 5 years). Both the assessment fee and the registration fee will consist of a base fee and then additional amounts determined by the scope and scale of activities of the training organisation. The

fees for renewal of registration will be calculated in the same way as those for initial registration. The fees are paid by the training organisation seeking registration.

(b) Changes to scope of registration (fee)

At the time of registration an RTO is approved with a defined scope of registration as expressed by specific qualifications or units/parts of qualifications. Section 32 of the NVR Act says that an RTO can apply to the national regulator to have their scope changed and that an application needs to be accompanied by an application fee. The fee will be charged for additions to scope but not for deletions.

The fee for changes to scope has been set to acknowledge the efficiencies for the regulator in considering applications that include multiple qualifications/units of competency.

(c) Additional monitoring activities relating to RTOs - compliance audits (charge)

RTOs are required to be compliant with the relevant standards, codes and conditions of registration at all times. ASQA will gather information about the continuing compliance of organisations registered with it through a range of methods including: outcomes of recent audits, complaints lodged with ASQA, scrutiny of public marketing material, feedback from stakeholders, consultation with industry and with state training purchasing bodies. RTOs will be risk rated by ASQA and high risk RTOs will be more closely monitored.

Non-compliance jeopardises the RTO's continuing registration. The main methods by which ASQA will check continuing compliance is by conducting additional monitoring audits. This could include checks on the organisation's financial viability. The RTO will be charged for the cost of additional audits (eg. Audit within the first year of registration). This activity is treated as a charge rather than a fee in that it is not application-based.

(d) Additional monitoring activities relating to RTOs – investigation of complaints (charge)

ASQA will investigate complaints it receives about the performance of registered training organisations. If complaints are found to be substantiated, the RTO will be charged for the cost of the investigation.

(e) Off-shore monitoring relating to RTOs (charge)

If an RTO delivers training and issues AQF qualifications in countries other than Australia, ASQA will monitor that provision and may decide to include the off-shore site in an audit. In such a situation the RTO will be charged the normal charge for the audit plus travel costs.

(f) Initial registration/renewal as a provider of education and training to overseas students in Australia (fee)

An RTO can apply to become an approved provider for courses and the delivery of services to overseas students studying in Australia. This is a two-stage process whereby the RTO applies to ASQA for assessment against the national code and then ASQA makes a recommendation to the relevant Australian Government agency for the organisation to be listed on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). Once listed these RTOs tend to be known as CRICOS providers.

The *National Vocational Education and Training Regulator (Consequential Amendments) Act 2011 s5* gives ASQA the status of a 'designated authority' in terms of the ESOS Act, meaning that it becomes an initial assessing body for RTOs seeking CRICOS registration.

The fees for CRICOS registration include an application fee, an application assessment fee and a registration fee. As for RTO registration, the CRICOS registration fee consists of a base fee and additions determined by scope and scale of provider operations. The fees for renewal of registration will be calculated in the same way as those for initial registration. The fees are paid by the training organisation seeking CRICOS registration.

(g) Change of CRICOS scope of registration (fee)

A registered CRICOS provider can seek to change its scope of registration in several ways: changes to the qualifications approved for delivery to overseas students; changes in its approved student numbers and changes of delivery sites. Separate fees are struck for each of these changes of scope.

(h) Additional monitoring activities relating to CRICOS providers - compliance audits (charge)

CRICOS providers are required to be compliant with the relevant standards, codes and conditions of registration at all times. ASQA will gather information about provider compliance and may need to conduct an audit to monitor that compliance. This could include checks on financial viability. The provider will be charged the cost of the audit.

(i) Investigation of complaints relating to CRICOS providers (charge)

ASQA will investigate complaints it received about the performance of the provider. If complaints are found to be substantiated, the provider will be charged for the cost of the investigation.

2.1.2 Accreditation of courses

(a) Course accreditation/renewal (fee)

Section 43 of the NVR Act says that a person may apply to ASQA for the accreditation of a course as a VET accredited course. Section 44 states that in determining whether to accredit a course, ASQA takes into consideration whether the course meets the Standards for VET Accredited Courses and the Australian Qualifications Framework. Section 50 entitles the course owner to apply for a renewal of accreditation. The accreditation fee is payable by the course owner (who may or may not be associated with an RTO).

(b) Change of accreditation (fee)

Section 51 of the NVR Act states that the course owner may apply to have an accredited course amended. An additional fee will be charged for when a course owner seeks to change the accreditation of a course.

(c) Cancellation of accreditation (fee)

Section 52 of the NVR Act entitles the course owner to apply to cancel the accreditation of a course. An additional fee will be charged for when a course owner seeks to cancel the accreditation of a course.

2.1.3 Issuing replacement certificates to students (fee)

Section 55 of the NVR Act empowers ASQA to issue VET qualifications and VET statements of attainment to students in exceptional circumstances. While a fee is not struck for the issuance of such certificates (the recipients of such certificates have already been disadvantaged by the failure of their RTO and should not be required to pay for a service for which they have probably already paid), a small fee is will be payable for issuing replacement certificates. This service is available to students who are unable to obtain a certificate or replacement certificate from the RTO, commonly because it no longer exists.

2.1.4 Requests for reassessment of an ASQA position (fee)

Section 41 of the NVR Act provides for a person to request the national regulator to reassess its position on some registration matters -where an RTO needs to address certain issues before the regulator can vary or remove a condition, or change the RTO's scope of registration, or lift a suspension. A reassessment involves the reassessment of evidence already provided by the RTO or other information held by the regulator and is not the same as a reconsideration of a decision.

The fee for seeking a reassessment is to be paid by the applicant.

2.1.5 Reconsideration of an ASQA decision (fee)

Section 200 of the legislation provides for an affected person to be able to apply for a reconsideration of an ASQA decision in relation to a power or function delegated under s224 or s225. ASQA legislation gives a list of the decisions for which a reconsideration can be sought.

The fee for seeking a reconsideration of an ASQA decision is to be paid by the applicant.

Table 2: Business process analysis of ASQA's key regulatory functions

Function	Subtasks
Registration application (RTO/CRICOS)	Receive and register application Check application for completeness Return application to applicant if incomplete OR forward application assessment
Registration assessment (RTO/CRICOS)	Carry out risk assessment Carry out financial viability assessment Review the documentary evidence Schedule, plan and conduct an audit Risk rate the organisation Process decision about registration Issue certificate (if registered) Record on register Check immigration arrangements of students (CRICOS)
Registration (RTO/CRICOS)	Monitor on-going compliance Provide general advice and respond to queries
Change of scope of RTO registration	Receive and register application Consider supporting documentation supplied by the applicant Where necessary, carry out a site visit Process decision Notify applicant of outcomes Update records
CRICOS additional student	Receive and register application

Function	Subtasks
capacity/additional delivery sites	Consider supporting documentation supplied by the applicant Carry out a site visit Process decision Notify applicant Update records
Change of scope of CRICOS registration	Receive and register application Consider supporting documentation supplied by the applicant Carry out a site visit Process decision Notify applicant Update records/register
Additional monitoring activities	Gather information about providers Check any suspected breaches of registration Investigate complaints Require any necessary remedial action
Course accreditation	Receive and register application Assess course against national requirements Seek additional information if needed Make recommendation Process decision Notify applicant Update records
Course changes	Receive and register the application Analyse the application and consider the consequences Process the decision Notify applicant Update register
Reassessment of ASQA position or reconsideration of decision	Receive and register application Review records Process decision Notify applicant Update register
Issuing student replacement certificate	Process application Print replacement certificate and send to student Update register

2.2 Current state and territory fees

In order to provide some context to the fees and charges and the likely stakeholder impact, this CRIS includes a brief outline of existing fees charged by state and territory agencies.

Current state and territory fees for registration range from \$1,100 to around \$15,000. As well, the actual components of the fees vary, with some including all aspects of a five year registration (including complaints investigations, extensions of scope, monitoring audits, renewal of registration) and others including none or some of these. For most RTOs, the proposed ASQA fees and charges will be an increase on what they have paid in the past. This is because most state and territory governments have subsidised the cost of regulation.

Existing state and territory CRICOS fees range from \$350 to around \$10,000. Fees for an application for additional sites range from \$66 to \$4,600 and a similar range applies for an

application to increase student capacity (approval to enrol an increased number of international students).

Not all states/territories charge a separate fee for extension of scope. Of those that do charge a fee, it varies from \$118 to over \$1,600.

Very few states and territories strike a fee explicitly for complaints investigation. Complaints are becoming an increasingly important source of information about the performance of RTOs. Several states and territories charge for additional audits (which may be triggered by a complaint) in the order of around \$150 per hour or several thousand dollars. ASQA will introduce a charge that more accurately reflects the time and effort required in carrying out a complaints investigation as the scope of the investigation can vary considerably based on the nature of the complaint.

The state and territory fees for course accreditation vary from around \$115 to \$5,000. The range may be partly explained by variation in how the fee is structured – per course, per group of related courses, per application (which may include several courses). Only one jurisdiction currently charges a fee for course amendment - \$353.

3. DESIGN AND IMPLEMENTATION

3.1 Legal Requirements for the imposition of fees and charges

The application fees are authorised by the *National Vocational Education and Training Regulator Act 2011* which specifies that fees can be charged for a range of registration and accreditation services.

Relevant sections of the Act are:

s16 (3)(b) Registration application

s17 (4) Registration assessment

s18 (c)(iv) Registration fee

s32 (2) Renewal of registration

s32(2)(b) Amendment of scope of registration

s41(4)(b) Reassessment of a national regulator position

s43 (2)(b) Accreditation of a course

s50 (2) Renewal of accreditation

s52 (4)(b)(ii) Cancellation of the accreditation of a course

s200(3)(c) Reconsideration of a decision

s232(1), (2) Fees for goods and services relating to registration, services provided to registered training organisations and course accreditation (other than already specified).

The *National Vocational Education and Training Regulator (Consequential Amendments) Act 2011* gives ASQA the status of a designated authority for making a recommendation to the relevant government agency for approval of an RTO to provide education services to overseas students within Australia. Fees for these registration and accreditation activities are authorised under s232 of the NVR Act.

Charges which are not application based – additional monitoring activities and complaints investigations– will be authorised by a separate taxation bill which is currently being drafted for consideration later this year. These monitoring activities are crucial to the maintenance of compliance of RTOs but are not included in the list of application-based fees provided in the NVR legislation. These charges will be a tax on specific training organisations that require additional monitoring and will reflect the cost to ASQA of delivering these activities. Such organisations will be notified of the monitoring activity and its costs and will be charged for the cost of the monitoring activity. Additional audits and complaints investigations require considerable regulator effort which will be costed at an hourly rate up to a maximum which will set the upper limit on time expended on any particular activity. Charges for these activities will not be introduced until 1 January 2013 as part of the transition to full cost recovery.

3.2 Cost recovery arrangements

COAG agreed that the relevant Ministerial Council would be responsible for setting the fee structure for the regulator, calculated on a cost recovery basis with the states determining independently any fee subsidies they would offer within their own jurisdiction (COAG Record of Meeting, 7 December 2009).

Section 232 of the NVR Act provides in summary that:

- The Minister may determine the amounts of fees ASQA may charge for goods/services provided in performing its functions - except the service mentioned in s 35(2) - by legislative instrument, and may determine the way in which a fee is to be worked out
- The Minister must get agreement - to certain fees listed in Section 232(2) - from the Ministerial Council for Tertiary Education and Employment
- The Minister must consult the National VET Regulator about other fees
- The Minister may determine other matters relating to the payment of fees
- The fees must not be such as to amount to taxation.

In the context of the National Vet Regulator (NVR) – in the 2010-11 budget context, the Australian Government agreed a policy authority to establish the NVR on the basis of: ‘the National VET Regulator will initially be funded by partial cost recovery. The Regulator will be progressively transitioned to full cost recovery by 2014-15.’

Table 3 outlines ASQA’s funding profile based on the Education, Employment and Workplace Relations Portfolio Budget Statement 2011-12. ASQA became a separate portfolio agency on 1 July 2011.

Table 3: Funding profile for ASQA, based on the 2011-12 Portfolio Budget Statements

\$m	2011-12	2012-13	2013-14
Expenses	26.6	25.0	25.4
Related revenue (CR)	11.4	15.9	20.7
Budget funded	15.2	9.1	4.7

This means that NVR expenses over four years (2010-11 to 2013-14) will be funded from two sources: cost recovery revenue and Portfolio Budget. Cost recovery revenue will progressively increase, while Budget funding will progressively decrease.

The following implementation path will be proposed to the Minister for Education, Employment and Workplace Relations to transition ASQA revenue to full cost recovery:

1. Because ASQA did not exist in 2010-11, there is no revenue from fees and charges for 2010-11. This will have no impact on revenue projected for subsequent years.
2. Three States are not expected to refer powers to ASQA until the end of 2011
3. Various fees and charges will not be introduced until 1/1/2013 when the relevant legislation is expected to be in place
4. Some other fees and charges will be introduced on 1/1/2014 as ASQA progressively takes over regulatory functions from states and territories.

2011-12

- Tasmanian, Queensland and South Australian providers are not expected to transfer to ASQA until the end of 2011
- As part of the transition to full cost recovery, a range of fees and charges will not be collected during this period: annual registration fee (for both RTOs and CRICOS providers), registration fee from schools registered under delegation, additional monitoring activities, complaints investigations, off-shore monitoring, student certificates, reassessment of an ASQA position, cancellation of an accredited course, reconsideration of an ASQA decision. By far the majority of RTOs are already registered and will be transferring to ASQA. The fees that will be introduced progressively are generally those that are new to most providers and for which they would not have budgeted.
- Expenses in this period include a large component for the transfer of existing RTOs, CRICOS providers and accredited courses to ASQA. This involves data migration, data validation, communication with providers and state/territory regulatory bodies, analysis of current status and any necessary regulatory actions.

For expenses and revenue for 2011-12 see Appendix 1.

2012 – 13

- As part of the transition, a range of fees and charges will not be collected in this period: annual registrations fees (for both RTOs and CRICOS providers), off-shore monitoring, student certificates
- As part of the transition, a range of fees and charges will not be collected for 2012 (will be introduced on 1 January 2013): additional monitoring audits, complaints investigations, course cancellation, reassessment of an ASQA position, reconsideration of an ASQA decision

For expenses and revenue for 2012-13 see Appendix 2.

2013 - 14

- As part of the transition, some fees and charges will not be collected for 2013: annual registration fee, off-shore monitoring, student certificates (will be introduced on 1 January 2014).

For expenses and revenue for 2013-14 see Appendix 3.

3.3 Costs to be included in fees and charges

Fees and charges for functions have been calculated by time on task multiplied by an hourly rate. Time on task has been calculated based on analysis of the subtasks within a function and the experience of the state and territory regulators in carrying out those subtasks. The table below shows those subtasks and estimated time on task.

Hourly rate \$

The hourly rate has been calculated as follows:

- calculation of an hourly salary rate (at the top of the salary range for that level) for each of the staffing levels within ASQA for people carrying out the regulatory functions
- addition of salary on-costs of: superannuation, various types of leave, public holidays
- addition of proportion of overheads for: accommodation, lighting, information and communication technology, audit related travel, audit moderation, legal advice, property operating expenses, staff training, human resource and finance services. The proportion of overheads allocated to each hourly rate for a level is determined by the proportion of time of people at that level on the particular activity.

This gives an hourly rate for each salary level for each regulatory function.

As an example:

An annual salary for a middle level compliance officer is \$74 737. This gives an hourly rate of \$38.98. To this we add \$17.93 being employee on costs of 46%. We then add \$54.96 being overheads at a rate of 141% bringing us to a total of \$111.87 per hour (ex GST).

The next step is to allocate hours at particular salary levels to each subtask. For example a 9 hour period of time for a particular activity might be composed of 2 hours at one salary level, 6 at another level and 1 at a third level. These various hourly rates are added to calculate a total cost for that function.

3.4 Outline of charging structure.

Major fees and charges are structured as follows:

- base fees and charges for predictable activities that apply to all registrations/accreditations
- additional fees and charges for identifiably more complex activities

- additional charges for compliance activities that will only apply to some registered bodies
- specific fees and charges for one-off activities sought by an applicant.

The basis for calculating the various fees and charges required 'averaging' the amount of effort required to process an application across the range of applications based on previous experience in the states and territories.

For complex regulatory activities that can vary significantly based on the nature of the application, a tiered component has been built into the fee based on the scope and scale of the application.

All fees and charges are payable by the person/organisation who is the direct recipient of the regulatory activity. Applicants will be provided with several methods of paying the fees and charges but ASQA preferred method will be by electronic funds transfer. ASQA website will provide detailed information about the schedule of fees and charges, calculation of fees and charges and methods of payment.

The method of charging fees and charges will be either as an up-front application fee or an invoiced fee/charge. Subject to any determination by the Minister about matters relating to the payment of fees and charges the following method of charging is proposed:

- application fees payable at the time of submitting the application (eg registration as an RTO/CRICOS provider, extension of scope, course accreditation, reconsideration of an ASQA decision, replacement student certificate)
- registration assessment fees - RTO/CRICOS - payable (upon invoice) at the point at which the application is accepted as complete and proceeds to assessment. The registration assessment fee covers the full duration of the approval period – normally five years. This fee is calculated based on significant activities that take place during the period of registration including the monitoring audit following 12 months of registration
- annual registration fees will be invoiced
- additional compliance monitoring charges payable upon invoice following completion of the monitoring activity.

Volume of activity estimates

Calculation of expenses and revenue assumes that the volume of activity for the next three years will be similar to what it has been in the immediate past (based on state and territory activity data). There is no reason to assume that the volume of activity will change significantly over this period years as the number of RTOs, CRICOS providers and accredited courses has been relatively stable for the last half decade. If the volume of activity were to change significantly, ASQA will review its processes; resources and staffing levels.

For new regulatory activities or where the data is unclear, volume of activity has been estimated based on:

- history of similar activities in a related area, eg for reassessment of an ASQA position, experienced regulators on the regulatory strategy taskforce from the states and territories can estimate the number of such enquiries processed by the existing regulators
- estimate of the proportion of RTOs that are likely to initiate the activity, eg applications for additional student capacity can be estimated as a proportion of the number of CRICOS providers, based largely on the experience of state and territory regulators.

3.5 Impact on stakeholders

The main stakeholders are:

- existing and new registered training organisations (including those that are CRICOS providers)
- course owners
- students
- employers/industry
- the general public.

Registered training organisations

Training organisations are subject to regulation if they want to issue nationally recognised qualifications. Being an RTO gives these organisations a commercial advantage over training organisations that are not authorised to issue such qualifications. Through registration, RTOs receive access to national training packages which have been developed at significant cost to the Australian tax payer. These provide the bulk of the training material used by RTOs. As well, registration status is often a precondition for competing for Government funded training places.

For many existing RTOs the proposed ASQA fee will be a significant increase from what they are used to paying.

The impact of the new fees and charges on existing RTOs could include:

- some RTOs deciding to not renew their registration. While this may not have a major overall effect on the training market which currently has nearly five thousand RTOs, it may have an effect on particular regions if the RTOs that exit the system are predominantly small training organisations operating in rural and regional locations (where student numbers are low).
- some RTOs ceasing to be financially viable due to the extra cost of regulation. The higher registration fee may encourage marginally financially viable organisations to leave the market of their own accord. Historically some specific RTO collapses have left students in a vulnerable position and damaged the reputation of the vocational and training industry and the country as a market for overseas students.

The choice to enter the market at all could be influenced by ASQA fees and charges and some organisations may choose not to pursue registration because of the cost. This could

result in fewer new RTOs. This should not be an issue as the training market has already expanded considerably over the last decade (though stable for the last 4-5 years).

A training organisation is registered with a particular scope of registration expressed as approval to deliver particular qualifications or parts thereof. Once registered, an RTO will frequently seek to amend its scope of registration by adding new qualifications and removing others. The ASQA fee for additions to scope is a significant increase for many existing RTOs. The effects of this on RTOs could include:

- less flexibility in what is offered. Particularly in those jurisdictions where there is currently no fee for extension of scope of registration, RTOs can respond to requests for delivery of training even when there are very few numbers of students involved. The proposed fee for extension of scope may discourage a provider from adding a qualification or units to its scope for only a handful of students.
- more considered management of scope of registration. Some RTOs have a history of frequent and numerous additions to scope. The new fee, which will be applied to each application and industry area, should encourage RTOs to streamline their applications.

Some RTOs are used to paying for investigations and additional audits and many are not. The fee for these services is designed to be fair to those organisations that do not require these additional measures by not spreading the charges across all RTOs. The desired impact on RTOs is that they improve practices in order to avoid the need for additional monitoring activities.

The overall impact of the new fees and charges is not likely to be significant as far as the training system is concerned and there will be some benefits to RTOs from the establishment of a national regulator. It will give greater value to the 'nationally recognised brand'. Even though RTOs are nationally registered when registered under the current state/territory arrangements, the brand is under threat as a guarantee of quality. The lack of consistency across jurisdictions, either real or perceived, is undermining confidence in the system of training regulation. The new national system aims to increase the focus on quality outcomes. To do this it has to set fees and charges at a level which can fund the necessary level of regulation.

As well, CRICOS providers that operate in more than one state/territory will no longer have to apply to each jurisdiction for registration which will result in a considerable saving in effort and some savings in fees and charges.

Course owners

Course owners will not be as greatly affected by the ASQA fee for course accreditation. The slightly higher ASQA fee (compared with several existing fees and charges) may discourage the accreditation of courses where there is very little advantage in accreditation, for example courses that are largely for personal improvement.

On the other hand, the higher fee may discourage the accreditation of some vocational courses that are currently delivered in the community education sector such as those offered by Neighbourhood Houses or welfare agencies.

On the positive side, a single accrediting agency with an enhanced body of expertise should reduce the differing experiences course owners currently find when dealing with the various state and territory course accreditation agencies.

Training consumers

The greatest effect on the consumers of training (students, employers) will result from the creation of the national regulator rather than the specific aspects of the fees and charges charged. The desired improvements in the training system are primarily to improve quality and confidence in the outcomes of vocational education and training.

While the new fees and charges may result in some of the cost being passed on to students in the form of higher tuition fees and charges, the overall effect is likely to be positive because of enhanced quality regulation of training provision. Rigorous national registration and monitoring processes should lessen the risk of students receiving an unsatisfactory training experience. The qualifications they will receive will be valued by employers and the community. Students should be the primary beneficiaries of the new national regulator.

3.6 Conclusion

It is appropriate that the functions of training provider registration and course accreditation – and the associated activities outlined above – be fully cost recovered for the following reasons:

- charging is consistent with policy goals
- charging is efficient
- charging fees and charges does not create exclusive rights – organisations can operate as training providers but cannot deliver AQF qualifications without being registered to do so
- charging avoids taxpayer burden for approvals that provide a distinct commercial advantage to training organisations and course owners
- charging will not create anomalies in the market
- it is easy to identify the recipient of the service.

Introduction of a new charging regime is fundamental to the establishment of the new national vocational education and training regulator. Vocational education and training is a key activity for students, employers and the economy. Its reputation must be maintained, and where possible, enhanced.

Introduction of the new fees and charges is not likely to make a considerable difference to the overall training market and choices for consumers.

The imposition of the fees and charges would enable ASQA to recoup the costs associated with processing applications and monitoring compliance, thereby not imposing a cost on the taxpayer once ASQA is transitioned to full cost recovery.

Public confidence in vocational qualifications will be enhanced.

Training organisations and course developers will be able to calculate the real costs of registration and accreditation respectively and build this into their business considerations prior to commencing development.

4. ONGOING MONITORING

4.1 Monitoring mechanisms

The ASQA fees and charges are based on a number of assumptions regarding cost allocations, cost drivers, and workload requirements. These assumptions are based on advice from jurisdictions as to their experience in conducting the regulatory activity. Actual ASQA experience will be used to test and correct these assumptions on an annual basis, with any proposed changes going through a review and approval process.

Monitoring will consist of gathering and analysing data of:

- revenue raised through fees and charges
- outstanding fees and charges due
- forecast fees and charges for the next reporting period
- cost centre expenditure
- relevant client feedback
- internal quality audits of efficiency.

The National Manager Corporate is responsible for the cost recovery arrangements and for providing at least a quarterly report to the senior management committee. ASQA will report cost recovery revenues in the notes of the financial statements, consistent with Finance Minister's orders for financial reporting.

4.2 Stakeholder consultation

The stakeholder consultation consisted of:

- meetings with
 - state and territory senior officers
 - peak RTO organisations (including ACPET, ERTOA and TAFE Directors Australia)
 - peak employee associations (ACTU, CFMEU, ETU, AEU)
 - industry representatives
- publication on the ASQA website of the draft schedule of fees and charges, the CRIS exposure draft and an invitation to comment (open for 3 weeks)
 - an email to all RTOs and other persons on the ASQA list of contacts with a link to the material on the ASQA website and inviting comment
 - reference to the invitation to comment in the ASQA newsletter that was emailed to all RTOs.

ASQA received over 140 written submissions and has had a number of conversations with stakeholders. The submissions have come from all states and territories and there are some very consistent themes amongst them.

Most feedback has been from small RTOs commenting on the amount of increase of the proposed fees in comparison with those of existing state/territory regulators and the likely negative impact of the higher fees on their financial viability, particularly for those with a large number of courses being provided (large scope of registration) to small student numbers.

Many submissions propose that the fees should take into account the nature of the RTO and its ability to pay. They suggest a lesser fee for community non-for-profit organisations or those that are providing a community service to students who cannot afford to pay or for those in regional areas providing a specialised service.

The financial effect of the higher fees, it is suggested, could be mitigated by allowing registration fees to be paid by an instalment or annual component. A similar suggestion is that the fees be introduced progressively.

Rather than the calculation of registration fees being based on the number of qualifications on scope and number of delivery sites, many submissions say they should be based on commercial factors such as the turn-over or profitability of the RTO, the number of students and staff.

Quite a few submissions included concern with the tone of the CRIS, when it discusses the possible impact of the fees and is seen as focussing on the effects on the overall training system and not giving enough attention to the likely negative impact on individual RTOs and the people who own and work in them. As well, they say, a reduction in the number of small RTOs would reduce choice in the market and could have considerable negative impact on regional/remote areas.

Suggestions for improving/clarifying the structure of the fees included: differentiating individual units of competency from full qualifications, clear definition of what constitutes a delivery site, clarification about the implementation of existing fees for transferring RTOs, clarification about the status of schools registered under delegation, a fee differential between initial and renewal of registration

Several submissions included a request for further consultation.

Analysis of the feedback has resulted in a range of refinements to the schedule of fees and charges:

- the registration fee (for both RTOs and CRICOS providers) has been separated into two parts - an assessment fee and an annual registration fee
- the registration assessment and change of scope fee for individual units of competence has been separated from that for full qualifications and a lower fee struck for units
- the language and descriptions of various aspects of the fees schedule have been clarified
- the number of qualifications and units included in the base component of the registration assessment fee has increased
- the description of what constitutes a delivery site for the purposes of striking a fee has been clarified

- the cap on fees for applications with large numbers of qualifications and delivery sites has been increased
- fees that will be introduced progressively have been identified
- arrangements for transferring RTOs and course owners have been clarified, explaining that they will not pay the ASQA fees for registration and accreditation until they need to renew.

These changes have been taken into account in the revised estimates of revenue. They largely result in different charging arrangements (eg timing) rather than in overall revenue.

4.3 Periodic review

The fees and charges, methods of charging, revenue and cost recovery arrangements will be reviewed annually.

Items for consideration in the periodic review will include:

- levels of activity and any significant changes in the training market (eg decline in the number of registered training organisations)
- revenue raised through fees and charges
- client feedback
- relevant government policy on fees and charges and cost recovery
- possible efficiency gains
- charging arrangements
- benchmarking with other regulatory organisations.

The first such full review, which will take place at the end of June 2012, may require a reconsideration of fees and charges and charging arrangements. As well, the impact of changes to ASQA fee processes due to a potential merger with the Tertiary Education Quality and Standards Agency will need to be considered in any review. Finally, the regulatory role of ASQA in relation to the ESOS Act is still under consideration and this will also need to be considered in the review. To take the review into account and to prepare for the funding arrangements for 2014 and beyond; a new CRIS will be prepared during 2013–14 for implementation on 1 July 2014.

In the interim, an addendum will be made to this CRIS following the passing of the taxation legislation covering additional monitoring activities.

5. CERTIFICATION

I certify that this CRIS complies with the Australian Government Cost Recovery Guidelines.

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Date: 7/6/11

Ms Lisa Paul
Secretary
Department of Education, Employment and Workplace Relations

Appendices

- Appendix 1: Expenses and Revenue for 2011-2012
- Appendix 2: Expenses and Revenue for 2012-2013
- Appendix 3: Expenses and Revenue for 2013-2014
- Appendix 4: Schedule of Fees

Appendix 1: Expenses and Revenue for 2011-2012 (based on estimated volume of activity)

Function	Estimated volume of activity	Estimated expenses per item	Estimated expenses per function	Fees/Charges	Fees and Charges revenue	Net Govt appropriation (revenue)	Comment
RTO registration:	900	10,100	9,090,000		5,076,000	4,014,000	ASQA annual registration fees not charged in 2011/12
- application				640			
- assessment				5,000			
- registration annual fee				-			
RTO changes to scope	3,600	550	1,980,000	550	1,980,000	0	
RTO additional monitoring activities including audits	1,400	2,000	2,800,000	-	-	2,800,000	Fees not charged in 2011/12
RTO complaints investigation	700	700	490,000	-	-	490,000	Fees not charged in 2011/12
Off-shore monitoring	55	5,000	275,000	-	-	275,000	Fees not charged in 2011/12
CRICOS registration:	120	12,550	1,506,000		772,800	733,200	ASQA annual registration fees not charged in 2011/12
- application				640			
- assessment				5,800			
- registration annual fee				-			
CRICOS changes to scope	1,040	700	728,000	700	728,000	0	
CRICOS additional monitoring activities including audits	200	3,000	600,000	-	-	600,000	Fees not charged in 2011/12
CRICOS complaints investigation	120	1,200	144,000	-	-	144,000	Fees not charged in 2011/12
Course accreditation	280	2,700	756,000	2,700	756,000	0	
Course amendment	160	500	80,000	500	80,000	0	
Course cancellation	8	120	960	-	-	960	Fees not charged in 2011/12
Student certificates	50	350	17,500	-	-	17,500	Fees not charged in 2011/12
Reassessment of a position	130	400	52,000	-	-	52,000	Fees not charged in 2011/12
Reconsideration of a decision	35	500	17,500	-	-	17,500	Fees not charged in 2011/12
Transition of state/territory registrations and course accreditations	4,500	1,800	8,100,000		2,040,000	6,060,000	Total expenses includes a mark-up for large initial transition costs. This includes the cost of finalising applications that were not completed prior to transition
Total			26,636,960		11,432,800	15,204,160	

Notes:

Fees and Charges are based on an average estimated amount that will be recouped per activity

The costs incurred investigating complaints and carrying out additional monitoring includes gathering a wide range of information about risk associated with existing providers

Estimated activity has been discounted to account for the delay in transition for three state jurisdictions

Activities that incur an ASQA charge (eg additional monitoring) will not be applied until a new taxation bill is enacted to give ASQA the powers to apply these charges

The costs incurred against the student certificate function includes certificate cancellation and the issuance of initial certificates

Monitoring activities include tasks for which a fee is not applied - eg. collection of provider information for risk profiling, industry liaison etc.

Transition expense includes an amount for data migration/validation plus administration of annual review process

Transition revenue includes annual state/territory registration charges that will continue to apply to organisations that transfer to ASQA

Revenue and expenditure is based on 2011/12 dollars

Appendix 2: Expenses and Revenue for 2012-2013 (based on estimated volume of activity)

Function	Estimated volume of activity	Estimated expenses per item	Estimated expenses per function	Fees/Charges	Fees and Charges revenue	Net Govt appropriation (revenue)	Comment
RTO registration: - application - assessment - registration annual fee	1,125	10,100	11,362,500	640 5,000 -	6,345,000	5,017,500	ASQA annual registration fees not charged in 2012/13
RTO changes to scope	4,500	550	2,475,000	550	2,475,000	0	
RTO additional monitoring activities including audits	1,600	2,000	3,200,000	2,000	1,600,000	1,600,000	Fees charged from 1/1/13
RTO complaints investigation	800	700	560,000	1,200	144,000	416,000	Fees charged from 1/1/13
Off-shore monitoring	115	5,000	575,000	-	-	575,000	Fees not charged in 2012/13
CRICOS registration: - application - assessment - registration annual fee	150	12,550	1,882,500	640 5,800 -	966,000	916,500	ASQA annual registration fees not charged in 2012/13
CRICOS changes to scope	1,300	700	910,000	700	910,000	0	
Additional monitoring activities including audits (CRICOS)	250	3,000	750,000	3,000	375,000	375,000	Fees charged from 1/1/13
CRICOS complaints investigation	150	1,200	180,000	1,200	27,000	153,000	Fees charged from 1/1/13
Course accreditation	330	2,700	891,000	2,700	891,000	0	
Course amendment	200	500	100,000	500	100,000	0	
Course cancellation	8	120	960	120	480	480	Fees charged from 1/1/13
Student certificates	60	350	21,000	-	-	21,000	Fees not charged in 2012/13
Reassessment of a position	145	400	58,000	400	29,000	29,000	Fees charged from 1/1/13
Reconsideration of a decision	40	500	20,000	500	10,000	10,000	Fees charged from 1/1/13
Transition of state/territory registrations	3,400	600	2,040,000	-	2,040,000	0	
Total			25,025,960		15,912,480	9,113,480	

Notes:

Charges for the cost of carrying-out a complaint investigation will be applied where the complaint is substantiated

The costs incurred against the student certificate function includes certificate cancellation and the issuance of initial certificates

Monitoring activities include tasks for which a fee is not applied - eg. Collection of provider information for risk profiling, industry liaison etc.

Total forecast annual expense and revenue includes a component to administer existing annual registration charges that will continue to apply to organisations that transfer to ASQA

Transition expense includes an amount for administration of annual review process

Transition revenue includes annual state/territory registration charges that will continue to apply to organisations that transfer to ASQA

Revenue and expenditure is based on 2011/12 dollars

Appendix 3: Expenses and Revenue for 2013-2014 (based on estimated volume of activity)

Function	Estimated volume of activity	Estimated expenses per item	Estimated expenses per function	Fees/Charges	Fees and Charges revenue	Net Govt appropriation (revenue)	Comment
RTO registration: - application - assessment - registration annual fee	1,125	10,100	11,362,500	640 5,000 750	7,845,000	3,517,500	ASQA annual rego fees charged from 1/1/14
RTO changes to scope	4,500	550	2,475,000	550	2,475,000	0	
RTO additional monitoring activities including audits	2,000	2,000	4,000,000	2,000	4,000,000	0	
RTO complaints investigation	800	700	560,000	1,200	288,000	272,000	
Off-shore monitoring	115	5,000	575,000	5,000	287,500	287,500	Fees charged from 1/1/14
CRICOS registration - application - assessment - registration annual fee	150	12,550	1,882,500	640 5,800 1,000	1,466,000	416,500	ASQA annual rego fees charged from 1/1/14
CRICOS changes to scope	1,300	700	910,000	700	910,000	0	
Additional monitoring activities including audits (CRICOS)	250	3,000	750,000	3,000	750,000	0	
CRICOS complaints investigation	150	1,200	180,000	1,200	54,000	126,000	
Course accreditation	330	2,700	891,000	2,700	891,000	0	
Course amendment	200	500	100,000	500	100,000	0	
Course cancellation	8	120	960	120	960	0	
Student certificates	60	350	21,000	60	1,800	19,200	Fees charged from 1/1/14
Reassessment of a position	145	400	58,000	400	58,000	0	
Reconsideration of a decision	40	500	20,000	500	20,000	0	
Transition of state/territory registrations	2,700	600	1,620,000	-	1,550,000	70,000	
Total			25,405,960		20,697,260	4,708,700	

Notes:
 Charges for the cost of carrying-out a complaint investigation will be applied where the complaint is substantiated
 The costs incurred against the student certificate function includes certificate cancellation and the issuance of initial certificates
 Monitoring activities include tasks for which a fee is not applied - eg. Collection of provider information for risk profiling, industry liaison etc.
 Forecast annual expense and revenue includes a component to administer existing annual registration charges that will continue to apply to organisations that transfer to ASQA
 Transition expense includes an amount for administration of annual review process
 Transition revenue includes annual state/territory registration charges that will continue to apply to organisations that transfer to ASQA
 Revenue and expenditure is based on 2011/12 dollars

Australian Skills Quality Authority (ASQA)

SCHEDULE OF FEES AND CHARGES

Registration as an NVR registered training organisation

[National Vocational Education and Training Regulator Act 2011 s16-35]

Description	Provision	Proposed Fee \$	Explanatory notes
1. Application for registration/renewal as an RTO	(i) application only	640	This fee is non-refundable
2. RTO registration assessment (initial and renewal)	(i) up to 10 qualifications and/or 20 units of competency/modules on scope and up to 2 delivery sites	3,300	The registration renewal assessment fee does not apply to RTOs transitioning from NSW for their first renewal of registration with ASQA (having already paid this fee in their annual fees – as set by VETAB). This fee includes the cost on one post-registration audit – either a 12 month monitoring audit or a compliance audit. 'Qualifications' includes VET accredited courses. 'Delivery sites' means permanent sites, owned or leased by the RTO. Multiple facilities at a single or co-located address are treated as one site.
	(ii) each additional qualification	100 (capped at 10,000)	
	(iii) each additional unit of competency or module	40 (capped at 4,000)	
	(iii) each additional delivery site)	400 (capped at 4,000)	
3. RTO annual registration fee	(i) up to 10 qualifications and/or any number of units/modules	600	This fee will commence from 1/1/2014 for the 2014 registration period and subsequently annually after that.
	(ii) for each additional qualification	50 (capped at 5,000)	

4. Application for additions to RTO scope of registration	(i)	up to 4 qualifications	350 per qualification	Per application for any number of qualifications specified as equivalent qualifications in a particular Training Package
	(ii)	from 5 to 9 qualifications	as per (i) plus 200 per qualification	
	(iii)	10 or more qualifications	as per (ii) plus 100 per qualification for remainder	
	(iv)	each unit of competency/module	75	
	(v)	Training Package transition	140	
5. Additional monitoring activities (RTO)	(i)	additional monitoring audits required to check compliance	150 per hour up to 5,000	These audits, required to check an RTO's compliance, are outside those required as part of normal registration. Additional monitoring audits include those stemming from a complaint and audits due to high risk factors. This fee will commence from 1/1/2013.
	(ii)	investigation of a substantiated complaint	150 per hour up to 3,000	This fee is paid by an RTO where a complaints investigation has substantiated the complaint about the RTO. This fee will commence from 1/1/2013.
6. Off-shore monitoring (RTO)	(i)	when an off-shore delivery site is included in an audit	audit costs plus Govt approved travel costs	This fee varies according to the location of the off-shore activity. Travel costs will be in accordance with the Commonwealth 'Best Fare of the Day' requirements and ASQA travel policy. This fee will commence from 1/1 2014.

CRICOS Registration

[National Vocational Education and Training Regulator (Consequential Amendments) Act 2011 s3]

This section applies to providers seeking approval to be registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) and therefore be approved to deliver vocational education and training courses to overseas students in Australia. Fees payable for CRICOS registration are *in addition* to RTO fees.

The CRICOS registration fees relate to the assessment phase carried out by ASQA. ASQA makes a recommendation to the Department of Education, Employment and Workplace Relations (DEEWR) which is authorised to make the registration decision. DEEWR has a separate fee regime under the Education Services for Overseas Students (Registration Charges) Act 1997 for this phase of registration.

Description	Provision	Proposed Fee \$	Explanatory notes
7. Application for CRICOS registration	(i) application only	640	Fee is non-refundable
8. CRICOS registration assessment	(i) up to 2 qualifications and up to 2 sites	4,300	'Qualifications' includes both Training Package qualifications and VET accredited courses. 'Delivery sites' means permanent sites, owned or leased by the RTO. A multi-facility site is regarded as a single site.
	(ii) each additional qualification	375 (capped at 37,500)	
	(iv) each additional delivery site	700	
9. CRICOS annual registration fee	(i) up to 2 qualifications	600	This fee will commence on 1/1/2014 for the 2014 registration period and subsequently annually after that.
	(ii) for each additional qualification	100 (capped at 10,000)	
10. Application to increase CRICOS student capacity	(i) each application for additional student capacity	700	A single fee will apply to an application for CRICOS increased capacity if received simultaneously with an application for additional site(s).
11. Application for additional CRICOS sites	(i) each additional site	700	

12. Application for addition to CRICOS scope of registration	(i)	up to 4 qualifications	375 per qualification	Where changes of scope for CRICOS registration is combined with an application for the same change of scope for the organisation's RTO registration, only the CRICOS change of scope fee will apply. Training Package transition fee covers any number of qualifications specified as equivalent in a particular Training Package
	(ii)	from 5 to 9 qualifications	as per (i) plus 275 per qualification	
	(iii)	10 or more qualifications	as per (ii) plus 125 per qualification for remainder	
	(v)	Training Package transition	145	
	(vi)	change to course duration	375	
	13. Additional monitoring activities (CRICOS)	(i)	additional monitoring audits required to check compliance	
(ii)		investigation of a substantiated complaint	150 per hour up to 3,000	

Accreditation of courses

[National Vocational Education and Training Regulator Act 2011 s43-54]

Description	Provision	Proposed Fee \$	Explanatory notes
14. Course accreditation/ renewal of accreditation	(i) for each course	2,700	Includes approval of non-award ELICOS and Foundation courses
15. Amendment to an accredited course	(i) for each application	500	
16. Cancellation of the accreditation of a course	(i) applies when the course owner requests cancellation	120	This fee will commence from 1/1/2013.

Qualifications and Statements of Attainment issued by ASQA

[National Vocational Education and Training Regulator Act 2011 s55 and s232]

Description	Provision	Proposed Fee \$	Explanatory notes
17. Student certificate	(i) replacement certificates for those originally issued by ASQA or those originally issued by an RTO that is no longer operative	60	'Certificate' includes VET qualifications and VET Statements of Attainment. This fee will commence on 1/1/2014.

Requests for reassessments and reconsiderations

[National Vocational Education and Training Regulator Act 2011 s41 and s200-201]

Description	Provision	Proposed Fee \$	Explanatory notes
18. Reassessment of an ASQA position	(i) an RTO may request ASQA to reassess its position in relation to the issues ASQA has identified	400	This fee will commence on 1/1/2013.
19. Reconsideration of decisions	(i) a person may apply for ASQA to review a decision it has made	500	This fee will commence on 1/1/2013.

Notes:

1. Fees are not subject to GST
2. The variable commencement dates of the ASQA fees are part of the transition to the national regulator.
3. RTOs and course owners who have transitioned to ASQA will continue to pay all fees (eg. annual registration) owing from their state/territory registration/accreditation - now payable to ASQA. For any new applications (eg. for renewal of registration or a change of scope of registration) they will pay the ASQA fees.
4. Applicants may request a refund of monies paid to ASQA on the grounds that the ASQA service has not been provided. Once an ASQA assessment of an application has commenced, no refund of that component of a fee will be made.