

How much will I pay?

Cost of training

Can the RTO give an easy to understand breakdown of the total training costs? Ask if you are eligible for a government-subsidised place and, if you are eligible, how much the will government contribute to your tuition fee and how much will you need to pay. There may be other fees for materials and services. Find out what other resources or kit (e.g. tools or uniform) you need to provide yourself and if you can purchase these from other suppliers. Remember – training is NOT free.

Financial assistance

If you are told that there are no upfront costs, find out if this means you will be using VET FEE HELP. VET FEE HELP is a loan – it is not free! Before signing any documents for VET FEE HELP make sure you understand:

- ◆ when you have to pay this back
- ◆ if the total payment will be with interest
- ◆ how many times you can use this loan
- ◆ what happens if you do not finish your course

Read the contract

Your course enrolment form is a legal contract. Read it carefully before signing or paying any money. Ask the RTO to explain items you are unsure about. Obtain a copy of the RTO's refund policy and ask if you still incur a debt if you need to cancel your enrolment. Make sure you understand and agree with any cancellation and refund conditions. Never commit to anything over the telephone and be cautious about paying large sums of money up-front.



Resources

Australian Apprenticeships

Help for apprentices and trainees.
www.australianapprenticeships.gov.au/

Australian Skills Quality Authority

Help find a registered training provider.
www.asqa.gov.au/for-students/for-students.html

My Skills

National directory of courses and training providers.
www.myskills.gov.au

Study Assist

VET Fee Help and other financial support options.
www.myskills.gov.au

Training.gov

Directory of nationally registered courses.
Training.gov.au

Victorian Registration & Qualifications Authority

Victorian State Register of RTOs and courses.
www.vrqa.vic.gov.au/

Victorian Skills Gateway

Victorian directory of courses and training providers.
www.education.vic.gov.au/victorianskillsgateway

WorkSafe Victoria

Lists occupations that require licences.
www.worksafe.vic.gov.au/safety-and-prevention/licensing

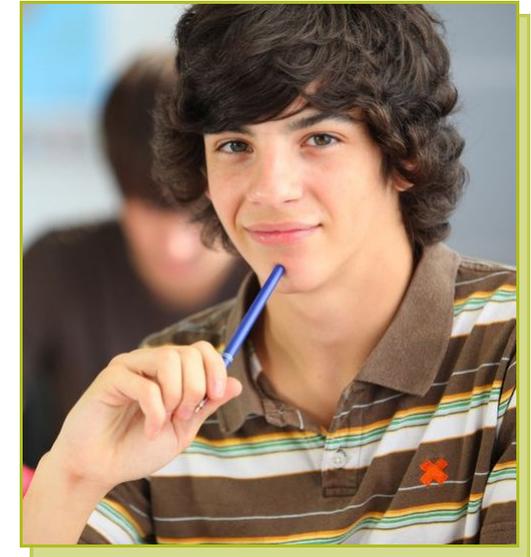


Local Learning & Employment Network

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Deciding to undertake Vocational Education and Training is an investment in your future!



Choosing Training

Useful questions when researching training providers, also known as Registered Training Organisations (RTOs) before you:

- ◆ Choose a training course
- ◆ Advise someone on a course
- ◆ Enrol in a course

Before you sign-up, shop around for your course and a training provider that meets YOUR needs.

The right course for me

Is the qualification recognised nationally?

Accredited courses are nationally recognised qualifications or are short courses developed from recognised qualifications covered by Training Packages.

Will I need a licence to work in this occupation?

You must have a licence before doing certain types of work in occupations where activities, equipment or substances could pose a risk to workers or the public. Ask the RTO if this course prepares you to get a licence.

Will this course affect my future study options?

In most cases, if you start a higher qualification, you cannot then study something later at a lower qualification level, particularly if your course is eligible for government subsidised tuition fees. If unsure start with a certificate and work up to a Diploma. Ask for a written explanation (or chart) so you can easily see the implications, if any, this course has on your future study selections.



Is there a pathway into higher courses or other studies?

Does this course provide credit transfer and articulation into higher level VET or university qualifications?

Do people find work after this course?

What employment options will this training lead to and what are the real job prospects on completion? Ask for examples and evidence.

RTO quality and experience

Is the training provider registered to deliver the course they are providing?

The training provider must be registered nationally or through the Victorian State Register. Ask for the RTO's registration number, scope (what courses they can offer) and keep for your records.



Who is the trainer and are they qualified and experienced to deliver your course?

Does the person delivering the training hold a Certificate IV in Training and Assessment and the appropriate industry accredited qualification?

What student support is provided?

Ask whether training resources, such as laptop or specialist equipment are provided. Find out if student services such as literacy and study skills support, disability access and aids, indigenous support, career and general counselling or financial assistance are available. Some RTOs also assist in finding employment for students upon completion of the course.

What do other students think about the RTO?

Ask past students on the quality of training and if it assisted them in finding appropriate employment.

How is the course delivered?

How will the course be delivered?

Delivery might be full time or part time, on campus in a classroom, online, in the workplace – or a mixture of these. Are there flexible arrangements, such as weekend or block delivery. Ask about the location of the training and if there are any practical placements or work-experience elements.

How long is the course?

Find out the total hours of course delivery and check this against the recommended 'nominal hours' for accredited courses. Beware wary of courses that offer low hours as these are often not recognised by relevant industries or employers. Confirm the delivery timetable – what days and times training will occur, how many hours a week you will need to attend classes and how much homework there may be.

How and where students are assessed?

Ask whether assessment will be undertaken in the classroom or in a real workplace. If a simulated environment is to be used consider how realistic the environment is. This may be critical when applying for a job or credit transfer.

What certificate will be awarded?

It's very important to check that a Diploma course is a nationally recognised, full qualification or if the term 'diploma' relates to the RTO's own in-house recognition of a blended qualification that combine various certificates but is not a full nationally accredited qualification in its entirety.