



Appendix 1

Proposed schedule of fees and charges



Australian Government

Australian Skills Quality Authority

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1 RTO fees

1.1 Initial registration as an NVR registered training organisation

REF.	TYPE	AMOUNT		VARIATION	BUSINESS PROCESS	DESCRIPTION OF CHANGE
		2016-17 (CURRENT)	2017-18 (PROPOSED)			
1.1.1	Initial Application Lodgement Fee	\$800	\$500	Decrease	<ul style="list-style-type: none"> - Completeness check - Triage - Finalisation 	<p>ASQA has restructured its operations and implemented efficiencies that have reduced associated costs.</p> <p>Lower fees reduce ongoing economic burden on providers.</p>
1.1.2	Initial Application Assessment Fee	\$8000 to \$50,000 depending upon scope of application	\$8000	Decrease	<ul style="list-style-type: none"> - Audit planning - Travel/scheduling - Conduct audit - Analyse & report rectification - Draft recommendations/report - Delegate sign off - Audit filing and general administration 	<p>ASQA has simplified the fee structure for the Initial Application Assessment Fee.</p> <p>Initial applications typically involve one delivery site and a similar burden of effort.</p> <p>The fee will now <u>exclude</u> extra amounts for: additional qualifications (\$145); units of competency (\$50); and additional delivery sites (\$1,395).</p>

1.2 Renewal of registration as an NVR registered training organisation

REF.	TYPE	AMOUNT		VARIATION	BUSINESS PROCESS	DESCRIPTION OF CHANGE
		2016-17 (CURRENT)	2017-18 (PROPOSED)			
1.2.1	Renewal Application Lodgement Fee	\$900	\$500	Decrease	<ul style="list-style-type: none"> - Completeness check - Triage - Finalisation 	<p>ASQA has restructured its operations and implemented efficiencies that have reduced associated costs.</p> <p>Lower fees reduce ongoing economic burden on providers.</p>
1.2.2	Renewal Assessment Fee *abolished and replaced with charge below*	\$7000 to \$50,000 depending upon scope of registration	Abolished and replaced with compliance audit below	See below	<ul style="list-style-type: none"> - Audit planning - Travel/scheduling - Conduct audit - Analyse & report rectification - Draft recommendations /report - Delegate sign off - Audit filing and general administration 	<p>ASQA has realigned its fees and charges so that business processes for applications are now recovered through the Renewal Application Lodgement Fee and audit related activities are recovered through the Compliance Audit Charge.</p> <p>This will provide better alignment between audit effort and the cost of the audit.</p>

1.2.3	(Renewal) Compliance Audit Charge	n/a	\$275 p/hour	Decrease for compliant providers in low-risk industry areas and increase for non- compliant providers	<ul style="list-style-type: none"> - Audit planning - Travel/scheduling - Conduct audit - Analyse & report rectification - Draft recommendations/re port - Delegate sign off - Audit filing and general administration 	<p>ASQA's risk-based approach to regulation includes an increased focus on compliance audits, which are triggered by an assessment of evidenced based risk-factors and may occur at any time.</p> <p>If a provider's compliance history triggers an audit at renewal, a compliance audit will be charged at \$275 p/h.</p> <p>Generally, this way of aligning audit charges will result in reduced economic burden on providers that are compliant and operating in low-risk industry areas, and increased economic burden on providers that are non-compliant.</p>
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1.3 Change to NVR registered training organisation scope of registration

Ref.	TYPE	AMOUNT		VARIATION	BUSINESS PROCESS	DESCRIPTION OF CHANGE
		2016-17 (CURRENT)	2017-18 (PROPOSED)			
1.3.1	Change of Scope Application Lodgement Fee	\$920 to add a qualification or \$260 to add a unit of competency + additional amounts if required	\$500	Decrease	<ul style="list-style-type: none"> - Completeness check - Triage - Finalisation 	<p>ASQA has realigned its fees and charges so that the business process for applications is now recovered through a Change of Scope Lodgement Fee and audit related activities are recovered through the Compliance Audit Charge.</p> <p>ASQA has also simplified the fee structure for the Change of Scope Application Lodgement Fee and it will now <u>exclude</u> extra amounts for: additional qualifications (\$135); additional units of competency (up to six at \$260/unit and more than six at \$135/unit).</p> <p>The simplified fee structure is designed to reduce administrative and financial burden on providers.</p>
1.3.2	(Change of Scope) Compliance Audit Charge	n/a	\$275 p/hour	Decrease for compliant providers and increase for non-compliant providers*	<ul style="list-style-type: none"> - Audit planning - Travel/scheduling - Conduct audit - Analyse & report rectification - Draft recommendations/report - Delegate sign off 	<p>ASQA's risk-based approach to regulation includes an increased focus on compliance audits, which are triggered by an assessment of evidenced based risk-factors and may occur at any time.</p> <p>If a change of scope application involves one of the risk factors that triggers an audit—such as entering a new industry area— then a compliance audit will be charged at \$275 p/h.</p>

Ref.	TYPE	AMOUNT		VARIATION	BUSINESS PROCESS	DESCRIPTION OF CHANGE
					<ul style="list-style-type: none"> - Audit filing and general administration 	<p>Generally, this way of aligning audit charges will result in reduced economic burden on providers that are compliant and operating in low-risk industry areas, and increased economic burden on providers that are non-compliant.</p>

2. CRICOS fees

2.1 Initial CRICOS registration

Ref.	TYPE	AMOUNT		VARIATION	BUSINESS PROCESS	DESCRIPTION OF CHANGE
		2016-17 (CURRENT)	2017-18 (PROPOSED)			
2.1.1	Initial Application Lodgement Fee	\$1000	\$500	Decrease	<ul style="list-style-type: none"> - Completeness check - Triage - Finalisation 	ASQA's efficiencies have reduced associated costs.
2.1.2	Initial Application Assessment Fee	\$8000 + additional amounts if required, capped at \$50,000	\$8000 + additional amounts if required, capped at \$50,000	No Change	<ul style="list-style-type: none"> - Audit planning - Travel/scheduling - Conduct audit - Analyse & report rectification - Draft recommendations/report - Delegate sign off - Audit filing and general administration 	<p>There is no change to the Initial Application Assessment Fee as CRICOS initial applications are typically larger than RTO initial applications. Furthermore, the ESOS Act requires all delivery sites to be visited at time of initial registration.</p> <p>Additional amounts include:</p> <ul style="list-style-type: none"> • \$155 for each additional qualification • \$1,640 for each additional Australian delivery site.

2.2 Renewal of CRICOS registration

Ref.	TYPE	AMOUNT		VARIATION	BUSINESS PROCESS	DESCRIPTION OF CHANGE
		2016-17 (CURRENT)	2017-18 (PROPOSED)			
2.2.1	Renewal Application Lodgement Fee	\$1050	\$500	Decrease	<ul style="list-style-type: none"> - Completeness check - Triage - Finalisation 	ASQA's efficiencies have reduced associated costs.
2.2.2	Renewal Assessment Fee	\$7000 + additional amounts if required, capped at \$50,000	\$7000 + additional amounts if required, capped at \$50,000	No change	<ul style="list-style-type: none"> - Audit planning - Travel/scheduling - Conduct audit - Analyse & report rectification - Draft recommendations/report - Delegate sign off - Audit filing and general administration 	<p>This CRIS does not propose a change to the CRICOS Renewal Assessment Fee; however, a review of the fee, with the Tertiary Education Quality and Standards Agency (TEQSA) and the Department of Education and Training (DET), is anticipated in 2018-19.</p> <p>Additional amounts are:</p> <ul style="list-style-type: none"> • \$155 for each additional qualification • \$820 for each additional Australian delivery site

2.3 Change of scope of CRICOS registration

Ref.	TYPE	AMOUNT		VARIATION	BUSINESS PROCESS	DESCRIPTION OF CHANGE
		2016-17 (CURRENT)	2017-18 (PROPOSED)			
2.3.1	Change of Scope Application Lodgement Fee	\$1400 + additional amounts if required*	\$500 + additional fees if required*	Decrease	- Completeness check - Triage - Finalisation	<p>ASQA's efficiencies have reduced associated costs, thus the decreased fee.</p> <p>However, the CRICOS change of scope charging model has not become aligned with the RTO change of scope charging model. This is pending review with the Tertiary Education Quality and Standards Agency (TEQSA) and the Department of Education and Training (DET), in 2018-19.</p> <p>*Additional amounts include:</p> <ul style="list-style-type: none"> • \$150 for each additional qualification • \$1,640 for additional student capacity and/or one additional delivery site and then \$820 per additional delivery site after that.

3. VET course accreditation

3.1 Initial VET course accreditation

Ref.	TYPE	AMOUNT		VARIATION	BUSINESS PROCESS	DESCRIPTION OF CHANGE
		2016-17 (CURRENT)	2017-18 (PROPOSED)			
3.1.1	Course Accreditation Fee <i>*abolished and replaced with split fees below*</i>	\$8070	n/a	n/a	<ul style="list-style-type: none"> - Completeness check - Preliminary research and review - Initial evaluation and report writing - Rectification evaluation and report writing - Draft decision record - Consider decision and sending out notice 	ASQA proposes splitting course accreditation application fees into a lodgement fee and assessment fee as detailed below. If an application leads to accreditation there will be no change to the <u>total</u> fee.
3.1.2	Course Accreditation Application Lodgement Fee	n/a	\$500	Increase for applications that don't meet pre-requisites	<ul style="list-style-type: none"> - Completeness check and sending out notice 	Approximately 25% of course accreditation applications (initial and renewal) ASQA currently receives do not satisfy necessary requirements to proceed to a full evaluation. Currently, a full refund is provided when applications do not proceed. Between the period 1/7/16 and 30/11/16, 63 applications were lodged and 17 were refunded. Introducing a lodgement fee will compensate for the work undertaken during the lodgement process.

Ref.	TYPE	AMOUNT	VARIATION	BUSINESS PROCESS	DESCRIPTION OF CHANGE
					The Course Accreditation Application Lodgement Fee will be non-refundable.
3.1.3	Course Accreditation Application Assessment Fee	n/a	\$7570	No change to total of combined fees	<ul style="list-style-type: none"> - Preliminary research and review - Initial evaluation and report writing - Rectification evaluation and report writing - Draft decision record - Consider decision and advice
					<p>The Course Accreditation Application Assessment Fee is charged once applicants have satisfied the pre-requisites required at lodgement.</p> <p>The Course Accreditation Application Assessment Fee is reduced to offset the introduction of the \$500 lodgement fee.</p>

3.2 Renewal of VET course accreditation

Ref.	TYPE	AMOUNT		VARIATION	BUSINESS PROCESS	DESCRIPTION OF CHANGE
		2016-17 (CURRENT)	2017-18 (PROPOSED)			
3.2.1	Course Renewal Fee <i>*abolished and replaced with split fees below*</i>	\$8070	n/a	n/a	<ul style="list-style-type: none"> - Completeness check - Preliminary research and review - Initial evaluation and report writing - Rectification evaluation and report writing - Draft decision record - Consider decision and sending out notice 	ASQA proposes splitting course renewal fees into a lodgement fee and assessment fee as detailed below.
3.2.2	Course Renewal Application Lodgement Fee	n/a	\$500	Increase for applications that don't meet pre-requisites	<ul style="list-style-type: none"> - Completeness check and sending out notice. 	<p>Approximately 25% of course accreditation applications (initial and renewal) ASQA currently receives do not satisfy necessary requirements to proceed to a full evaluation.</p> <p>Currently, a full refund is provided when applications do not proceed. Between the period 1/7/16 and 30/11/16, 63</p>

Ref.	TYPE	AMOUNT		VARIATION	BUSINESS PROCESS	DESCRIPTION OF CHANGE
						<p>applications were lodged and 17 were refunded.</p> <p>Introducing a lodgement fee will compensate for the work undertaken during the lodgement process. The Course Renewal Application Lodgement Fee will be non-refundable.</p>
3.2.3	Course Renewal Application Assessment Fee	n/a	\$7570	No change to total of combined fees	<ul style="list-style-type: none"> - Preliminary research and review - Initial evaluation and report writing - Rectification evaluation and report writing - Draft decision record - Consider decision and advice 	<p>The Course Renewal Application Assessment Fee is charged once applicants have satisfied the prerequisites required at lodgement. The Course Renewal Application Assessment Fee is calculated to offset the introduction of the \$500 lodgement fee.</p>

3.3 Amendment to a VET accredited course

Ref.	TYPE	AMOUNT		VARIATION	BUSINESS PROCESS	DESCRIPTION OF CHANGE
		2016-17 (CURRENT)	2017-18 (PROPOSED)			
3.3.1	Amendment to a VET Accredited Course <i>*abolished and replaced with split fees below*</i>	\$2290 per course	Abolished and replaced with split fee below	n/a	<ul style="list-style-type: none"> - Completeness check - Preliminary research and review - Initial evaluation and report writing - Rectification evaluation and report writing - Draft decision record - Consider decision and sending out notice 	ASQA proposes to split the Amendment to a VET Accredited Course Fee into minor and major amendment fees to recognise that ASQA receives a number of applications each year that do not require an assessment of new material and involve only minor changes.

3.3.2	Application to Amend a VET Accredited Course – Minor	n/a	\$1145	Decrease from former fee	<ul style="list-style-type: none"> - Completeness check - Preliminary research and review - Initial evaluation and report writing - Rectification evaluation and report writing - Draft decision record - Consider decision and sending out notice 	<p>This fee better reflects ASQA's associated costs for minor amendments.</p> <p>By providing two separate fees ASQA can reduce the cost to owners for small changes that are fully documented and take a small amount of effort; it is hoped that this will encourage better applications to be submitted and encourage owners to ensure they update details on the register.</p>
3.3.3	Application to Amend a VET Accredited Course– Major	n/a	\$2290	No change from former fee	<ul style="list-style-type: none"> - Completeness check - Preliminary research and review - Initial evaluation and report writing - Rectification evaluation and report writing - Draft decision record - Consider decision and sending out notice 	<p>There is no change in amount from the former Amendment to a VET Accredited Course fee. The Application to Amend a VET Accredited Course– Major reflects ASQA's associated costs for major amendments.</p>

4. Annual registration costs

4.1 Annual NVR registered training organisation registration

	TYPE	AMOUNT		VARIATION	BUSINESS PROCESS	DESCRIPTION OF CHANGE
		2017-18 (CURRENT)	2017-18 (PROPOSED)			
4.1.1	RTO Annual Registration Charge	An annual registration charge: i. \$1,130 ii. \$3,220 iii. \$6,975 iv. \$10,730	An annual registration charge: i. \$1,130 ii. \$3,220 iii. \$6,975 iv. \$10,730	No change in amount or calculation	<ul style="list-style-type: none"> - Processing enquiries - Processing notifications for change in provider details - Processing notifications for a material change or event - Education & awareness - Stakeholder management - Closure 	<p>The Australian Government has changed the annual fee to an annual registration charge as they have come to the view ASQA's annual impost best fits the latter category.</p> <p>The calculation and amounts remain the same.</p> <p>The charge is stepped between four brackets, based on the number of qualifications offered by a provider, as indicative of their size, as follows:</p> <ul style="list-style-type: none"> i. 0 to 4 qualifications; ii. 5 to 10 qualifications; iii. 11 to 60 qualifications; and iv. 61 or more qualifications.

4.2 Annual CRICOS registration charge

	TYPE	AMOUNT		VARIATION	BUSINESS PROCESS	DESCRIPTION OF CHANGE
		2017-18 (CURRENT)	2017-18 (PROPOSED)			
4.2.1	CRICOS Annual Registration Charge	An annual registration charge: i. \$950 ii. \$1,645 iii. \$4,375 iv. \$7,100	An annual registration charge: i. \$950 ii. \$1,645 iii. \$4,375 iv. \$7,100	No change in amount or calculation	<ul style="list-style-type: none"> - Processing enquiries - Processing notifications for change in provider's details - Processing notifications for a material change or event - Education & awareness - Student records - Stakeholder management - Closure 	<p>The Australian Government has changed the annual fee to an annual registration charge as they have come to the view ASQA's annual impost best fits the latter category.</p> <p>The calculation and amounts remain the same.</p> <p>The fee is stepped between four brackets, based on the number of qualifications offered by a provider, as indicative of their size, as follows:</p> <ul style="list-style-type: none"> v. 0 to 2 qualifications; vi. 3 to 4 qualifications; vii. 5 to 50 qualifications; and viii. 51 or more qualifications.

5. Audit charges

5.1 Compliance audits

Ref.	TYPE	AMOUNT		INCREASE/ DECREASE	BUSINESS PROCESS	DESCRIPTION OF CHANGE
		2016-17 (CURRENT)	2017-18 (PROPOSED)			
5.1.1	Compliance Audit Charge	\$250 per hour	\$275 p/h	Increase	<ul style="list-style-type: none"> - Audit planning - Travel/scheduling - Conduct audit - Analyse & report rectification - Draft recommendations/ report - Delegate sign off - Audit filing and general administration 	Planning, scheduling and travel costs have now been built into the audit charge, rather than being charged separately as an hourly rate.
5.1.2	Sanction Evidence Review	\$250 per hour	\$250 per hour	No change	<ul style="list-style-type: none"> - Conduct evidence review - Draft recommendation report - Delegate sign off 	There is no change to the sanction evidence review hourly charge because this does not include planning, scheduling and travel.

5.2 Evidence review applications

Ref.	TYPE	AMOUNT		INCREASE/DECREASE	BUSINESS PROCESS	DESCRIPTION OF CHANGE
		2016-17 (CURRENT)	2017-18 (PROPOSED)			
5.2.1	Evidence Review– Reconsideration Application	\$1,000 flat rate	\$1,000 flat rate	No change to amount. Now applies to CRICOS as well as RTOs	<ul style="list-style-type: none"> - Conduct evidence review - Draft recommendation report - Delegate sign off 	<p>This fee previously did not apply to CRICOS; however a change to ESOS ACT (2016) has allowed ASQA to conduct CRICOS reconsiderations.</p> <p>An organisation can submit a single reconsideration application for a matter that pertains to both CRICOS and RTO, and they will only be charged the single flat fee.</p>
5.2.2	Evidence Review– Reassessment Application	\$1,000 minimum fee (4 hours) +\$250 per additional hour	\$1,000 minimum fee (4 hours) +\$250 per additional hour	No change	<ul style="list-style-type: none"> - Conduct evidence review - Draft recommendation report - Delegate sign off 	No change