

## Re-Assessment Fee Guidelines

Includes re-assessment plan form

### Guideline Statement

If a learner is deemed Not Yet Competent (NYC) and wishes to be re-assessed, fees may be applicable. The re-assessment fee will depend on the circumstances of each case. As such decisions on the fees to be charged will be made only by the management of Nationwide Training and will adhere to Standards for Registered Training Organisations (RTOs) 2015 and any applicable contract requirements for funded training.

### Definitions and Abbreviations

NYC	When a learner is deemed Not Yet Competent, they have not met the required assessment criteria. The learner will require further study and re-assessment or further training and re-assessment
Payer	The individual or organisation paying for the training and any subsequent training and re-assessments
Learner	Person being trained
RTO	Registered Training Organisation
RTO Funding	Moneys paid by government bodies directly to Nationwide Training, as the RTO, to cover the cost of training

### General Guidelines

- Decision on fees to be charged for re-assessments will be made by management of Nationwide Training based on the specific circumstances of each case
- The re-assessment fee will be disclosed to the payer in writing
- The payer must agree in writing to pay the fees prior to re-assessment occurring
- Individuals paying for themselves must pay before re-assessment
- Organisations with accounts at Nationwide Training can be invoiced after re-assessment only with written agreement to pay

### Specific Guidelines

#### Fee for Service short course training

Learners attending Fee for Service classroom based courses at Nationwide Training will be charged as per the current Schedule of Fees for re-assessment for each re-assessment attempt. For details on course fees refer to the course information sheet. Note: course fees do not include licence application fees.

#### Fee for Service traineeship and full qualification training

Learners completing Fee for Service registered traineeship contracts or full qualifications will be charged the unit fee for re-assessment for each re-assessment attempt regardless of the mode of delivery (e.g. correspondence, workplace based or appointment based). To determine the unit fee divide the full qualification fee by the number of units.

#### Funded traineeship contracts

Nationwide Training will continue to re-assess funded trainees on a registered traineeship contract for the term of their traineeship contract for all units assessed at their workplace. For units being assessed via classroom delivery, Nationwide Training reserves the right to charge the payer for any re-assessment. The re-assessment fee will be the course fee for that classroom based training and assessment. Refer to the course information sheet for course fees.

#### Funded short course training

Learners attending RTO Funded stand-alone unit(s) of competency and funded classroom based courses will be charged based on the conditions of the specific funding contract. Refer to the information sheet for full details.

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## Re-Assessment Plan Form

**Nationwide Training Administration will discuss the re-assessment schedule with you before prefilling the form. Please read carefully before you sign, date and return.**

The training that was deemed Not Yet Competent comes under the specific guideline:

- Fee for Service short course training
- Fee for Service traineeship and full qualification training
- Funded traineeship contracts
- Funded short course training

Learner's Name: \_\_\_\_\_

Course or Unit: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

**If further study and/or training** is required, the learner will:

- Study the information the trainer has provided
- Attend a free-one-hour training session on \_\_\_\_\_ @ \_\_\_\_\_
- Attend a free traineeship appointment on \_\_\_\_\_ @ \_\_\_\_\_

**Booking the re-assessment** the learner/employer will book the re-assessment

Before the expiry date of \_\_\_\_\_

Re-assessment date: \_\_\_\_\_

The re-assessment fee is \$ \_\_\_\_\_ and applies to each re-assessment attempt

**As the learner and payer,** I understand and agree to the re-assessment schedule. I agree to make payment before re-assessment and I am aware it is my responsibility to book and attend any training and re-assessment.

Learner signature: \_\_\_\_\_ Date: \_\_\_\_\_

**As the employer and payer,** I understand and agree to the re-assessment schedule. I agree to pay the re-assessment fee and I am aware that it is my responsibility to allow the learner to attend any training and re-assessment I book on the learner's behalf.

Printed Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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