



Guide to ASQA’s fees and charges

Guide

Effective 1 July 2022

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1. Schedule of fees and charges

Schedule A: Fees and Charges

1. NVR registered training organisation fees

- a) The imposition of the fees set out in this Schedule A is subject to matters specified in Schedule B.

Table 1 - Fees in relation to the registration and renewal of NVR registered training organisations

Item	Fee name	Service provided	Amount
1.1	Initial registration application fee	Initial review and check of an application for initial registration on under section 16 of the NVR Act.	\$600 - Paid on application
1.2	Initial registration assessment fee	Registration assessment (initial application) under section 17 of the NVR Act	\$8,000 - Paid on invoice
1.3	Renewal of registration application fee	Initial review and check of an application for renewal of registration under section 16 of the NVR Act	\$320 - Paid on application
1.4	Renewal of registration assessment fee	Registration assessment (renewal of application) under section 31 of the NVR Act	\$250 per hour spent by an officer for considering the application Charges applied in 15-minute increments
1.5	Change of scope application fee	Initial review and check of an application for change of scope of registration under Division 2 of Part 2 of the NVR Act	\$240 - Paid on application, subject to para 4(b) of Schedule B
1.6	Change of scope assessment fee	Consideration and notification of decision regarding an application for change of scope of registration Division 2 of Part 2 of the NVR Act	\$250 per hour spent by an officer for assessing the application, subject to para 4(b) of Schedule B Charges applied in 15-minute increments
1.7	Reassessment application fee	Initial review and check of a request for reassessment under section 41 of the NVR Act	\$1,000 - Paid on application
1.8	Reassessment assessment fee	Considering a request for reassessment under section 41 the NVR Act	\$250 per hour spent by an officer for assessing the application after the first four hours of work only Charges applied in 15-minute increments.

2. ESOS fees

- (a) The imposition of the fees set out in this Schedule is subject to matters specified in Schedule B.

Table 2 - Fees in relation to the performance of functions by the National VET Regulator as an ESOS Agency			
Item	Fee	Service provided	Amount
2.1	Initial ESOS registration application fee	Initial review and check of an application to be registered to provide a course or courses at a location or locations to overseas students under subsection 9(1) of the ESOS Act	\$600 - Paid on application
2.2	Initial ESOS registration assessment fee	Assessing an application to be registered to provide a course or courses at a location or locations to overseas students under subsection 9(1) of the ESOS Act	\$8000 - Paid on invoice
2.3	Renewal of ESOS registration application fee	Initial review and check of an application to renew a provider's registration under subsection 10D(1) of the ESOS Act	\$320 - Paid on application
2.4	Renewal of ESOS registration assessment fee	Assessing an application to renew a provider's registration under subsection 10D(1) of the ESOS Act	\$250 per hour spent by an officer for considering the application Charges applied in 15-minute increments
2.5	Application fee to add one or more courses	Initial review and check of an application to add one or more courses at one or more locations to the provider's registration under subsection 10H(1) of the ESOS Act	\$240 - Paid on application, subject to para 4(b) of Schedule B
2.6	Assessment fee to add one or more courses	Assessing an application to add one or more courses at one or more locations to the provider's registration under subsection 10H(1) of the ESOS Act	\$250 per hour spent by an officer for considering the application, subject to para 4(b) of Schedule B Charges applied in 15-minute increments.

3. VET course accreditation fees

- (a) The imposition of the fees set out in this Schedule A is subject to matters specified in Schedule B.

Table 3 - Table 3 - Fees in relation to the accreditation of a course as a VET accredited course

Item	Fee	Service provided	Amount
3.1	Accreditation application fee	Initial review and check of an application for accreditation of a course under section 43 of the NVR Act	\$1,100 - Paid on application
3.2	Accreditation assessment fee	Assessing an application for accreditation of a course under section 43 of the NVR Act	\$7,750 - Paid on application
3.3	Renewal of accreditation application fee	Initial review and check of an application for renewal of accreditation of a course under section 50 of the NVR Act	\$1,100 - Paid on application
3.4	Renewal of accreditation assessment fee	Assessing an application for renewal of accreditation of a course under section 50 of the NVR Act	\$7,750 - Paid on application
3.5	Accreditation amendment fee	Amending an accredited course under section 51 of the NVR Act	\$1,145 - Paid on application

4. Annual registration charge

For the purposes of subsection 6B(1) of the Charges Act, the amount of annual registration charge payable by a person to whom section 232A of the *National Vocational Education and Training Regulator Act 2011* applies for the financial year commencing on 1 July 2022 and each later financial year is to be worked out in accordance with the following table.

Tier Size	0-99 Students	100-249 Students	250-499 Students	500-999 Students	1000+ Students
0-4 Quals	\$1,500	\$2,300	\$3,400	\$5,100	\$7,700
5-10 Quals	\$4,400	\$5,300	\$6,300	\$7,500	\$9,000
11-25 Quals	\$7,900	\$8,700	\$9,700	\$10,700	\$11,900
26-50 Quals	\$11,300	\$12,500	\$13,800	\$15,300	\$16,900
51+ Quals	\$15,900	\$17,600	\$19,500	\$21,600	\$23,900

5. Compliance audit charges

Table 5 - Compliance audit charge

Item	Name	Amount	Other matters
5.1	Compliance/Quality monitoring/ supporting providers to return to compliance under subsection 9(2) of the Charges Act	\$250 per hour per auditor, with charges applied in 15-minute increments on a pro-rata basis.	<ul style="list-style-type: none"> • Paid on invoice. • Charges applied in 15-minute increments.

5.2 Complaint investigations

Item	Name	Amount	Other matters
5.2	Complaint Investigation Charge Under subsection 12(2) of the Charges Act	<p>a) \$250 per hour per auditor for conducting the investigation, plus</p> <p>b) If a compliance audit is conducted as part of the investigation—\$250 per hour per auditor conducting the audit.</p>	<ul style="list-style-type: none"> • Paid on invoice • Charges applied in 15-minute increments • The charge applies to an investigation into a complaint about a NVR registered training organisation which is found to be substantiated

6. Reconsideration of decisions

Table 6 – Fees in relation to applications for reconsideration of decisions

Ref	Fee	Fee Structure	Amount	Other matters
6.1.1	<p>Reconsideration of decisions fee</p> <p>The fee payable under subsection 200(2) of the NVR Act by a person affected by a reviewable decision made under a delegation under subsection 232(1) of that Act, and who applies for a review of that decision.</p>	Per application	\$1,000	Paid on application

Schedule B: Matters relating to the payment of the fees and charges listed in Schedule A

1. Annual registration charge

- (a) Annual registration charges (as set out in Schedule A) are payable on 1 July each financial year for that year of registration, based on the number of VET accredited courses or VET courses leading to a VET qualification that the organisation is registered to offer, and the number of unique VET students enrolled in the previous calendar year.
- (b) Where a registered training organisation (RTO) or registered provider's registration ends during a billing period (i.e., registration is withdrawn, cancelled, or expired due to non-renewal), only a pro-rata charge applies for the number of whole months of registration. Where an excess amount is paid the amount refundable is for the number of whole months remaining in the financial year after the registration ends.
- (c) For RTOs that become registered training organisations for the first time (i.e. are not renewing their registration) under the NVR Act or ESOS Act where ASQA is the ESOS agency, the first annual registration charge will be calculated pro-rata for the period of whole months from registration commencement to the following 30 June. The annual charge is based on the scope of registration on the 1st day of the billing period, which is always the first date of a calendar month. The pro-rata annual charge is determined by the following formula:

$$A \times B / 12$$

Where:

- "A" is the amount of annual registration charge (as set out in Schedule A); and
- "B" is the number of complete months that remain up to 30 June after the RTO becomes registered as an NVR registered training organisation.

- (d) This charge must be paid in accordance with the terms stated on the invoice.

2. Payment and refund of application / assessment fees

- (a) A person who has paid an application fee is entitled to a refund of the amount paid if, before ASQA has commenced work on the application, the person notifies ASQA in writing that they wish to withdraw their application.
- (b) A person who has paid a fee in relation to the assessment of an application is entitled to a refund of the amount paid if, before ASQA has commenced assessment of the application, the person notifies ASQA in writing that they wish to withdraw their application.
- (c) A person who has paid the fee in relation to an application under paragraph 200(3)(c) of the Act is entitled to a refund of the amount paid if ASQA does not consider the application because the application does not relate to a reviewable decision within the meaning of section 199 of the Act.
- (d) A fee is not refundable if an application is assessed but rejected by ASQA.

- (e) If additional information from the applicant is required and that information is not submitted within the prescribed timeframe the application may be rejected and a new application and lodgment fee will be required if the application is resubmitted.

3. Off-set of fees

The amount of any refund a person would otherwise be entitled to may be reduced by any other amount which the person owes to ASQA.

4. Waiver of a fee or charge

- (a) If ASQA has delegated particular function(s) specified in subsections 224(2), 225(1) and 226(1) of the Act, the fees prescribed in Schedule A are waived in relation to functions which are performed under the delegation.
- (b) When an NVR registered training organisation applies simultaneously for a change of scope of registration for both registrations (RTO and ESOS), for the same qualifications, ASQA will only apply a VET application fee as per item 1.5 of Table 1 in Schedule A and the lesser of the assessment fees at Item 1.6 and 2.6 of Tables 1 and 2.
- (c) A fee or charge that would otherwise be payable under the Act or the ESOS Act may be waived, in whole or in part where, in ASQA's opinion:
 - (i) special or unusual circumstances exist which cause the fee or charge to be unreasonable or inequitable; or
 - (ii) it would be uneconomical to pursue the amount of the fee or charge that remains unpaid
- (d) To avoid doubt, the following circumstances do not constitute special or unusual circumstances for the purposes of paragraph 4(c)(i):
 - (i) where the person required to pay the fee or charge ceases to exist, or
 - (ii) where the person ceases to be registered under the Act or the *Education Services for Overseas Students Act 2000*; or
 - (iii) where the person ceases to carry on business as an NVR registered training organisation or as a registered provider.
 - (iv) where the person required to pay the charge did not consent to the compliance audit or complaint investigation that resulted in the imposition of a charge; or
 - (v) where the person required to pay the charge does not agree with the outcome of the compliance audit or complaint investigation that resulted in the imposition of a charge; or
- (d) To avoid doubt, circumstances related to the COVID-19 pandemic are special or unusual circumstances which could cause the charge to be unreasonable or inequitable for the purposes of paragraph 4(c)(i).

5. Rounding

For the purposes of Section 5 in Schedule A, when determining the amount of the charge payable for an investigation or compliance audit where the hourly rate is \$250 per hour per Auditor/Complaint Officer, the following amounts will apply in the following circumstances:

- (a) if the time taken to complete the investigation or compliance audit is less than 30 minutes, the total amount payable will be zero dollars; and
- (b) if the time taken to complete the investigation or compliance audit is 30 minutes or more, the amount of the charge is calculated at the rate of \$62.50 for each 15-minute block of work completed.

6. Compliance audit

Compliance audits are also now known as performance assessments.

Appendix 1. Definitions

Fees

The Australian Skills Quality Authority's (ASQA's) fees are determined by way of legislative instrument registered in the Federal Register of Legislative Instruments. ASQA's current fees are determined by the [National Vocational Education and Training Regulator \(Fees\) Determination 2022](#) (the 2022 Determination). The legislative instrument is made under section 232 of the *National Vocational Education and Training Regulator Act 2011*.

Charges

The Australian Skills Quality Authority's (ASQA's) charges are determined by way of legislative instrument registered in the Federal Register of Legislative Instruments. ASQA's current charges are determined by the [National Vocational Education and Training Regulator \(Charges\) Determination 2022](#). The legislative instrument is made under subsections 6B(1), 9(2), 12(2) and section 13(b) of the *National Vocational Education and Training Regulator (Charges) Act 2012* (the Charges Act).

Other key terms in this guide:

NVR Act - means the *National Vocational Education and Training Regulator Act 2011*.

ASQA - means the Australian Skills Quality Authority.

Asqanet- means ASQA's regulatory management database.

Charges Act - means the *National Vocational Education and Training Regulator (Charges) Act 2012*.

ESOS Act - means the *Education Services for Overseas Students Act 2000*.

NVR - means National Vocational Education and Training Regulator.

NVR registered training organization- has the meaning given by section 3 of the NVR Act.

Registered Provider - has the meaning given in section 5 of the ESOS Act.

RTO - means a registered training organisation, defined at section 3 of the NVR Act.

VET accredited course - has the meaning given at section 3 of the NVR Act.

VET qualification - has the meaning given at section 3 of the NVR Act.

Note: An expression has the same meaning in this Guide as in the *National Vocational Education and Training Regulator Act 2011*.

Appendix 2. Review and document control

Version	Date	Summary
2.0	20.06.2022	<ul style="list-style-type: none"> Revised schedule of fees and charges following approval of ASQA's 2022-23 Cost Recovery Impact Statement.
1.9	28.05.2019	<ul style="list-style-type: none"> Information provided in Schedule B regarding payment of application fees Links to legislation in Appendix 1 updated Reference to compliance audit charge in tables 1.2 and 1.3 Renaming of fees and charges
1.8	01.07.2018	<ul style="list-style-type: none"> Revised schedule of fees and charges following approval of ASQA's 2018-19 Cost Recovery Impact Statement. Addition of compliance audit charges, complaints investigation, waivers and rounding Removal of calculation methodology for annual registration charges in financial year 2013-14 Correction of calculation methodology for VET registration refunds
1.7	01.07.2017	<ul style="list-style-type: none"> Remove section 5-<i>legacy fees</i> and related text at Schedule B 2(h); it is no longer applicable. Replace annual fee with annual charge Clarify annual charge calculation, i.e. date of scope.
1.6	01.07.2016	<ul style="list-style-type: none"> Document is renamed as a 'Guide' because it differs from the legislative instrument <ul style="list-style-type: none"> establishing ASQA's fees, by containing additional guidance. Revision to section 5—legacy fees, for annual Consumer Price Index adjustment. (Section is reduced to include only legacy fees that apply in 2016-2017.) Replacement of references to “designated authority” with references to “the relevant ESOS agency”, in line with ESOS Act amendments that come take effect on 1 July 2016.
1.5	24.07.2015	<ul style="list-style-type: none"> Clarification of annual fee and renewal fee inclusions Corrections to dates in section 5—legacy fees.
1.4	01.07.2015	<ul style="list-style-type: none"> Revision to section 5—legacy fees, for annual Consumer Price Index adjustment. Clarification of regulatory reforms in sections 1.3, 2.3, and Schedule B note 1. Addition of notes in Schedule A.
1.3	01.07.2014	<ul style="list-style-type: none"> Revision to section 5—legacy fees, for annual Consumer Price Index adjustment. Revision to page 14—application of regulatory reforms to annual registration and renewal of registration fee calculations regarding equivalent training package product updates.
1.2	02.06.2014	<ul style="list-style-type: none"> Comments added to page 6— exemptions from application requirements for equivalent training package product updates.
1.1	21.08.2013	<ul style="list-style-type: none"> Correction to page 12 (3a)—labelling of VET course accreditation fee table. Clarification to page 16 (5d)—exemption from renewal of registration fees and correction to paragraph numbering. Clarification to page 17—legacy annual registration fees that do not apply to Vic and WA providers that transferred after ASQA's commencement.
1.0	31.07.2013	<ul style="list-style-type: none"> Revised schedule of fees following approval of ASQA's 2013 Cost Recovery Impact Statement.