



## Guide to ASQA's fees and charges

Effective 28 May 2019

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## Schedule A: Fees and Charges

### 1. NVR registered training organisation fees

- a) For each fee specified in column 1, the fee is determined by applying the fee structure specified in column 2 to the amount specified in column 3 and is subject to the conditions in column 4.
- b) The imposition of the fees set out in this Schedule A is subject to matters specified in Schedule B.

1.1 Initial registration as a NVR registered training organisation				
	Column 1	Column 2	Column 3	Column 4
Ref	Fee	Fee Structure	Amount	Other matters
1.1.1	<p><b>Initial lodgement fee</b></p> <p>The fee payable under paragraph 16(3)(b) of the <i>National Vocational Education and Training Regulator Act 2011</i> by a person applying for registration as an NVR registered training organisation.</p>	Per application	\$500	Paid on application
1.1.2	<p><b>Initial assessment fee</b></p> <p>The fee that may be charged by ASQA under subsection 17(4) of the <i>National Vocational Education and Training Regulator Act 2011</i> as a registration assessment fee when considering an application for registration as an NVR registered training organisation.</p>	Per application	\$8,000	<ul style="list-style-type: none"> <li>• Paid on invoice</li> <li>• Assessment does not commence until invoice is paid</li> </ul>

## 1.2 Renewal of registration as NVR registered training organisation <sup>1</sup>

	Column 1	Column 2	Column 3	Column 4
Ref	Fee	Fee Structure	Amount	Other matters
1.2.1	<p><b>Renewal lodgement fee</b></p> <p>The fee payable under subsection 31(2) of the <i>National Vocational Education and Training Regulator Act 2011</i> by a person applying for renewal of registration as an NVR registered training organisation.</p>	Per application	\$500	Paid on application

<sup>1.</sup> Compliance audit charges as per 5.1.1 may be applicable

## 1.3 Change to NVR registered training organisation scope of registration<sup>1</sup>

	Column 1	Column 2	Column 3	Column 4
Ref	Fee	Fee Structure	Amount	Other matters
1.3.1	<p><b>Change of Scope lodgement fee</b></p> <p>The fee payable under paragraph 32(2)(b) of the <i>National Vocational Education and Training Regulator Act 2011</i> by an NVR registered training organisation when it makes an application to add to its scope of registration.</p>	Per application	\$500	Paid on application

<sup>1.</sup> Compliance audit charges as per 5.1.1 may be applicable

## 2. CRICOS fees

- (a) For each fee specified in column 1, the fee is determined by applying the fee structure specified in column 2 to the amount specified in column 3 and is subject to the conditions in column 4.
- (b) The imposition of the fees set out in this Schedule is subject to matters specified in Schedule B.

2.1 Initial CRICOS registration				
	Column 1	Column 2	Column 3	Column 4
Ref	Fee	Fee structure	Amount	Other matters
2.1.1	<p><b>Initial lodgement fee</b></p> <p>The fee that may be charged when ASQA, as an ESOS Agency, receives an application from a provider that wishes to be registered to provide a qualification or qualifications at a delivery site or delivery sites to overseas students.</p>	Per application	\$500	Paid on application
2.1.2	<p><b>Initial assessment fee</b></p> <p>The fee that may be charged when ASQA, as an ESOS Agency, considers a provider's application for registration.</p>	<p>Base fee includes:</p> <ul style="list-style-type: none"> <li>• Up to 4 qualifications</li> <li>• Up to 2 delivery sites</li> </ul> <p>Plus:</p>	\$8,000	<ul style="list-style-type: none"> <li>• Paid on invoice</li> <li>• Total application fee (including lodgement and assessment) capped at \$50,000</li> </ul>
2.1.2(i)	Initial additional qualification fee	<ul style="list-style-type: none"> <li>• each additional qualification</li> </ul>	\$155	
2.1.2(ii)	Initial additional Australian delivery site fee	<ul style="list-style-type: none"> <li>• each additional delivery site</li> </ul>	\$1,640	

## 2.2 Renewal of CRICOS registration

	Column 1	Column 2	Column 3	Column 4
Ref	Fee	Fee structure	Amount	Other matters
2.2.1	<p><b>Renewal lodgement fee</b></p> <p>The fee that may be charged when ASQA, as an ESOS Agency, receives an application from a provider that wishes to renew its registration.</p>	Per application	\$500	Paid on application
2.2.2	<p><b>Renewal assessment fee</b></p> <p>The fee that may be charged when ASQA, as an ESOS Agency, considers a provider's application for renewal of registration.</p>	<p>Base fee includes:</p> <ul style="list-style-type: none"> <li>• Up to 4 qualifications</li> <li>• Up to 2 delivery sites</li> </ul>	\$7,000	<ul style="list-style-type: none"> <li>• Paid on application</li> <li>• Total application fee (including lodgement and assessment) capped at \$50,000</li> </ul>
2.2.2(i)	Renewal – Additional qualification fee	<ul style="list-style-type: none"> <li>• each additional qualification</li> </ul>	\$155	
2.2.2(i)	Renewal – Additional Australian delivery site fee	<ul style="list-style-type: none"> <li>• each additional delivery site</li> </ul>	\$820	

2.3 Change to scope of CRICOS registration				
	Column 1	Column 2	Column 3	Column 4
Ref	Fee	Fee structure	Amount	Other matters
2.3.1	<p><b>Change of Scope lodgement fee</b></p> <p>The fee that may be charged when ASQA, as an ESOS Agency, receives an application from a provider that wishes to increase student capacity or add one or more qualifications at one or more delivery sites to its registration.</p>	Add 1 qualification	\$500	Paid on application
2.3.1 (i)	Change of scope- Additional qualification fee	Plus	\$150 per each additional qualification	
2.3.1 (ii)	Change of scope – Additional student capacity fee	Additional student capacity	\$1,640 per application	
2.3.1 (iii)	Change of scope – First additional delivery site fee	Additional (or replacement) delivery site,	\$1,640 per application	
2.3.1 (iv)	Change of scope – Further additional delivery site fee	Plus: Each additional (or replacement) delivery site	\$820 per additional delivery site	

### 3. VET course accreditation fees

- (a) For each fee specified in column 1, the fee is determined by applying the fee structure specified in column 2 to the amount specified in column 3 and is subject to the conditions in column 4.
- (b) The imposition of the fees set out in this Schedule A is subject to matters specified in Schedule B.

3.1 Initial VET course accreditation				
	Column 1	Column 2	Column 3	Column 4
Ref	Fee	Fee structure	Amount	Other matters
3.1.1	<p><b>VET Course Concept Assessment fee</b></p> <p>The fee payable under paragraph 43(2)(b) of the National Vocational Education and Training Regulator Act 2011 by a person who applies for accreditation of a course as a VET accredited course.</p>	Fee for each course concept submitted	\$500	Paid on submission
3.1.2	<p><b>Initial assessment fee</b></p>	Fee for each course submitted	\$7,570	Paid on invoice

3.2 Renewal of VET course accreditation				
	Column 1	Column 2	Column 3	Column 4
Ref	Fee	Fee structure	Amount	Other matters
3.2.1	<p><b>Renewal lodgement fee</b></p> <p>The fee payable under subsection 50(2) of the <i>National Vocational Education and Training Regulator Act 2011</i> by a person who applies to renew the accreditation of a</p>	Fee for each course submitted	\$500	Paid on application

	VET accredited course.			
<b>3.2.2</b>	<b>Renewal assessment fee</b>	Fee for each course submitted	\$7,570	Paid on invoice

<b>3.3 Amendment to a VET accredited course</b>				
	<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Ref</b>	<b>Fee</b>	<b>Fee structure</b>	<b>Amount</b>	<b>Other matters</b>
<b>3.3.1</b>	<b>Minor amendment fee</b>  The fee payable under subparagraph 51(3)(b)(ii) of the <i>National Vocational Education and Training Regulator Act 2011</i> by a person who makes an application for a VET accredited course to be amended.	Per course	\$1,145	Paid on application
<b>3.3.2</b>	<b>Major amendment fee</b>	Per course	\$2,290	Paid on application



Note: Minor amendments include:

- Amendments to VET accredited courses that include training package units in the course structure that have been superseded and are deemed equivalent
- Amendments to VET accredited courses that include training package units deemed not equivalent but do not impact on the outcome of the course
- Amendment to wording in sections of the VET accredited course document to reflect current industry practices/requirements, entry requirements, assessment strategy including performance evidence, trainer/assessor requirements.

Major amendments include:

- Amendments to VET accredited courses that include training package units that have been deleted from the parent training package
- Amendments to VET accredited courses to include additional training package units as electives that do not impact on the outcome of the course
- Amendments to VET accredited courses to include additional enterprise units as elective options that do not impact on the outcome of the course.

#### 4. Annual registration charge

4.1 Annual NVR registered training organisation registration				
	Column 1	Column 2	Column 3	Column 4
Ref	Name	Charge structure	Amount	Other matters
4.1.1	RTO Annual registration charge under paragraph 18(c)(iv) of the NVR Act	0–4 qualifications	\$1,130	Paid on invoice
		5–10 qualifications	\$3,220	
		11–60 qualifications	\$6,975	
		61 or more qualifications	\$10,730	

4.2 Annual CRICOS registration				
	Column 1	Column 2	Column 3	Column 4
Ref	Name	Charge structure	Amount	Other matters
4.2.1	CRICOS Annual registration charge	0–2 qualifications	\$950	Paid on invoice
		3–4 qualifications	\$1,645	
		5–50 qualifications	\$4,375	
		51 or more qualifications	\$7,100	

## 5. Audit charges

5.1 Compliance audits			
	Column 1	Column 2	Column 3
Ref	Name	Amount	Other matters
5.1.1	Compliance Audit Charge Under subsection 9(1) of the Charges Act	\$275 per hour per auditor	<ul style="list-style-type: none"> <li>• Paid on invoice</li> <li>• Travel costs incurred by ASQA (staff and supplier, such as airfares and accommodation) will not be sought for reimbursement for domestic audits.</li> <li>• International audits will require the reimbursement of all reasonable costs incurred by ASQA, including the cost of travel.</li> </ul>

5.2 Complaint investigations			
	Column 1	Column 2	Column 3
Ref	Name	Amount	Other matters
5.2.1	Complaint Investigation Charge Under subsection 12(1) of the Charges Act	\$275 per hour per officer	<ul style="list-style-type: none"> <li>• Paid on invoice</li> <li>• The charge applies to an investigation into a complaint about a NVR registered training organisation which is found to be substantiated</li> <li>• Travel costs incurred by ASQA (staff and supplier, such as airfares and accommodation) will not be sought for reimbursement for domestic complaint investigations.</li> <li>• International complaint investigations will require the reimbursement of all reasonable costs incurred by ASQA, including the cost of travel.</li> </ul>

## 6. Reviews

6.1 Evidence review applications				
	Column 1	Column 2	Column 3	Column 4
Ref	Fee	Fee Structure	Amount	Other matters
6.1.1	<p><b>Reconsideration of evidence fee</b></p> <p>The fee payable under paragraph 200(3)(c) of the <i>National Vocational Education and Training Regulator Act 2011</i> by a person affected by a reviewable decision made under a delegation under section 224 or 225 of that Act, and who applies for a review of that decision.</p>	Per application	\$1,000	Paid on application
6.1.2	<p><b>Reassessment of evidence fee</b></p> <p>The fee payable under paragraph 41(4)(b) of the <i>National Vocational Education and Training Regulator Act 2011</i> by an NVR registered training organisation where it requests ASQA to reassess its position in relation to the matters identified in subsections 41(1) and 41(2)</p>	Per application	\$1,000	Paid on application
6.1.3	<p><b>Reassessment of evidence – Additional hours</b></p>	Per hour per officer for each subsequent hour after the fourth hour of work	\$275	Paid upon invoice

## **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 scope of registration on that 1 July.
- (b) Where a NVR registered training organisation 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) Calculation of the annual CRICOS registration charge for a registered provider is based on the number of courses listed on CRICOS for that provider, which is taken to represent an accurate count of the number of qualifications registered on a registered provider's scope.
- (d) For RTOs that become NVR registered training organisations for the first time (i.e. are not renewing their registration), the first annual registration charge under paragraph 18(c)(iv) of the Act 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 1<sup>st</sup> 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:

$$\mathbf{A \times B / 12}$$

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.
- (e) 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 and ASQA has received the notification.
- (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 and ASQA has received the notification.

- (c) If ASQA has not received written notification in accordance with subsection 2 (a) or (b) of this Schedule B, the person shall not be entitled to a refund / reduction of the relevant fee(s).
- (d) 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.
- (e) A fee is not refundable if an application is assessed but rejected by ASQA.
- (f) 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 lodgement fee will be required if the application is resubmitted.
- (g)

### **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**

- (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 CRICOS), for the same qualifications, ASQA will apply a single application fee, which will be the higher of the two.
- (c) When a registered provider applies simultaneously for one or more additional delivery sites and an increase in its approved CRICOS student capacity, only the delivery site fees are payable.
- (d) A fee 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 would cause the fee to be unreasonable or inequitable; or
  - (ii) the amount of the fees that remain unpaid is so small that its recovery would be uneconomical to pursue.
- (e) The following circumstance does not constitute grounds for granting a waiver:
  - (i) where the registered provider required to pay the fee ceases to exist, or ceases to be registered, or ceases to carry on business as a RTO or CRICOS provider.

## 6. Waiver of a charge

- (1) For the purpose of subsection 13(b) of the Charges Act, a charge that would otherwise be payable under that Act may be waived, in whole or in part where, in the opinion of ASQA's Chief Commissioner;
  - (a) special or unusual circumstances exist which cause the charge to be unreasonable or inequitable; or
  - (b) the amount of the charge that remains unpaid is so small that its recovery would be uneconomical to pursue.
  
- (2) For the purposes of paragraph 6(1)(a), the following circumstances do not constitute grounds for granting a waiver:
  - (a) where the NVR registered training organisation required to pay the charge did not consent to the compliance audit or complaint investigation that resulted in the imposition of a charge ; or
  - (b) where the NVR registered training organisation 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
  - (c) where the NVR registered training organisation required to pay the charge ceases to exist, or ceases to be an NVR registered training organisation, or ceases to carry on business as a registered training organisation.

## 7. 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 \$275 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 \$68.75 for each 15 minute block of work completed..

## 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 [Australian Skills Quality Authority Instrument Fixing Fees No.1 of 2013](#) (the 2013 Instrument). The legislative instrument is made under subsections 232(1) and 232(5) 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 2013 \(No. 1\)](#). The legislative instrument is made under subsections 9(2), 12(2) and section 13 of the *National Vocational Education and Training Regulator (Charges) Act 2012* (the Charges Act).

### Other key terms in this guide:

<b>Act</b>	means the <i>National Vocational Education and Training Regulator Act 2011</i> .
<b>ASQA</b>	means the Australian Skills Quality Authority.
<b>asqanet</b>	means ASQA's regulatory management database.
<b>ASQA official travel costs</b>	means
	(1) reasonably incurred airfares
	(2) such other travel expenses which may reasonably be incurred, including but not limited to, accommodation, car rental and meals
<b>Charges Act</b>	means the <i>National Vocational Education and Training Regulator (Charges) Act 2012</i> .
<b>CRICOS</b>	means the Commonwealth Register of Institutions and Courses for Overseas Students, as specified in section 14A of the ESOS Act.
<b>Delivery Site</b>	is defined as a permanent site/location, at which training and/or assessment are delivered that is either owned or leased by the organisation. Multiple facilities at a single or co-located address are treated as one site/location.
<b>ELICOS</b>	means an English Language Intensive Course for Overseas Students.
<b>ESOS Act</b>	means the <i>Education Services for Overseas Students Act 2000</i> .
<b>NVR</b>	means National Vocational Education and Training Regulator.
<b>NVR registered training organisation</b>	has the meaning given by section 3 of the Act.
<b>Qualification</b>	includes training package qualifications, VET accredited courses and programs (including ELICOS).
<b>Registered Provider</b>	has the meaning given in section 5 of the ESOS Act.
<b>RTO</b>	means a registered training organisation, defined at section 3 of the Act.
<b>Training Package</b>	is a nationally endorsed, integrated set of competency standards, assessment requirements, Australian Qualifications Framework qualifications, and credit arrangements for a specific industry, industry sector or enterprise.
<b>Units of competency</b>	means the specification of industry knowledge and skill and the application of that knowledge and skill to the standard of performance expected in the workplace.
<b>VET accredited course</b>	has the meaning given at section 3 of the Act.
<b>VET qualification</b>	has the meaning given at section 3 of the 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
1.9	28.05.2019	<ul style="list-style-type: none"> <li>• Information provided in Schedule B regarding payment of application fees</li> <li>• Links to legislation in Appendix 1 updated</li> <li>• Reference to compliance audit charge in tables 1.2 and 1.3</li> <li>• Renaming of fees and charges</li> </ul>
1.8	01.07.2018	<ul style="list-style-type: none"> <li>• Revised schedule of fees and charges following approval of ASQA's 2018-19 Cost Recovery Impact Statement.</li> <li>• Addition of compliance audit charges, complaints investigation, waivers and rounding</li> <li>• Removal of calculation methodology for annual registration charges in financial year 2013-14</li> <li>• Correction of calculation methodology for VET registration refunds</li> </ul>
1.7	01.07.2017	<ul style="list-style-type: none"> <li>• Remove section 5—<i>legacy fees</i> and related text at Schedule B 2(h); it is no longer applicable.</li> <li>• Replace annual fee with annual charge</li> <li>• Clarify annual charge calculation, i.e. date of scope.</li> </ul>
1.6	01.07.2016	<ul style="list-style-type: none"> <li>• Document is renamed as a 'Guide' because it differs from the <a href="#">legislative instrument</a> establishing ASQA's fees, by containing additional guidance.</li> <li>• 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.)</li> <li>• 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.</li> </ul>
1.5	24.07.2015	<ul style="list-style-type: none"> <li>• Clarification of annual fee and renewal fee inclusions</li> <li>• Corrections to dates in section 5—legacy fees.</li> </ul>
1.4	01.07.2015	<ul style="list-style-type: none"> <li>• Revision to section 5—legacy fees, for annual Consumer Price Index adjustment.</li> <li>• Clarification of regulatory reforms in sections 1.3, 2.3, and Schedule B note 1.</li> <li>• Addition of notes in Schedule A.</li> </ul>
1.3	01.07.2014	<ul style="list-style-type: none"> <li>• Revision to section 5—legacy fees, for annual Consumer Price Index adjustment.</li> <li>• Revision to page 14—application of regulatory reforms to annual registration and renewal of registration fee calculations regarding equivalent training package product updates.</li> </ul>
1.2	02.06.2014	<ul style="list-style-type: none"> <li>• Comments added to page 6— exemptions from application requirements for equivalent training package product updates.</li> </ul>
1.1	21.08.2013	<ul style="list-style-type: none"> <li>• Correction to page 12 (3a)—labelling of VET course accreditation fee table.</li> <li>• Clarification to page 16 (5d)—exemption from renewal of registration fees and correction to paragraph numbering.</li> <li>• Clarification to page 17—legacy annual registration fees that do not apply to Vic and WA providers that transferred after ASQA's commencement.</li> </ul>
1.0	31.07.2013	Revised schedule of fees following approval of ASQA's 2013 Cost Recovery Impact Statement.