



Statement of Fees 2025

Key Institute
RTO 20855

Skills SA

Skills SA is a South Australia Government program that offers opportunities for students to enrol in a government-subsidised course. This means eligible students can access courses regardless of their prior qualifications and undertake more than one course or short course. You will need to provide evidence of your eligibility as part of the application process. You need to meet these requirements to be eligible for *Skills SA* subsidised training:

- You must be an Australian citizen or New Zealand citizen, or
- A permanent Australian resident, or
- An eligible visa holder on a pathway to permanent residency.
- You must be 16 years old or over and not enrolled in a school.
- You must reside in South Australia.

School-enrolled students are entitled to access one Certificate II and one Certificate III course while at school, and are subject to separate eligibility criteria. You must be

- An Australian citizen or New Zealand citizen, or
- A permanent Australian resident, or
- An eligible visa holder
- Residing in South Australia

You must be enrolled in Year 10, 11 or 12 and employed in a Training Contract that combines VET (Vocational and Education Training) and school-based curriculum including SACE (South Australian Certificate of Education) – or – Enrolled in Year 11, 12 or 13 and are 16 years old or turning 16 years old in the current year of enrolling and are undertaking SACE or equivalent and have completed a preparatory VET pathway.

Skills Tasmania

The Tasmanian Government subsidises some of the cost of training for eligible learners. The remainder of the cost is paid by the learner and, where relevant, the employer. Only the following people are eligible for Tasmanian Government subsidised training:

- Australian citizens
 - Australian permanent residents
- And Tasmanian residents who have permission for work and study in Australia and:

- Are New Zealand citizens with a Special Category Visa
- Are holders of temporary humanitarian visas
- Are Tasmanian State Sponsored skilled migrant visa holders
- Are a dependent (aged over 18) or partner (spouse) visa holder of an eligible applicant

Credit Transfer - is the recognition of academic credits gained through formal study completed either at another training provider or in another course/qualification. Credit transfer is free of charge. You must provide evidence of your completed units by accessing a list of these units via the [USI VET Transcripts](#) portal.

Recognition of Prior Learning (RPL) - is an assessment process that assesses your competency that you may have acquired through formal, non-formal, and informal learning to determine the extent to which you meet the requirements specified in the training package or VET accredited courses. The RPL application fee is \$250.00 plus \$100.00 for each unit of competency you request for RPL assessment. Please note that these fees are not refundable.

Course Fees - This fee applies to individual students. Ask us about industry and group rates.

Paying your fees - You must pay your fees by the due date indicated on your Statement of Account/Invoice. Payment plans are available to full fee paying students. Contact us to discuss your options. Please refer to our **Student Fees, Charges and Refund Policy** published on our website for more information about fees. Students who fail to pay their fees will not be issued their Certificate or Statement of Attainment.

Course Withdrawal and Refund - If you wish to cease or withdraw from your studies, you must formally withdraw from your course by signing a Withdrawal Form or notifying us via email. If you do not formally withdraw, you will still be liable to pay for all your fees.

Replacement Certificate or Statement of Attainment - The fee to replace your certificate or statement of attainment is \$40.00.

South Australia courses 2025

Course	Enrolment Type	Expected Delivery Method	Estimated Course Duration	Tuition Fee	Skills SA Program Approximate Government Contribution
BSB30120 Certificate III in Business	Traineeship	On-the-job Workplace-based	12 months	\$200.00	\$2,924.22
BSB30120 Certificate III in Business (Records and Information Management)	Traineeship	On-the-job Workplace-based	12 months	\$200.00	\$2,703.88
BSB30120 Certificate III in Business (Medical Administration)	Traineeship	On-the-job Workplace-based	12 months	\$200.00	\$2,760.69
BSB30120 Certificate III in Business (Customer Engagement)	Traineeship	On-the-job Workplace-based	12 months	\$200.00	\$2,751.64
BSB30120 Certificate III in Business (Administration)	Traineeship	On-the-job Workplace-based	12 months	\$200.00	\$2,638.77
BSB40120 Certificate IV in Business	Traineeship	On-the-job Workplace-based	12 months	\$200.00	\$3,188.49
BSB40520 Certificate IV in Leadership and Management	Traineeship	On-the-job Workplace-based	12 months	\$200.00	\$3,116.32
CHC32015 Certificate III in Community Services	Traineeship	On-the-job Workplace-based	12 months	\$200.00	\$2,903.61

Course	Enrolment Type	Expected Delivery Method	Estimated Course Duration	Tuition Fee	Skills SA Program Approximate Government Contribution
CPP30321 Certificate III in Cleaning Operations	Traineeship	On-the-job Workplace-based	12 months	\$200.00	\$2,023.81
SIR30216 Certificate III in Retail	Traineeship	On-the-job Workplace-based	12 months	\$200.00	\$2,148.90
TLI30321 Certificate III in Supply Chain Operations	Traineeship	On-the-job Workplace-based	12 months	\$200.00	\$3,476.66
SIT30622 Certificate III in Hospitality	Traineeship	On-the-job Workplace-based	12 months	\$200.00	\$1,844.01

The student tuition fees as published are subject to change given individual circumstances at enrolment.

Supported by Government of South Australia. Visit www.skills.sa.gov.au for Participant Eligibility Criteria.

Tasmania courses 2025

Course	Enrolment Type	Expected Delivery Method	Estimated Course Duration	Tuition Fee	Tasmania Approximate Government Contribution
CPP30321 Certificate III in Cleaning Operations	Traineeship	On-the-job Workplace-based	12 months	\$200.00	\$3,867.00
BSB40520 Certificate IV in Leadership and Management	Traineeship	On-the-job Workplace-based	12 months	\$200.00	\$3,670.00
CPP31318 Certificate III in Security Operations	Traineeship	On-the-job Workplace-based	12 months	\$200.00	\$2,998.00

The student tuition fees as published are subject to change given individual circumstances at enrolment.

This training is subsidised by the Department of State Growth, Tasmania. Visit <https://www.skills.tas.gov.au/funding> for participant eligibility criteria.

Direct to Consumer Course Fees 2025 (no government subsidy)

Course	Enrolment Type	Expected Delivery Method	Estimated Course Duration	Course Fee
BSB20120 Certificate II in Workplace Skills	Fee for Service	Online	12 months	\$2,000.00
BSB30120 Certificate III in Business	Fee for Service	Online	12 months	\$2,500.00
BSB30120 Certificate III in Business (Records and Information Management)	Fee for Service	Online	12 months	\$2,500.00
BSB30120 Certificate III in Business (Medical Administration)	Fee for Service	Online	12 months	\$2,500.00
BSB30120 Certificate III in Business (Customer Engagement)	Fee for Service	Online	12 months	\$2,500.00
BSB30120 Certificate III in Business (Administration)	Fee for Service	Online	12 months	\$2,500.00
BSB40120 Certificate IV in Business	Fee for Service	Online	12 months	\$3,500.00
BSB40520 Certificate IV in Leadership and Management	Fee for Service	Blended (Online and Workplace-based)	12 months	\$3,500.00
CHC32015 Certificate III in Community Services	Fee for Service	Blended (Online and Workplace-based)	12 months	\$3,500.00
CHC33021 Certificate III in Individual Support (Disability)	Fee for Service	Blended (Online and Workplace-based)	12 months	\$3,500.00
CHC33021 Certificate III in Individual Support (Ageing)	Fee for Service	Blended (Online and Workplace-based)	12 months	\$3,500.00
CHC33021 Certificate III in Individual Support (Ageing and Disability)	Fee for Service	Blended (Online and Workplace-based)	18 months	\$6,000.00

Course	Enrolment Type	Expected Delivery Method	Estimated Course Duration	Course Fee
CPP30321 Certificate III in Cleaning Operations	Fee for Service	Blended (Online and Workplace-based)	12 months	\$2,500.00
CPP31318 Certificate III in Security Operations	Fee for Service	Blended (Online and Workplace-based)	12 months	\$3,500.00
SIR30216 Certificate III in Retail	Fee for Service	Blended (Online and Workplace-based)	12 months	\$2,500.00
SIT30622 Certificate III in Hospitality	Fee for Service	Blended (Online and Workplace-based)	12 months	\$2,500.00
TLI30321 Certificate III in Supply Chain Operations	Fee for Service	Blended (Online and Workplace-based)	12 months	\$2,500.00

The student tuition fees as published are subject to change given individual circumstances at enrolment.

Study Commitments

Your competency-based assessments are based not only on your written assessments, but also on assessments that require workplace involvement either through real or simulated work environment including scenarios & workplace-based practical demonstrations required to complete assessment tasks and active participation in your learning.

We recommend for each hour you spend at workshops; you spend at a minimum, two hours studying, researching, and preparing your assignments. This does not include your work placement practice required for your logbooks (where applicable).

Each of the units of competency on the Learning Management System (LMS) are scheduled to open on specific dates based on your course start date. We strongly recommend that you actively start your units once they have been opened on the LMS.

Inactive students will be withdrawn from the course within two months of inactivity. We recommend you apply for a course deferment if you believe that you will not be able to actively participate in your course as per opened units and your course schedule or training plan.

Third Party Arrangements

Approved by ASQA on 4 July 2024, [Key Institute \(RTO 20855\)](#) commenced third-party arrangements with [Wingman Group QLD](#) in providing training and assessment and study support services to some of our full-paying online students enrolled in the following **fee for service** courses:

[BSB30120 Certificate III in Business](#)

[BSB40120 Certificate IV in Business](#)

[BSB40520 Certificate IV in Leadership and Management](#)