

What is a co-contribution fee?

A contribution to the cost of training and assessment services — called a co-contribution fee — must be made by students undertaking a certificate IV level and above qualification or priority skill set (see the PQS Policy, Appendix 1 and definition in Appendix 7).

Given the increased benefits that students and industry accrue from higher-level training, there is an expectation of higher levels of co-contribution under the Higher Level Skills program.

The fee may be paid on behalf of the student by a third party unrelated to the PQS, but cannot be paid or waived by the PQS (whether directly or indirectly), unless approved in writing by the department. The fee amount is a decision for the PQS.

What can students expect from a PQS?

Individuals need access to a range of information to ensure they make an informed choice about a subsidised training place under the Higher Level Skills program.

To support this objective, each PQS must:

- inform prospective students they will no longer be eligible for a government subsidised training place under the Higher Level Skills program once they complete one certificate IV level or higher qualification
- disclose upfront to prospective students and clearly publish on its website, the co-contribution fee for concessional and non-concessional students for each qualification. It is approved to deliver under the program. The fee must represent the total cost to the student to enrol, undertake training and be awarded the qualification. It is not permissible to offer or publish fee-free training.
- provide prospective students, prior to enrolling, with its refund policy (outlining what the student is entitled to full or part refunds)
- direct each student to the department's Higher Level Skills student fact sheet
- supply each student with a training fact sheet or written summary information for the qualification or skill set which includes:
 - a breakdown of all costs including how and when fees will be charged and collected at the unit of competency level
 - training timelines, delivery mode, delivery location, and vocational or work placement when this is a mandatory component of the qualification under the training package

- support services available to assist students to complete training
- a requirement to complete a student training and employment survey within three months of completing or discontinuing the qualification or skill set (see the student training and employment survey fact sheet and PQS Policy, performance standard 5 for more information).

What outcomes are expected?

As a result of participating in the Higher Level Skills program, the department expects students will:

- complete a higher-level qualification or approved skill set
- transition to the workforce, advance in their chosen career or transition to university to continue their studies.

In accordance with these objectives, the department will measure PQS performance against the following key performance indicators and benchmarks:

- Qualification / skill set completions — at a minimum achieve a qualification or skill set completion rate of 65 per cent of all students who commenced training
- Employment benefit — at a minimum achieve 55 per cent of all students who commenced training gaining an employment benefit as a result of the training. This means those unemployed before training gain a job, those employed before training receive some type of job-related benefit, and those successfully transitioning to university and enrolling in their chosen course.

More information

For more information on the Higher Level Skills program, phone 1300 369 935 or visit www.training.qld.gov.au.