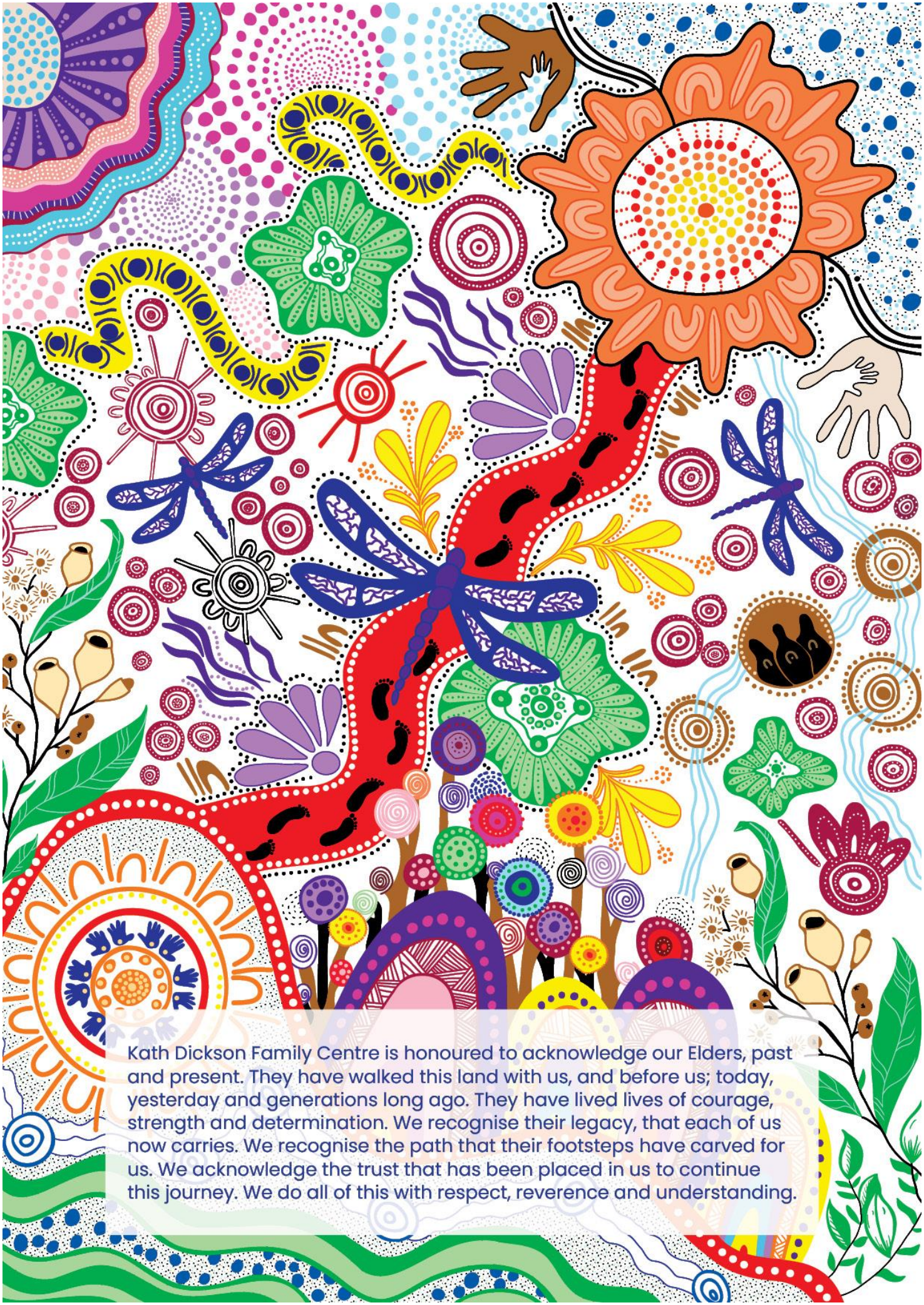
Kath Dickson INSTITUTE

STUDENT HANDBOOK

Registered Training Organisation (RTO 5394)



Kath Dickson Family Centre is honoured to acknowledge our Elders, past and present. They have walked this land with us, and before us; today, yesterday and generations long ago. They have lived lives of courage, strength and determination. We recognise their legacy, that each of us now carries. We recognise the path that their footsteps have carved for us. We acknowledge the trust that has been placed in us to continue this journey. We do all of this with respect, reverence and understanding.

WELCOME TO KATH DICKSON INSTITUTE

We're thrilled to have you join us and thank you for choosing Kath Dickson Institute as your Registered Training Organisation (RTO 5394).

Since 1996, Kath Dickson Institute (KDI) has been dedicated to delivering nationally accredited qualifications from the Community Services Training Packages. We operate in line with the National Vocational Education and Training Regulator Act 2011 and the 2025 Standards for Registered Training Organisations (RTOs), ensuring excellence in everything we do.

As a Skills Assure Supplier (SAS) for the Department of Trade, Employment and Training (DTET), we're proud to offer training and assessment services under the Career Start and Career Boost contracts.

At KDI, we specialise in face-to-face training because we know that building strong relationships with our trainers leads to better learning outcomes. All training and assessment is conducted in the workplace, bridging the gap between study and on-the-job skills. This hands-on approach ensures you gain professional expertise that's directly relevant to your future career.

Welcome to the start of your journey with KDI – we can't wait to support you every step of the way.

Warm regards,

Rachael Williams

Director, Kath Dickson Institute (RTO 5394)

Phone: 1300 336 345

Email: enrolments@kdfc.com.au

Artwork (inside cover): ***One Mob Dhiiyaan Maal by Joanne Torrens***
Joanne is a Bigambul, Bundjalung woman born in Casino New South Wales. She grew up in Casino, Boggabilla, and spent her last 30 years in Toowoomba with her family. This piece depicts a bright beautiful cultural connection, journeys and teachings with our Jarjums (children).

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OVERVIEW OF COURSES

We offer the following accredited courses:

CHC000147 Entry to Diploma of Early Childhood Education and Care

Course duration: 6 months

This set of skills that contribute towards satisfying the entry requirements for the Diploma of Early Childhood Education and Care for individuals who hold an Australian diploma in Early Childhood Education and Care or an Australian diploma or certificate III in Children's Services and cannot demonstrate 12 months of cumulative employment to gain entry to the Diploma of Early Childhood Education and Care.

CHCSS00084 Lead and Support Colleagues

Course duration: 6 Months

This skill set is for workers with existing experience or qualifications in community services or health sector roles seeking to broaden their skills. It reflects the skill requirements for team leaders, coordinators, or managers responsible for directing teams and supporting the interpersonal wellbeing of colleagues working in high-pressure or demanding environments.

CHC22015 Certificate II in Community Services

Full Time: 6 Months Part Time: 12 Months*

This qualification serves as a pathway to the CHC30125 Certificate III in Early Childhood Education and Care. It equips students with foundational practical skills necessary for roles in the community services sector.

CHC30125 Certificate III in Early Childhood Education and Care

Full Time: 12 Months Part Time: 24 Months*

This qualification prepares individuals for roles in various early childhood education settings. Workers in this field support children's wellbeing, learning, and development while implementing approved learning frameworks under the Education and Care National Quality Framework. Depending on the setting, educators may work under supervision or independently.

CHC50125 Diploma of Early Childhood Education and Care

Full Time: 24 Months Part Time: 48 Months*

This qualification is designed for early childhood educators responsible for creating and implementing curriculum in education and care services. These professionals work within the guidelines of the Education and Care National Quality Framework and may supervise volunteers or staff.

CHC62015 Advanced Diploma of Community Sector Management

Full Time: 18 Months Part Time: 36 Months*

This qualification focuses on the skills and responsibilities of middle managers or managers in community sector organisations. These professionals work independently, reporting to executive teams or boards, and handle functions such as service delivery planning, risk management, and team leadership to align with organisational goals and strategies.

**NOTE: These are recommended study timeframes. If you are receiving Government benefits for study purposes your timeframe may be stipulated by the Government Department involved.*

MEET THE TEAM

As a student with Kath Dickson Institute, you will be supported every step of the way by a team of passionate early childhood professionals within the Kath Dickson Institute:

- **Debby Mogg, CEO, Kath Dickson Family Centre**
  Responsible for setting the strategic direction for all divisions of Kath Dickson Family Centre, including Kath Dickson Institute.
- **Rachael Williams, Director, Kath Dickson Institute**
  Ensures teaching quality and student services meet the highest standards.
- **Abby Pfingst, Compliance Manager, Kath Dickson Institute**
  Keeps our programs aligned with national regulations.

In addition, we have:

- **Trainers and Assessors**, who deliver practical, real-world training and assessments.
- **Administration Staff**, who assist with enrolments and student inquiries.

Head office

5 Jennings Street
(PO Box 1746)
Toowoomba QLD 4350
1300 336 345
enrolments@kdfc.com.au
www.kdfc.com.au/institute

Trainer locations:

Toowoomba
Sunshine Coast
Brisbane
Gold Coast
South West Queensland
Ipswich
Bundaberg
Gympie
Hervey Bay
Maryborough
Townsville
Tropical North Qld
Central Queensland
Western Queensland

STUDYING WITH US

At KDI, we understand that every student has unique circumstances, goals, and learning preferences. Our supportive and flexible approach is designed to accommodate your individual needs, making it easier to balance education with work, family, and other commitments.

Competency-Based Education

Competency-based education focuses on measuring learning rather than time. Students progress by demonstrating their competence, proving they have mastered the required knowledge and skills, referred to as competencies.

Assessment

Assessment involves collecting evidence and making judgements about a student's progress towards meeting the performance criteria outlined in the Training Packages. It is an ongoing process conducted throughout the course duration.

Assessment method include:

- workbooks;
- practical tasks;
- observation/ questioning of performance;
- projects/portfolios; and
- third-party reports.

Outcomes of Assessment

Students must agree in writing to the assessment techniques and time frames established by trainers or workplace assessors. All KDI trainers are qualified to at least AQF Level IV in Training and Assessment.

If students disagree with an assessment outcome, they can initiate an appeal process as outlined in the Complaints and Appeals Policy.

Resources

KDI provides students with resources and support, including:

- 1300 phone support;

- highly qualified and experienced trainers;
- individual trainer for each student;
- quality learning resources; and
- network links.

Reasonable Adjustment

Reasonable adjustments ensure equity in teaching, learning, and assessment for learners with disabilities. Adjustments ensure:

1. Equal learning opportunities for all students
2. Equal opportunities to perform and complete assessments.

Further resources are available online:

- Disability Standards for Education 2005
- Disability Discrimination Act 1992

Recognition of Prior Learning (RPL)

RPL formally acknowledges a person's existing skills and knowledge, regardless of how, when, or where they were acquired. This process can significantly reduce the time required to achieve a qualification.

RPL assessments may include:

- workplace observation;
- interviews and professional conversations;
- work samples; and
- documented evidence.

Credit Transfer

Credit transfer recognises formal learning completed previously. KDI honours AQF qualifications and Statements of Attainment issued by other RTOs, allowing students to apply relevant units of competency towards their current course.

Gap Assessment

Gap assessments bridge the transition from superseded qualifications or units of competency to updated requirements

Vocational Placement

Vocational placement is required for students not already working in the industry, with up to 240 hours per qualification. It applies to both compulsory and elective units.

Leave Policies

Students may suspend training for up to 12 months during their study term for leave such as maternity leave, sick leave, or personal leave. Payments must continue as per the original agreement. Speak to your trainer to complete the necessary documentation.

Modes of Delivery

KDI offers various delivery options:

- Face to Face
- On-site visits
- External
- Class (where applicable)

Delivery modes may vary by course. Confirm options during enrolment.

Student Support Services

We understand that every student brings unique experiences, learning styles, and educational backgrounds. Our commitment to quality management practices ensures that all students receive effective support and services throughout their training journey.

If you need assistance at any stage, please reach out to your trainer to discuss your needs and develop a personalised support strategy.

Our support services include:

- Mentoring and Counselling;
- Language, Literacy, Numeracy and Digital (LLND) Support; and
- Disability Support.

Wellbeing Support Services

Your wellbeing is important to us. Studying can sometimes bring challenges, whether they relate to your learning, work, family commitments, finances, health, or personal circumstances. We are committed to providing a supportive and inclusive learning environment and can assist you in accessing appropriate support services when needed.

A range of wellbeing and community support services are listed below. If you are unsure where to start or would like guidance, speak with your Trainer or contact our team. We are here to support you throughout your learning journey.

Language and Cultural Support

- TAFE Queensland English Language and Literacy Services (TELLS)
- Queensland Government – Supporting Multicultural Communities
- Translating and Interpreting Service (TIS National)
- Multicultural Australia

Disability Support

- Queensland Government – Disability Support and Referral Services
- National Disability Insurance Scheme (NDIS)
- Carers Queensland

Health and Wellbeing

- Queensland Health – Health and Wellbeing Services
- Beyond Blue
- Lifeline Australia (13 11 14)
- 13YARN (First Nations Crisis Support)
- Head to Health

Crisis and Safety Support

- 1800RESPECT – Domestic, Family and Sexual Violence Support
- Kids Helpline (for younger students and parents)
- Suicide Call Back Service

Financial and Practical Support

- Services Australia (Centrelink)
- National Debt Helpline
- Ask Izzy (Housing, Food, Financial Assistance)

Aboriginal and Torres Strait Islander Support

- 13YARN
- Queensland Aboriginal and Islander Health Council (QAIHC)
- National Indigenous Australians Agency Resources

Student Safety and Child Safety

- Queensland Family and Child Commission – Child Safe Organisations
- eSafety Commissioner – Young People and Online Safety
- Queensland Human Rights Commission – Your Rights and Responsibilities

Family and Domestic Violence Support

- 1800RESPECT
- Women's Legal Service Queensland
- DVConnect Womensline Queensland
- DVConnect Mensline Queensland

Legal and Advocacy Support

- Queensland Ombudsman
- Legal Aid Queensland
- Community Legal Centres Queensland

Digital Wellbeing and Online Safety

- eSafety Commissioner
- eSafety Commissioner – Cyberbullying Support
- Scamwatch
- Australian Cyber Security Centre (ACSC)

Change in Circumstances

Students experiencing extenuating circumstances affecting their study progress must notify their trainer and the Institute Director.

Course Unavailability

If KDI is unable to deliver or cancels a scheduled course or unit, no tuition fee liability will accrue. KDI will endeavour to:

- arrange completion through another RTO; or
- offer a comparable unit of study.

If arrangements are unsatisfactory, the student will receive a full refund.

COURSE OUTLINES

CHC22015 Certificate II in Community Services

The *CHC22015 Certificate II in Community Services* equips individuals with the foundational skills needed to work effectively in the Community Services sector.

This qualification focuses on developing practical skills to support entry-level roles and is ideal for those beginning their journey in this rewarding field.

What Will I Study?

To achieve the *CHC22015 Certificate II in Community Services*, you will need to complete:

- 5 core units as outlined in the qualification framework.
- 4 elective units, with at least 2 chosen from the provided elective list. The remaining 2 units may be imported from other Training Packages or accredited courses, relevant to your work role and selected in consultation with your workplace and trainer.

For those not currently employed in a community services organisation, a workplace practicum of 50 hours is required. Practical placement hours must be completed before competency in the unit is awarded. KDI staff can assist with organising your placement and providing additional details.

Units Overview

Code	Competency Name	Hours per unit
CHCCOM001	Provide first point of contact	35
CHCCOM005	Communicate and work in health or community services	30
CHCDIV001	Work with diverse people	40
HLTWHS001	Participate in workplace health and safety	20
BSBWOR202	Organise and complete daily work activities	20
Electives from early childhood:		
CHCVOL001	Be an effective volunteer	25
CHCECE037	Support children to connect with the natural environment	50
CHCECE056	Work effectively in children's education and care	65
CHCPRT025	Identify and report children and young people at risk	40

Entry Requirements

There are no formal prerequisites for this qualification. However, applicants should have basic language, literacy, and numeracy skills. A valid Working with Children Blue Card or National Police Clearance Check is also required.

Where Can I Study?

This course is available in locations across Queensland. Contact KDI to determine the delivery modes offered in your area and find the option that best suits your needs.

CHC30125 Certificate III in Early Childhood Education and Care

This qualification prepares individuals for roles as early childhood educators in regulated children's education and care services across Australia.

Educators support children's wellbeing and development within the framework of approved learning standards. They apply a combination of well-developed skills, knowledge, discretion, and judgement, operating independently or under guidance. In some cases, this guidance may not be on-site. Early childhood educators can work in long day care centres, family day care, preschools, or kindergartens.

There are no occupational licensing, certification, or specific legislative requirements for this qualification at the time of publication. However, under the Education and Care Services National Law (2011), the Australian Children's Education and Care Quality Authority (ACECQA) provides information on approved early childhood education and care qualifications. For more details, visit www.acecqa.gov.au

What Will I Study?

To achieve the *CHC30125 Certificate III in Early Childhood Education and Care*, you will need to complete:

- 15 core units as outlined in the qualification framework.
- 2 elective units, which can be selected in consultation with your workplace and trainer.

If you are not currently employed in the industry, you will need to complete a **minimum of 160 hours** of workplace practicum in a regulated children's education and care service in Australia, as specified in the Assessment Requirements of each unit. Some units require practical work placement hours to be completed before the unit can be deemed competent. KDI staff can provide additional guidance on these requirements.

Units Overview

Code	Competency Name	Hours per unit
CHCECE030	Support inclusion and diversity	63
CHCECE031	Support children's health, safety and wellbeing	160
CHCECE032	Nurture babies and toddlers	108
CHCECE033	Develop positive and respectful relationships with children	100
CHCECE034	Use an approved learning framework to guide practice	80

CHCECE035	Support the holistic learning and development of children	100
CHCECE036	Provide experiences to support children's play and learning	75
CHCECE037	Support children to connect with the natural environment	50
CHCECE038	Observe children to inform practice	40
CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures	55
CHCECE055	Meet legal and ethical obligations in children's education and care	60
CHCECE056	Work effectively in children's education and care	65
CHCPRT025	Identify and report children and young people at risk	40
HLTAID012	Provide First Aid in an education and care setting	20
HLTWHS001	Participate in workplace health and safety	20
Electives (choose two):		
CHCDIV001	Work with diverse people	40
CHCECE039	Comply with family day care administration requirements	30
CHCPRP003	Reflect on and improve own professional practice	120

Entry Requirements

- Applicants should have sound language, literacy, and numeracy skills.
- A valid Working with Children Blue Card is required.

Where Can I Study?

This course is available in locations across Queensland. Contact KDI to determine the delivery modes offered in your area and find the option that best suits your needs.

CHC50125 Diploma of Early Childhood Education and Care

This qualification prepares educators to take on leadership roles in regulated children's education and care services in Australia.

Educators at this level are responsible for designing and implementing curricula that align with approved learning frameworks and ensuring compliance with regulatory requirements.

What Will I Study?

To achieve the *CHC50125 Diploma of Early Childhood Education and Care*, you'll need to complete:

- 12 core units as outlined in the qualification framework.
- 3 elective units, which can be selected in consultation with your workplace and trainer.

To achieve this qualification, students must complete a **minimum of 280 hours** of work in a regulated children's education and care service in Australia. These hours can be accumulated across units that require workplace experience. KDI staff are available to provide additional information on these requirements.

Units Overview

Code	Competency Name	Hours per unit
BSBTWK502	Manage team effectiveness	60
CHCECE041	Maintain a safe and healthy environment for children	55
CHCECE042	Foster holistic early childhood learning, development and wellbeing	200
CHCECE043	Nurture creativity in children	80
CHCECE044	Facilitate compliance in a children's education and care service	110
CHCECE045	Foster positive and respectful interactions and behaviour in children	60
CHCECE046	Implement strategies for the inclusion of all children	65
CHCECE047	Analyse information to inform children's learning	75
CHCECE048	Plan and implement children's education and care curriculum	180
CHCECE049	Embed environmental responsibility in service operations	73
CHCECE050	Work in partnership with children's families	70
CHCPRP003	Reflect on and improve own professional practice	120
Electives (choose three):		
BSBPEF502	Develop and use emotional intelligence	60

CHCDIV003	Manage and promote diversity	80
CHCMGT003	Lead the work team	100
CHCPOL002	Develop and implement policy	90
CHCECE052	Plan service and supports for children and families	60
CHCECE057	Use collaborative practices to uphold child protection principles	80

Entry Requirements

Entry to this qualification is available to individuals who hold:

- CHC30121 Certificate III in Early Childhood Education and Care; OR
- CHC30113 Certificate III in Early Childhood Education and Care.

Alternatively, individuals may hold:

- An Australian diploma in Early Childhood Education and Care; OR
- An Australian diploma or certificate III in Children's Services.

AND

- Demonstrate at least 12 months of cumulative employment (full-time equivalent) within the last 5 years in a regulated education and care service in Australia, supported by verifiable evidence; OR
- Hold the CHCSS00147 Entry into Diploma of Early Childhood Education and Care.

Where Can I Study?

This course is available in locations across Queensland. Contact KDI to determine the delivery modes offered in your area and find the option that best suits your needs.

CHC62015 Advanced Diploma of Community Sector Management

This qualification prepares individuals for middle to senior management roles in community sector organisations, where they work independently, report to executive teams, directors, or boards, and apply advanced knowledge and skills to achieve organisational goals and strategic objectives.

Designed specifically for early childhood professionals, the course was developed in consultation with industry leaders to address the unique needs of the sector. At this level, managers are responsible for planning and monitoring service delivery, recruiting and supporting staff (both paid and volunteer), managing risk, and leading continuous improvement. Roles may involve overseeing specific programs or projects, or managing entire organisations such as early childhood services, community centres, or not-for-profits.

What Will I Study?

To achieve the *CHC62015 Advanced Diploma of Community Sector Management*, you'll need to complete:

- 8 core units as outlined in the qualification framework.
- 5 elective units, which must be completed as specified.

Units Overview

Code	Competency Name	Hours per unit
CHCDIV003	Manage and promote diversity	80
CHCLEG003	Manage legal and ethical compliance	80
CHCMGT001	Develop, implement and review quality framework	110
CHCMGT003	Lead the work team	100
BSBFIM601	Manage finances	80
BSBINN601	Lead and manage organisational change	60
BSBMGT608	Manage innovation and continuous change	70
BSBRSK501	Manage risk	60
Electives:		
CHCCCS007	Develop and implement service programs	90
CHCPOL002	Develop and implement policy	90
CHCPOL003	Research and apply evidence to practice	65

BSBMGT605	Provide leadership across the organisation	60
BSBMGT616	Develop and implement strategic plans	80

Entry Requirements

Applicants must have strong language, literacy, numeracy and digital skills and hold a Working with Children Blue Card or a National Police Clearance Check.

While not mandatory, it is recommended that applicants have previously completed a Diploma-level qualification or equivalent.

Advanced Diploma qualifications and higher require students to hold a supervisory role in the workplace or possess substantial experience in the designated occupation.

Where Can I Study?

This course is available in locations across Queensland. Contact KDI to determine the delivery modes offered in your area and find the option that best suits your needs.

CHCSS00084 Lead and support colleagues

The CHCSS00084 Lead and support colleague's skill set reflects the skill requirements for team leaders, coordinators, or managers responsible for directing teams and supporting the interpersonal wellbeing of colleagues working in high-pressure or demanding environments. Units in this skill set provide credit towards a range of qualifications in the CHC Community Services Training Package at a Certificate IV, Diploma, or Advanced Diploma level.

What will I study?

To achieve *CHCSS00084 Lead and support colleagues*, 3 units will be completed from the CHC Community Services Training Package to provide a set of skills to support the wellbeing of colleagues working in stressful and demanding roles.

Units Overview

Code	Competency Name	Hours per unit
CHCMGT003	Lead the work team	50
CHCMGT005	Facilitate workplace debriefing and support processes	60
CHCPRP003	Reflect and improve own professional practice	40

What are the entry requirements?

This skill set is for workers who are currently employed in the early childhood education and care sector with existing experience or qualifications in community services or health sector roles seeking to broaden their skills. It is recommended to hold a Certificate III level qualification or higher.

Applicants should have sound language, literacy and numeracy skills and possess a Working with Children Blue Card.

Practical Assessment Requirements

To complete this skill set, you must have access to an early childhood service and be able to monitor colleagues in the workplace to complete the following assessment task:

Workplace Task Summary:

Following your service's policies, you will observe and monitor the wellbeing of two (2) colleagues experiencing stress or an increased workload (completed one at a time over several days). You will provide appropriate support and reflect on your own professional practice.

Where can I study?

You are able to study throughout most locations in Queensland; however, you will need to contact the Institute to ascertain what delivery modes are available to you in each region.

Modes of Delivery

The options that are currently available are:

- External

CHCSS00147 Entry to Diploma of Early Childhood Education and Care

CHCSS00147 is a set of skills that contribute towards satisfying the entry requirements for the Diploma of Early Childhood Education and Care for individuals who hold an Australian diploma in Early Childhood Education and Care or an Australian diploma or certificate III in Children's Services and cannot demonstrate 12 months of cumulative employment to gain entry to the Diploma of Early Childhood Education and Care.

What will I study?

To achieve *CHCSS00147 Entry to Diploma of Early Childhood Education and Care*, 3 units will be completed from the CHC Community Services Training Package to provide a set of skills to contribute towards satisfying the entry requirements for the Diploma of Early Childhood Education and Care.

Units Overview

Code	Competency Name	Hours per unit
CHCECE037	Support children to connect with the natural environment	50
CHCECE038	Observe children to inform practice	40
CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander people's cultures	55

What are the entry requirements?

Applicants should have sound language, literacy and numeracy skills and possess a Working with Children Blue Card.

Where can I study?

You are able to study throughout most locations in Queensland; however, you will need to contact the Institute to ascertain what delivery modes are available to you in each region.

OUR COMMITMENT TO YOU

The Code of Practice is our commitment to you. It provides a framework for delivering high-quality training to all clients. It is built on several core principles, including but not limited to those outlined below, which support the operation of a quality-focused institute.

Access and Equity

KDI ensures that all students are recruited ethically and responsibly, in line with the requirements of the National Training Package. Our Access and Equity Policy guarantees clear and concise access to information about our courses and services.

Support services are available to assist students with disabilities, career counselling, mentoring, and Language, Literacy, and Numeracy (LLN) needs, helping them to successfully complete their studies.

We implement strategies to support flexible delivery and reasonable adjustments to accommodate learners with diverse needs and circumstances. Additionally, students have the opportunity to apply for Recognition of Prior Learning (RPL) based on their existing knowledge and experience.

Protection of Confidentiality

KDI is committed to protecting the privacy and confidentiality of students and employers in accordance with the Privacy Act. Measures to safeguard sensitive information include:

1. Secure storage. Sensitive data is collected and stored securely, with access limited to authorised staff.
2. Confidentiality agreements. All staff sign confidentiality agreements outlining their responsibility to protect sensitive information.
3. Data protection. A secure, password-protected student management system is used to store learner and stakeholder information, with access restricted to authorised personnel.
4. Staff training. Ongoing training ensures staff understand the importance of confidentiality and comply with privacy legislation.
5. Clear policies and procedures. KDI maintains and regularly reviews policies and procedures for managing sensitive information, ensuring staff are fully informed.

These measures ensure compliance with privacy legislation and protect the confidentiality of sensitive information.

Marketing

KDI markets its courses with integrity and accuracy, avoiding vague or ambiguous statements about Vocational Education and Training. We do not make false or misleading comparisons with other providers.

For specific programs, such as Career Start and Career Boost, all marketing materials acknowledge the contribution of the Queensland Government, as required by the Department of Trade, Education and Training (DTET).

STUDENT OBLIGATIONS

At KDI, we uphold clear standards and expectations to ensure a professional and supportive learning environment for all students. Below are key requirements, responsibilities, and legislative obligations.

Work Submission Standards

- All written work must be submitted via email attachment to your trainer or on A4 paper if in addition to the supplied paper assessment.
- Do not use staples, plastic sleeves, or folders for paper submissions.
- It is a student responsibility to keep a copy of submitted assessments.
- Pencil submissions will not be accepted; any work submitted in pencil must be resubmitted in blue or black pen.
- To facilitate electronic scanning and storage, only blue or black pen is permitted.
- The standard of submitted work must align with the Australian Core Skills Framework, which your trainer will explain during enrolment.

Progression of Study

To maintain steady progress, students are required to submit a minimum of one (1) competency every month.

Student Responsibilities – Academic Integrity and Professional Conduct

As a student, you are expected to conduct yourself honestly, respectfully, and professionally throughout your training and assessment.

Students must:

- Complete all assessment work honestly and ensure submitted work is their own.
- Use learning resources, including AI tools, in accordance with KDI requirements and assessment instructions.
- Not copy, share, purchase, or submit another person's work as their own.
- Not allow others to complete assessment tasks on their behalf.
- Provide genuine workplace evidence and participate honestly in workplace observations and assessment activities.

- Demonstrate the knowledge and skills required by the qualification and be able to explain assessment responses in their own words.
- Treat trainers, assessors, workplace supervisors, fellow students, and staff with courtesy, respect, and professionalism.
- Follow workplace policies, procedures, and professional standards while undertaking training and assessment activities.
- Communicate respectfully and respond appropriately to feedback and support provided by trainers and assessors.
- Maintain the privacy and confidentiality of children, families, clients, colleagues, and workplace information encountered during training and assessment.

Academic Misconduct

Academic misconduct may include, but is not limited to:

- Plagiarism or copying another person's work.
- Submitting AI-generated responses as your own work without demonstrating your understanding.
- Sharing assessment answers with other students.
- Fabricating workplace evidence, observations, logbook hours, records, or third-party reports.
- Falsifying signatures or assessment documentation.
- Any dishonest conduct that gives an unfair advantage in assessment.

Where academic misconduct is identified or suspected, KDI may require additional questioning, request resubmission of assessment tasks, investigate the matter further, or take other action in accordance with organisational policies and procedures.

Legislative Obligations

Students have several legal requirements and responsibilities that directly affect their study and work. It is essential to understand the Acts and Regulations relevant to your workplace.

Kath Dickson Institute is committed to complying with all applicable State, Territory, and Commonwealth legislation, including but not limited to:

- Work Health and Safety Act 2011
- Anti-Discrimination Act 1991 (QLD)
- Child Protection Act 1999 (QLD)

- Privacy Act 1988 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Fair Work Act 2009 (Cth)

Your trainer will provide further information on how these laws may impact your studies and workplace responsibilities

Falsified Documentation

Providing misleading or false documentation, such as fraudulent qualifications, will be reported to:

1. The CEO of Kath Dickson Family Centre Limited.
2. The Workplace Director.
3. The Department of Trade, Employment and Training. (DTET)

Replacement Documents

The cost of issuing qualifications, statements of results, and statements of attainments is included in course fees. If a replacement is required due to loss, damage, or destruction, the following fees apply:

Document	Cost
Statement of Attainment	$50
Statement of Results	$50
Diploma Qualification	$50
Certificate IV Qualification	$50
Certificate III Qualification	$50
Certificate II Qualification	$50
Re-evaluation of Results (1 hour or less)*	$55

**The re-evaluation fee is fully refundable if the result is upgraded.*

COURSE FEES AND PAYMENTS

Fees

A range of subsidies and financial support options are available to help make your education more accessible. Depending on your situation, you may be eligible for government-funded programs, employer support, or other financial assistance.

For details on enrolment fees, tuition fees, and resource fees applicable to your program or qualification, please refer to the specific course information provided during enrolment and at the end of this handbook.

Our team is here to help you navigate these options and find the best solution for your needs.

Payment Plans

KDI offers a convenient payment plan system through PaySmart Direct Debit. This allows students to pay course fees over the duration of their study with interest-free payments, starting from a minimum of $20.00 per fortnight.

- Fee-for-Service students must adhere to the agreed payment schedule.
- Full course fees are quoted upon enrolment, and payment plans must be maintained to avoid default fees.
- Failure to meet financial commitments may result in the cancellation of studies. Three consecutive payment defaults with PaySmart will lead to automatic withdrawal, including applicable fees (refer to the Refunds/Withdrawal policy).

By enrolling and signing the Terms and Conditions, students commit to paying all course and associated fees.

Cooling-Off Period

Students are entitled to a 7-day cooling-off period (from the date of enrolment). During this time, students may withdraw from their course without incurring any penalties on course costs, excluding the non-refundable enrolment fee.

Financial Hardship

Students facing financial hardship may apply for a review of their payment commitments. The process is as follows:

1. Submit a written application detailing the financial hardship.
2. Include supporting documentation:
    - A full statement of affairs.
    - Current payslip.
    - Current tax return.
    - A letter explaining the reasons for extreme hardship.
3. Applications must be submitted before enrolment and addressed to the Institute Director.
4. The application will be reviewed by the Chief Executive Officer, Institute Director, and Board of Directors.
5. A decision will be communicated within 14 days of receipt of the application.

If the outcome is unsatisfactory, students may refer to the complaints and appeals process.

ENROLMENT

Course Admission

To gain admission, students must complete the following:

1. Submit an online enrolment form;
2. Arrange payment of fees and establish a payment plan with the Finance team;
3. Provide a Unique Student Identifier (USI) number; and
4. Submit evidence to support eligibility for Government funding (if applicable).

Students are required to make reasonable progress with their studies as outlined in their training plans. Failure to do so may result in the cancellation of enrolment.

Upon completion of the enrolment process, a Confirmation of Enrolment will be issued.

Evidence Requirements for Enrolment

Students must provide the following documentation:

- **Official Transcript/Statement of Results** from previous studies.
- **First Aid Certificate** with course codes HLTAID009 and HLTAID012 (must be current).
- **Health Care Card or Pension Card** (valid on the day of enrolment) to access subsidised fees. Full fees apply until proof is supplied (for Trainees, Apprentices, Career Start General Training and career Boost General Trainings).
- **Bank Account Details** (BSB and account number) for fortnightly direct debit payments
- **Proof of Address**, such as a colour copy of a green Medicare Card and Driver's Licence or Over 18 Card (for Certificate II Guarantee, Certificate 3 Guarantee, and Higher-Level Skills students).
- **Working with Children Blue Card**.

Unique Student Identifier (USI) Numbers

A USI number is mandatory for enrolment. It ensures your training records and results are securely stored in an online account controlled by you. KDI will securely store your USI in the Student Management System to prevent misuse.

If you do not have a USI, you can create one at www.usi.gov.au

Important:

- Enrolments cannot be processed without a valid USI.
- Qualifications or Statements of Attainment will not be issued until the USI is received and verified, unless an exemption applies.

Language, Literacy, Numeracy and Digital

LLND skills will be assessed during the student's first visit with their trainer to determine if additional support is needed.

Training often demands higher LLND skills than those required in the workplace. Assessments will focus on the specific LLND skills outlined in the units of competency, ensuring evidence-gathering techniques are accessible for all students.

Blue Card

To work in Early Childhood Education and Care Services in Queensland, students must obtain a Blue Card from the Commission for Children and Young People and Child Guardian. This system helps monitor and safeguard individuals working with children and young people.

More information is available at www.bluecard.qld.gov.au

First Aid

Holding a current First Aid Certificate is a core component of training. KDI offers first aid training as part of its services.

For more information about the first aid schedule, consult your trainer.

EXTENSIONS AND WITHDRAWAL

Completion

To complete your course, you must finish all off-the-job and on-the-job components for each unit in your program. Once your course is completed and fees are paid in full, your Qualification and Statement of Results will be issued within 30 calendar days.

Extensions

Students in **Fee-for-Service** arrangements will be withdrawn once their course timeframe expires unless they request an extension and pay the applicable fees:

- $50.00 for the first three (3) months.
- $100.00 for the subsequent three (3) months.

A maximum extension of six (6) months is allowed. After this period, students will be withdrawn and must re-enrol to complete their qualification. Withdrawal fees and new course costs will apply, with no exceptions.

Students under Government funded arrangements are subject to strict timelines set by the Department of Trade, Employment, and Training (DTET). Extensions require an application to DTET. Students in these programs may be granted an extension for documented leave (e.g., maternity leave, illness). If additional time is needed, one month will be allowed for each remaining competency. Extensions are granted at the discretion of the trainer.

Withdrawal process

If you wish to withdraw from a course, you must notify your trainer in writing via email, written correspondence, or social media. A Statement of Attainment will be issued within 30 calendar days of withdrawal, provided all applicable fees are finalised. No documentation will be issued if fees remain outstanding.

Refund Policy

Trainees and Apprentices:

- A full refund will be provided for student contribution fees for training that has not commenced at the time of enrolment cancellation.

- A proportionate refund will be issued for units of competency from which the participant has withdrawn.
- Employers or industry sponsors will be refunded for any additional charges paid beyond the participant and government contributions.

General Training:

- No refunds will be issued once the course has commenced.
- Course commencement is defined as the point at which study materials are provided.

Fee-for-Service Students:

A full refund (excluding the enrolment fee) will be provided if no study materials or training have been delivered.

If training has commenced, the following withdrawal fees apply:

Enrolment validity	Withdrawal fee
0-1 Month from start date	10% of course fee + enrolment fee
1-2 Months from start date	25% of course fee + enrolment fee
2-3 Months from start date	50% of course fee + enrolment fee
3+ Months from start date	$1500 (capped) or equivalent course costs (whichever is higher) + enrolment fee

NOTES:

- The start date is the date specified on your enrolment form.
- Equivalent course costs include fees for units of competency completed and training already delivered.

Skillset and single unit Students:

Students enrolled in a skill set have 6 months from the date of enrolment to complete all training and assessment requirements. Students who do not complete within this timeframe will be withdrawn from the course. Requests for an extension may be considered in exceptional circumstances. Students wishing to continue after withdrawal may be required to re-enrol and will be assessed against current funding eligibility requirements.

Students enrolled in a single unit have 3 months from the date of enrolment to complete all training and assessment requirements. Students who do not complete within this timeframe may be withdrawn from the unit. Students wishing to continue after withdrawal will be required to re-enrol and pay the applicable course fees.

COMPLAINTS AND APPEALS

Kath Dickson Institute (KDI) has established policies and procedures to address complaints and appeals promptly and constructively.

Students or employees who are clients of KDI have the right to raise complaints, which may be heard by the Institute Director, Chief Executive Officer, or the Board of Directors.

- Complaint: A formal expression of dissatisfaction with a service provided by Kath Dickson Institute, including staff conduct, course delivery, assessment practices or administrative services.
- Appeal: A request for a review of a decision made by Kath Dickson Institute, including decisions on assessment or enrolment status.

Complaints Process

If a student has a grievance about Kath Dickson Institute practices or personnel, the following steps apply:

1. Initial Contact: Articulate the grievance to the student/client's nominated Trainer/Assessor.
2. Written Submission: If unresolved, submit the grievance in writing to the Institute Director for further investigation.
3. Investigation: The Institute Director will investigate the complaint and respond within five (5) working days.

4. Escalation to CEO: If no agreement is reached, the matter will be referred to the Chief Executive Officer. At this stage, the student may engage the support of an advocate.
5. Final Decision by Board: If still unresolved, the complaint will be referred to the Kath Dickson Family Centre Ltd Board of Directors, whose decision will be final.

If the Board anticipates that resolving the complaint will take more than 60 calendar days, the organisation will:

- Notify the complainant in writing, explaining why additional time is needed.
- Provide regular updates on the progress of the complaint.

Throughout this process, all parties will be treated with respect and dignity. The outcome of the complaint process will be communicated in writing within seven (7) days of the final decision.

Appeals Process

If a student has a grievance regarding an assessment outcome, the following steps apply:

1. Lodging an Appeal:
   If a client wishes to appeal a decision made by Kath Dickson Institute (e.g. assessment results), the appeal must be lodged in writing via e-mail to the Institute Director within fourteen (14) days of the decision.
2. Acknowledgement
   Institute Director will acknowledge receipt of the appeal within five (5) working days.
3. Review process
   An independent panel or individual, not involved in the original decision, will review the appeal. The review process will be completed within twenty (20) workings days of acknowledging the appeal.
4. Outcome
   The appellant will receive a written outcome of the review, including the reasons for the decision and any actions taken, within ten (10) working days of the conclusion of the review.
5. Escalation to CEO: If no agreement is reached, the matter will be referred to the Chief Executive Officer. At this stage, the student may engage the support of an advocate.
6. Final Decision by Board: If still unresolved, the appeal will be referred to the Kath Dickson Family Centre Ltd Board of Directors, whose decision will be final.

If the Board anticipates that resolving the appeal will take more than 60 calendar days, the organisation will:

- Notify the appellant in writing, explaining why additional time is needed.
- Provide regular updates on the progress of the appeal.

Throughout this process, all parties will be treated with respect and dignity. The outcome of the appeal process will be communicated in writing within seven (7) days of the final decision.

If you are not satisfied with the outcome of KDI's internal complaints and appeals process, you may seek independent advice or lodge a complaint with the National Training Complaints Hotline.

PROGRAM DEFINITIONS

Government Funded Programs

Qualifications available under Traineeships and Apprenticeships are:

- CHC30125 Certificate III in Early Childhood Education and Care
- CHC50125 Diploma of Early Childhood Education and Care

Eligibility Requirements:

- Minimum 15 hours per week permanent employment is required.
- School based trainees'/Apprentices' employment arrangement have a minimum requirement of 100 days (750 hours). Further details can be found at https://desbt.qld.gov.au/training/apprentices/sats
- Employer must agree to enter into a Contract between the DTET, the Employer and the Apprentice/Trainee.
- Apprentices and Trainees are placed on a monthly visit schedule (visit schedule may be negotiated upon enrolment).
- After registration, Apprentices and Trainees are issued with a specific start and end date that need to be adhered to.

**All training is government subsidised. Information regarding this can be obtained at www.training.qld.gov.au*

Government Subsidies apply for Trainees and Apprentices as outlined below:

Contract Name	SE Subsidy 100%	Country Subsidy 115%	Remote Subsidy 175%	Cape York 250%
Apprentice / Diploma (15 units)	$826.67	$950.67	$1446.67	$2066.68
	Total funding per student $12,400			
Trainee/ Cert III (17 units)	$390.00	$448.50	$682.50	$975.00
	Total funding per student $6,630			

General Training

Qualifications available under **Career Start General Training** are:

- CHC22015 Certificate II in Community Services
- CHC30125 Certificate III in Early Childhood Education and Care
- CHCSS00084 Lead and support colleagues (Skillset)

Eligibility Requirements:

- aged 15 years or older;
- not be a school student;
- permanently reside in Queensland;
- Australian citizen, Australian permanent resident (includes humanitarian entrant), temporary resident with the right visa and work permits on the pathway to permanent residency, or a New Zealand citizen;
- not already have a certificate III or higher qualification completed within the last 10 years (qualifications completed as a school student and foundation skills do not count).

Qualification available under **Career Boost General Training** is:

- CHC50125 Diploma of Early Childhood Education and Care

Eligibility Requirements:

- aged 15 years or older;
- not be a school student;
- permanently reside in Queensland;
- Australian citizen, Australian permanent resident (includes humanitarian entrant), temporary resident with the right visa and work permits on the pathway to permanent residency, or a New Zealand citizen;
- not already have a qualification at certificate IV or higher.

Program	Pathway	SE Subsidy 100%	Country Subsidy 115%	Remote Subsidy 175%	Cape York 250%
Career Start Cert II - Concession (9 units)	General Training	$231.11	$265.78	$404.44	$577.78
		Total funding per qualification $2,080			
Career Start Cert II - Non-Concession (9 units)	General Training	$184.89	$212.62	$323.56	$462.23
		Total funding per qualification $1,664			
Career Start Cert III - Concession (17 units)	General Training	$293.82	$337.89	$514.19	$734.55
		Total funding per qualification $4,995			
Career Start Cert III - Non-Concession (17 units)	General Training	$261.18	$300.36	$457.07	$652.50
		Total funding per qualification $4,440			
Career Boost Diploma - Concession (15 units)	General Training	$581.40	$668.61	$1,017.45	$1,453.50
		Total funding per qualification $8,721			
Career Boost Diploma - Non-Concession (15 units)	General Training	$478.80	$550.62	$837.90	$1,197.00
		Total funding per qualification $7,182			
Career Boost Diploma - Concession (3 units)	General Training	$581.40	$668.61	$1,017.45	$1,453.50
		Total funding per qualification $1768			
Career Boost Diploma - Non-Concession (3 units)	General Training	$478.80	$550.62	$837.90	$1,197.00
		Total funding per qualification $1456			

Fee-for-Service Programs

Qualifications available under Queensland VET Investment:

CHC22015 Certificate II in Community Services

Eligibility Requirements:

- Students enrolled pay for their own training costs.
- Students must progress through their studies as per their training plan and will receive support from a trainer regularly in the workplace.
- Students have an option to be external, to progress reasonably through their studies at their own pace with trainer visits but are supported by a trainer through social media, student support line and e-mail. Workplace visits need to be conducted at a minimum of 2 times during the duration of the course or as required for the student to achieve competency.

CHC30125 Certificate III in Early Childhood Education and Care

Eligibility Requirements:

- Students enrolled pay for their own training costs.
- Students must progress reasonably through their studies as per their training plan and will receive support from a trainer regularly in the workplace.
- Students have an option to be external, to progress reasonably through their studies at their own pace with trainer visits but are supported by a trainer through social media, student support line and e-mail. Workplace visits need to be conducted at a minimum of 2 times per year or as required for the student to achieve competency.

CHC50125 Diploma of Early Childhood Education and Care

Eligibility Requirements:

- Students enrolled pay for their own training costs.
- Students must progress reasonably through their studies as per their training plan and will receive support from a trainer regularly in the workplace.
- Students have an option to be external, to progress reasonably through their studies at their own pace with trainer visits but are supported by a trainer through social media, student support line and e-mail. Workplace visits need to be conducted at a minimum of 2 times per year or as required for the student to achieve competency.

CHC62015 Advanced Diploma of Community Sector Management

Eligibility Requirements:

- Students enrolled pay for their own training costs.
- Students must progress reasonably through their studies as per their training plan and will receive support from a trainer regularly in the workplace.
- Students have an option to be external, to progress reasonably through their studies at their own pace with trainer visits but are supported by a trainer through social media, student support line and e-mail. Workplace visits need to be conducted at a minimum of 2 times per year or as required for the student to achieve competency.

CHCSS00084 Lead and support colleagues (Skillset)

Enrolment Requirements:

- Students enrolled pay for their own training costs.
- Students must progress reasonably through their studies as per their training plan.
- Students will be external, to progress reasonably through their studies at their own pace with student support line and e-mail.

CHCSS00147 Entry into Diploma of Early Childhood Education and Care (Skillset)

Enrolment Requirements:

- Students enrolled pay for their own training costs.
- Students must progress reasonably through their studies as per their training plan.
- Students will be external, to progress reasonably through their studies at their own pace with student support line and e-mail.

FEE CONDITIONS

Government Funded Programs

A. The **Co-Contribution Fee** must represent the total cost to the Student, including any enrolment charges (e.g. ID card fees), tuition, services and materials fees, and all other mandatory costs related to delivering training, assessment, and awarding the Qualification. This also includes costs such as criminal history checks, where required for Vocational placement or employment in certain occupations.

B. Upfront charging and collection of the total Co-contribution fee is prohibited. The SAS cannot request or demand more than 30% of the total Co-contribution fee cost upfront.

C. Where the SAS must collect a Co-contribution fee, it may be paid on behalf of the Student by their employer or a third party unrelated to the SAS, but cannot be paid or waived by the SAS (whether directly or indirectly), unless approved in writing by the Department. The SAS must not refund, return, or provide cash payments (including 'referral fees' or other bonuses) to any fee payer, including third parties.

D. The SAS must charge, collect, and report Co-contribution fees at the Unit of competency level. **Co-contribution fees must be reported in whole dollar values for each unit via the SAS's VET activity data submission**, regardless of who pays the Co-contribution fee. Unit fees must total the published Co-contribution fee and be calculated either by evenly dividing the total Co-contribution fee across payable units, or proportionally based on the relative length of each unit. The SAS must retain evidence of all Co-contribution fees charged and collected.

E. A Student's eligibility for **Concessional status (or PPG status if an apprentice or trainee)** must be confirmed by the SAS at the time of enrolment, with appropriate evidence retained to support the higher Government subsidy. The higher subsidy enables the SAS to reduce Co-contribution fees and/or provide increased learning support for disadvantaged Students. Evidence must be retained for all Students whose circumstances have been assessed as fully or partially exempt from the requirement to pay fees.

F. Fees cannot be charged for:

- Outcome 60 (credit transfer);
- Outcome 65 (transitional gap training) – when transitioning a Student from a superseded Qualification to the new Qualification and a completed Unit of competency is identified during the mapping process as similar but not equivalent, therefore gap training and assessment is required; or when a Student has completed a Unit of competency and the competency has been superseded and is similar but not equivalent, therefore gap training and assessment is required (however the Qualification code remains the same);
- Student cohorts exempt from paying Co-contribution fees as specified below.

G. Where the Queensland Government states in writing that the collection of Co-contribution fees is optional, the SAS may choose not to collect the Co-contribution fee. In such cases, any decision by the SAS to not collect a Co-contribution fee does not create a financial liability for the Department. The SAS is not entitled to seek reimbursement from the Department for any foregone Co-contribution fee revenue.

H. Cost recovery: Atypical and minor charges by SAS are permitted on a cost recovery basis for services that are not required for the standard delivery of training and assessment services and awarding of a Qualification. This would apply if a Qualification had to be reissued – the SAS (or Department, if applicable) may charge the Student for this service on a cost-recovery basis.

Additional Conditions that apply to General Training:

A. Students undertaking Certificate III and above vocational Qualifications, and Skill sets, as well as non-concessional Students enrolled in lower-level vocational Qualifications, are required to contribute to the cost of their training through the payment of a Co-contribution fee. The SAS determines the Co-contribution fee amount. **Note:** The Co-contribution fee should represent a meaningful contribution toward the cost of training and must not be set at an artificially low rate to attract or incentivise student enrolment.

B. A SAS may have different offerings for the same Qualification, which can vary based on factors such as delivery mode (e.g. face-to-face or online), location (e.g. regional or Southeast Queensland), work placements, and high-cost electives. A SAS may charge a different Co-contribution fee for each offering of a Qualification under a general training pathway.

C. **Concessional student status** applies when the student falls into one of the following categories:
   - Holds a Health Care, Veteran or Pensioner Concession Card issued under Commonwealth law, or is the partner or a dependant of a person who holds such a card and is named on the card;
   - Holds an official form issued under Commonwealth law confirming that they, their partner, or the person of whom they are a dependant is entitled to concessions under a Health Care, Veteran or Pensioner Concession Card;
   - Identifies as Aboriginal or Torres Strait Islander;
   - Has a disability;
   - Is an adult prisoner.

D. **Full fee exemption**: The SAS must apply a full Co-contribution fee exemption where the student falls into one of the following categories:
   - Skilling Queenslanders for Work or SQW participants – this training is provided fee-free to Students with any additional costs met through SQW funding;
   - Specific fee-free training programs as announced by the Queensland Government;
   - Foundation skills – this training is fee-free;
   - Lower-level vocational Qualifications for concessional Students – this training can be provided fee-free to Students, as determined by the SAS.

Additional Conditions that apply to Apprenticeships and Traineeships:

A. Co-contribution fees are set by the Department at $1.60 per nominal hour for each Unit of competency or Module and must be calculated at the commencement of each unit or Module. The Co-contribution fee applies consistently across all SAS delivering apprenticeships and traineeships. Adjustments to the Co-contribution fee may be applied annually and will be made solely by the Department, with formal notification provided to SAS.

B. Additional Co-contribution fees may be charged to the employer; however, these must be negotiated, agreed upon with the employer, and documented upfront, before the apprentice or trainee enrols in training and training commences.

C. When the individual converts from a school-based apprenticeship or traineeship (SAT) to a full-time or part-time apprenticeship or traineeship, Co-contribution fees must be charged for training and assessment for any units of competency not yet commenced. This does not apply to Free Apprenticeships for under 25s.

D. Partial fee exemption: The SAS must charge only 40 per cent of the Co-contribution fee where the apprentice or trainee falls into one of the following categories:

- Was or will be under 17 years of age at the end of February in the year in which the SAS provides training, and is not at school and has not completed year 12;
- Holds a Health Care, Veteran or Pensioner Concession Card issued under Commonwealth law, or is the partner or a dependant of a person who holds such a card and is named on the card;
- Holds an official form issued under Commonwealth law confirming that the individual, their partner or the person of whom they are a dependant, is entitled to concessions under a Health Care, Veteran or Pensioner Concession Card;
- Identifies as Aboriginal or Torres Strait Islander.

E. **Full fee exemption**: The SAS must apply a full Co-contribution fee exemption where the apprentice or trainee falls into one of the following categories:

- Undertaking a Qualification as part of the Skilling Queenslanders for Work or SQW – Work Skills Traineeship program;
- School-based apprenticeship or traineeship;
- Specific fee-free training programs as announced by the Queensland Government;
- Foundation skills – this training is fee-free.

Where payment would cause extreme financial hardship, the SAS may also waive the Co-contribution fee. A Co-contribution fee waiver process should be in place at the time of

enrolment. The SAS must also have a reasonable internal process to manage appeals regarding Co-contribution fee waiver decisions.

F. **Free Apprenticeships**: The SAS must not charge a fee to any individual who is eligible for a Government subsidy under the Free Apprenticeships for Under 25s initiative. The Department will cover the Co-contribution fee.

General Training

A co-contribution fee must be made by students undertaking a Certificate III level or higher. The fee may be paid on behalf of the student by a third party, but cannot be paid or waived by the RTO.

Fee structures are decided by KDI and are listed below.

1. Partial exemptions apply if the student falls within one of the following categories:
2. The student holds a health care card or pensioner card issued under Commonwealth law, or is the partner or a dependent of a person who holds a health care card or pensioner concession card and is named on the card;
3. The student issues the RTO with an official form under Commonwealth law confirming that the student, his or her partner or the person of whom the participant is a dependent, is entitled to concessions under a health care card or pensioner concession card;
4. The student is an Aboriginal or Torres Strait Islander;
5. The student is a school student and is enrolled in a VETis program (may include youth in detention);
6. The student has a disability
7. The student is an adult prisoner

Full exemptions are granted if the student has received credit transfer or national recognition for a Unit of Competency.

CHC22015 Certificate II in Community Services (Career Start General Training)

Total units: 9 units (5 Core units and 4 Elective units)

Full fee: $16.00 per unit

Concession fee: $7.00 per unit

CHC30125 Certificate III in Early Childhood Education and Care (Career Start General Training)

Total units: 17 units (15 Core units and 2 Elective units)

Full fee: $16.00 per unit

Concession fee: $7.00 per unit

CHC50125 Diploma of Early Childhood Education and Care (Career Boost General Training)

Total units: 15 units (12 Core units and 3 Elective units)

Full fee: $35.00 per unit

Concession fee: $14.00 per unit

CHCSS00084 Lead and support colleagues skillset (Career Boost General Training)

Total units: 3 units

Full fee: $35.00 per unit

Concession fee: $14.00 per unit

Fee-for-Service Programs

CHCSS00084 Lead and support colleagues skillset (Career Boost General Training)

Total units: 3 units

Resources: $200.00 per unit

RPL fee: $150.00 per unit (must be identified upon trainer induction to receive this rate)

CHC22015 Certificate II in Community Services

Total units: 9 units (5 Core units and 4 Elective units)

Resources: $150.00 per unit

First Aid: $135.00

RPL fee: $100.00 per unit (must be identified upon enrolment to receive this rate)

Enrolment fee: $100.00 (non-refundable upfront cash payment upon enrolment)

Tuition fees excluding enrolment fee are paid off fortnightly via Debit Success (Direct Debit company) over your study period.

CHC30125 Certificate III in Early Childhood Education and Care

Total units: 17 units (15 Core units and 2 Elective units)

Resources: $200.00 per unit

First Aid: $135.00

RPL fee: $150.00 per unit (must be identified upon trainer induction to receive this rate)

Enrolment fee: $100.00 (non-refundable upfront cash payment upon enrolment)

Tuition fees excluding enrolment fee are paid off fortnightly via Debit Success (Direct Debit company) over your study period.

CHC50125 Diploma of Early Childhood Education and Care

Total units:	15 units (12 Core units and 3 Elective units)
Resources:	$200.00 per unit
First Aid:	$135.00
RPL fee:	$150.00 per unit (must be identified upon enrolment to receive this rate)
Enrolment fee:	$100.00 (non-refundable upfront cash payment upon enrolment)

Tuition fees excluding enrolment fee are paid off fortnightly via Debit Success (Direct Debit company) over your study period.

CHC62015 Advanced Diploma of Community Sector Management

Total units:	13 units (8 Core units and 5 Elective units)
Resources:	$250.00 per unit
RPL fee:	$150.00 per unit (must be identified upon enrolment to receive this rate)
Enrolment fee:	$100.00 (non-refundable upfront cash payment upon enrolment)

Tuition fees excluding enrolment fee are paid off fortnightly via Debit Success (Direct Debit company) over your study period.

OUR FOUNDER AND OUR INSPIRATION

Kath Dickson

1910–2003

Inspirational Educator and Community Champion

Kath Dickson dedicated her life to education and community service, leaving an enduring legacy in Toowoomba and beyond.

Kath was one of Queensland's first graduate teachers. She taught in both rural and urban schools, where her leadership and passion for the arts and children's wellbeing shone.

During World War II, she served as a Captain in the Australian Army Medical Women's Service, working across the Pacific in education and reconstruction efforts. After the war, she became one of Queensland's first female principals, leading schools in Mackay, Rockhampton, and Toowoomba.

Retiring in 1975, Kath pioneered family day care in Toowoomba, establishing the Kath Dickson Family Centre, Queensland's first family day care scheme. She also founded a Toy Library to provide practical support for disadvantaged families and children.

A tireless volunteer, Kath was an active member of numerous organisations, including the Red Cross, Girl Guides, and Amnesty International, where she became Australia's longest-serving member. In 1976, she was awarded the Order of the British Empire (OBE) for her lifelong dedication to community.

Her legacy as a compassionate leader and advocate for children's wellbeing, education, and the arts continues to inspire us all..

Listen to Kath Dickson's extraordinary life story in her own words:

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Kath Dickson Institute
is a registered training
organisation (RTO 5394)

Trainer locations

TOOWOOMBA

SUNSHINE COAST

BRISBANE

GOLD COAST

SOUTH WEST QUEENSLAND

IPSWICH

BUNDABERG

GYMPIE

HERVEY BAY

MARYBOROUGH

TOWNSVILLE

TROPICAL NORTH QLD

CENTRAL QUEENSLAND

WESTERN QUEENSLAND