



Statement of Fees 2025

KnowledgeSpace Pty Ltd
RTO 21481

VIC Skills First Program

Skills First is a Victorian Government program that provides access to government-subsidised training for courses. If you are eligible, your tuition fees will be lower. 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 First* subsidised training:

- You must be an Australian citizen, or an Australian permanent resident, or a New Zealand citizen.
- You must be physically present in Victoria while participating in training and assessment.
- *Skills First* funding is limited to two courses at a time, two courses in a year.

You may be eligible for concession rates if you have a valid and current evidence of concession. You will be charged the concession rate which is equivalent to 20% of the tuition fee. If you are an Asylum Seeker, you may be eligible for the [Asylum Seeker VET program](#). If you do not meet the eligibility criteria, you may be able to access a government-supported eligibility exemption. The easiest way to find out if you are eligible for an exemption is to contact us on 1300-471-660 or email: admin@knowledgespace.com.au

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.

VIC Skills First funded courses 2025

This training is delivered with Victorian and Commonwealth Government funding.

Course	Enrolment Type	Expected Delivery Method	Estimated Course Duration	Skills First Funded Non-Concession	Skills First Funded Concession Rate	Skills First Program Approximate Government Contribution
BSB30120 Certificate III in Business	Traineeship	On-the-job Workplace-based	12 months	\$800.00	\$160.00	\$2,709.70 490 hours x \$5.53 per hour
BSB40520 Certificate IV in Leadership and Management	Traineeship	On-the-job Workplace-based	12 months	\$800.00	\$160.00	\$4,060.00 580 hours x \$7.00 per hour

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

To check your eligibility for Skills First funding, go to:

<https://www.vic.gov.au/check-your-eligibility-for-skills-first-funding>

Direct to Consumer Course Fees 2025 (no government subsidy)

Course	Enrolment Type	Expected Delivery Method	Estimated Course Duration	Course Fee
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
SIR30216 Certificate III in Retail	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 9 September 2024, [KnowledgeSpace \(RTO 21481\)](#) 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](#)