

# Progressive Training <sup>TM</sup>

(WA) Pty Ltd

| Title:                | Fees and Charges   | Policy/Procedure<br>FIN 1.09 |
|-----------------------|--|------------------------------|
| <b>Policy:</b>        | <p><i>Progressive Training (WA) Pty Ltd</i> undertakes to keep the Rates Schedule and other course costs up to date so the CEO and Finance personnel know the prices to quote and/or invoice clients.</p> <p>The Rates Schedule and course costs will be revised annually or as required by the CEO and/or the Directors. Increases in relevant Government fees charged to <i>Progressive Training (WA) Pty Ltd</i>, will be passed onto our clients/participants (e.g. WorkSafe licence fees and/or student fee rates for publicly funded courses charged by the Dept. of Training and Workforce Development (DTWD)).</p> <p>Fees and charges cannot be changed without the authorisation of the CEO and/or the Directors.</p>                                |                              |
| <b>Purpose:</b>       | To ensure documentation is available for all financial matters.  |                              |
| <b>Scope:</b>         | CEO, Directors and Finance personnel   |                              |
| <b>Definitions:</b>   | <b>DTWD</b> – Department of Training and Workforce Development   |                              |
| <b>Procedure:</b>     | <p><i>Progressive Training (WA) Pty Ltd's</i> Rates Schedule is to be reviewed yearly at a Director's Meeting or as required by the CEO/Directors.</p> <p>All quotes and invoices are to be in accordance with the Rates Schedule unless a Contract/MOU is in place or when a quote has been negotiated for specific work. In these cases, the invoice is to be as per the quote. (Contracts are located in the MOU File in the workroom and saved on SharePoint).</p> <p>Participant fees for publicly funded programs are invoiced in accordance with the most current version of the DTWD Fees and Charges Policy.</p> <p>For more information on Participant fees, refer to 'Financial Safeguards for Participants' Policy/Procedure (<b>TA 3.14</b>).</p> |                              |
| <b>Documentation:</b> | <p>'Job Costing sheet' Form (<b>FIN 1.09.02</b>)</p> <p>'Quote' Form (<b>FIN 1.09.03</b>)</p> <p>'Quotation Checklist' Form (<b>FIN 1.09.03.01</b>)</p> <p>'Quote Request' Form (<b>FIN 1.09.03.02</b>)</p>  |                              |

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| Prepared by: Kris Feddersen  | Title: Fees and Charges | Issue Date: 01/04/2012 |
| Reviewed by: Tanja Parry   | Code: FIN 1.09          | Sep 2020               |
| <b>***ONCE THIS FORM HAS BEEN UPDATED, ENSURE THE LATEST VERSION IS UPLOADED ONTO THE WEBSITE***</b> |                         |                        |

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|--------------------|---|
|                    | <p>'Acquittal' Form (<b>FIN 1.09.04</b>)</p> <p>'New Client Application' Form (<b>FIN 1.01.01</b>)</p> <p>'Financial Safeguards for Participants' Policy/Procedure(<b>TA 3.14</b>)</p>  |
| <b>References:</b> | <p>DTWD VET Fees and Charges Policy (current version)</p> <p><a href="http://www.dtwd.wa.gov.au/dtwcorporateinfo/policiesandguidelines/Pages/default.aspx">http://www.dtwd.wa.gov.au/dtwcorporateinfo/policiesandguidelines/Pages/default.aspx</a></p> <p><a href="http://www.futureskillswa.wa.gov.au/fees/Pages/course-fee-rates.aspx">http://www.futureskillswa.wa.gov.au/fees/Pages/course-fee-rates.aspx</a></p> |

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