

# METS Training Services

## METS167 Fee Schedule



**Call (02) 9838 0567**

**Visit [mets.edu.au](https://mets.edu.au)**

**Email [info@mets.edu.au](mailto:info@mets.edu.au)**

**RTO ID 91018**

## Introduction to METS Training Services

Welcome to METS Training Services (METS) and thank you for considering us for your training and assessment needs. METS is committed to providing high quality, industry informed training that upholds the integrity of every qualification and supports individuals to reach their full potential. We take a customer focused approach, offering personalised support designed to meet your goals and career aspirations.-focused approach, offering personalised support designed to meet your goals and career aspirations.

METS is a leading Registered Training Organisation approved by the Australian Skills Quality Authority (ASQA) to deliver Nationally Recognised Qualifications across a range of sectors. METS is also an approved Smart and Skilled Provider and holds a High Performing Provider rating, reflecting our ongoing commitment to quality and compliance.

Our qualified and experienced Trainers and Assessors deliver training using innovative and engaging methods that respond to industry needs. Their knowledge, expertise and dedication ensure our Learners receive high quality education and support throughout their training journey.

This Fee Schedule provides clear information about the costs associated with our training programs, including subsidised training options, Self-Funded courses, Existing Worker Traineeships, payment structures, and any additional fees that may apply. METS is committed to transparency in all pricing and adheres to relevant regulatory requirements, ensuring Learners and Employers understand their obligations before commencing training.

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## Traineeships

There are two (2) types of traineeship courses:

1. New Entrant Traineeships in NSW currently attract no fees, as this training is subsidised by the NSW Government.
2. Existing Worker Traineeships are delivered on a Fee for Service basis, and the Employer and the Trainee must reach a mutual agreement regarding responsibility for payment of fees prior to the commencement of training.

### New Entrant Traineeships

Code	Qualification	Units	New Entrant
CHC30125	Certificate III in Early Childhood Education & Care	17	Fee Free
CHC50125	Diploma of Early Childhood Education & Care <i>*must hold CHC30113 OR CHC30121 OR have at least 12 months of cumulative full-time employment in a regulated education and care service (within the last 5 years), OR have completed the CHCSS00147 Entry to Diploma Skill Set.</i>	15	Fee Free
CHC33021	Certificate III in Individual Support (Disability)	15	Fee Free
CHC33021	Certificate III in Individual Support (Ageing)	15	Fee Free
CHC32015	Certificate III in Community Services	12	Fee Free
CHC33021	Certificate III in Individual Support (Disability and Ageing)	15	Fee Free
CHC43121	Certificate IV in Disability	10	Fee Free
BSB20120	Certificate II in Workplace Skills	10	Fee Free
BSB30120	Certificate III in Business	13	Fee Free
BSB40520	Certificate IV in Leadership & Management	12	Fee Free
TLI20421	Certificate II in Supply Chain Operations	14	Fee Free
TLI30325	Certificate III in Supply Chain Operations	14	Fee Free
SIR20216	Certificate II in Retail Services	12	Fee Free
SIR30216	Certificate III in Retail Services	13	Fee Free

## School Based Traineeships

Code	Qualification	Units	Fee
CHC30125	Certificate III in Early Childhood Education & Care	17	Fee Free
CHC33021	Certificate III in Individual Support (Disability)	15	Fee Free
CHC33021	Certificate III in Individual Support (Ageing)	15	Fee Free
CHC32015	Certificate III in Community Services	12	Fee Free
BSB30120	Certificate III in Business	13	Fee Free
SIR20216	Certificate II in Retail Services	12	Fee Free
SIR30216	Certificate III in Retail Services	13	Fee Free
BSB20120	Certificate II in Workplace Skills	10	Fee Free
TLI20421	Certificate II in Supply Chain Operations	14	Fee Free

## Self-Funded / Fee For Service

Code	Qualification	Units	Fee
CHC30125	Certificate III in Early Childhood Education & Care	17	\$4450
CHC50125	Diploma of Early Childhood Education & Care <i>*must hold CHC30113 OR CHC30121 OR have at least 12 months of cumulative full-time employment in a regulated education and care service (within the last 5 years), OR have completed the CHCSS00147 Entry to Diploma Skill Set.</i>	15	\$3950
CHC33021	Certificate III in Individual Support (Disability)	15	\$3950
CHC33021	Certificate III in Individual Support (Ageing)	15	\$3950
CHC43121	Certificate IV in Disability	10	\$3200
CHC32015	Certificate III in Community Services	12	\$3200
BSB20120	Certificate II in Workplace Skills	10	\$2200
BSB30120	Certificate III in Business	13	\$2800
BSB40520	Certificate IV in Leadership & Management	12	\$3200
TLI20421	Certificate II in Supply Chain Operations	14	\$1900
TLI30321	Certificate III in Supply Chain Operations	14	\$1900
SIR20216	Certificate II in Retail Services	12	\$2600
SIR30216	Certificate III in Retail Services	13	\$2800
TLI20421	Certificate II in Supply Chain Operations	14	\$2100
TLI30325	Certificate III in Supply Chain Operations	14	\$2100

## Child Protection Group Training

Unit	Conditions	Duration	Class Number	Fee Per Person
CHCPRT025 Identify and respond to children and young people at risk	Face to face – no prior unit of competency held. Full course + online assessment	1 day 9.00 am – 3.30 pm	10 ( <i>minimum</i> )	\$120
			12 – 15	\$110
			16 – 20 +	\$100
CHCPRT025 Identify and respond to children and young people at risk	Face to face – Upgrade for persons holding either of the following	3 hours	10 ( <i>minimum</i> )	\$100
Additional Trainer and Assessor fees for face to face or online sessions	Quotation provided on request.			

## Recognition of Prior Learning

Recognition of Prior Learning (RPL) with METS Training Services allows experienced Learners to gain a Nationally Recognised Qualification by having their existing skills and knowledge assessed. The RPL process may include submitting a portfolio of evidence, participating in a competency conversation with a Trainer and Assessor, and completing a practical workplace assessment where required. Applicants must be able to demonstrate relevant industry skills and experience. Travel or additional assessment costs may apply depending on the assessment location. For more information or to request our free RPL Eligibility Checklist, please visit the METS Training Services website or contact our team.

## Course Payment Structure

Code	Qualification	Enrolment	Individual Units	Units
CHC30125	Certificate III in Early Childhood Education and Care	\$200	\$150	17
CHC50125	Diploma of Early Childhood Education and Care <i>*must hold CHC30113 OR CHC30121 OR have at least 12 months of cumulative full-time employment in a regulated education and care service (within the last 5 years), OR have completed the CHCSS00147 Entry to Diploma Skill Set.</i>	\$200	\$150	15
CHC33021	Certificate III in Individual Support	\$200	\$150	15
CHC43121	Certificate IV in Disability	\$200	\$150	10

## Credit Transfer

Credit Transfers (CT) recognise units of competency that you have already achieved through Nationally Recognised Training with another RTO or accredited provider. Where unit codes and titles are the same or are determined to be equivalent, credit may be granted without further assessment.

You may be eligible if you hold a qualification, Statement of Attainment, or USI Transcript that includes completed units matching or equivalent to those in your current program. Documents must be issued by a legitimate provider and be verifiable. METS will confirm the authenticity of all documents with the issuing RTO before granting Credit Transfer. There is no fee associated with CT.

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## Existing Worker Traineeships

Where a person is not eligible to be classified as a New Entrant Trainee but still wishes to undertake a traineeship, they will be classified as an Existing Worker Trainee. Like any traineeship, your employee will gain on-the-job experience whilst completing a qualification and will receive support and feedback from both you and METS throughout their studies.

Unlike New Entrant Traineeships, Existing Worker Traineeships are not funded by the NSW Government under Smart and Skilled, and METS is required to charge a fee to cover the cost of training. In many cases, Employers may receive government incentives that can help offset these costs.

Existing Worker Traineeships incur fees payable by the Employer or Learner. These fees are invoiced by METS at three intervals: Commencement, Midway, and Completion.

Code	Qualification	Units	Existing Worker
CHC30125	Certificate III in Early Childhood Education & Care	17	\$3500
CHC50125	Diploma of Early Childhood Education & Care <i>*must hold CHC30113 OR CHC30121 OR have at least 12 months of cumulative full-time employment in a regulated education and care service (within the last 5 years), OR have completed the CHCSS00147 Entry to Diploma Skill Set.</i>	15	\$3500
CHC33021	Certificate III in Individual Support (Disability)	15	\$3200
CHC33021	Certificate III in Individual Support (Ageing)	15	\$3200
CHC43121	Certificate IV in Disability	10	\$2700
CHC32015	Certificate III in Community Services	12	\$3000
BSB20120	Certificate II in Workplace Skills	10	\$1700
BSB30120	Certificate III in Business	13	\$2800
BSB40520	Certificate IV in Leadership & Management	12	\$3000
TLI20421	Certificate II in Supply Chain Operations	14	\$1900
TLI30325	Certificate III in Supply Chain Operations	14	\$1900
SIR20216	Certificate II in Retail Services	12	\$1900
SIR30216	Certificate III in Retail Services	13	\$2600

## Skill Sets

A Skill Set is a short course made up of Nationally Recognised Units of Competency that are grouped to develop a specific set of skills aligned with an industry need or job function. Skill Sets are officially endorsed by the Australian Skills Quality Authority (ASQA) and are often drawn from larger training packages, such as Certificate IV or Diploma qualifications. Upon successful completion, Learners receive a Statement of Attainment, which can be used to validate skills and knowledge for employment purposes.

Code	Qualification	Sector
CHCSS00088	Induction Skill Set	Community Services & Health
CHCSS00123	Dementia Support	Aging
CHCSS00125	Entry to Certificate IV in Disability Support	Disability
CHCSS00129	Individual Support – Ageing	Aging
CHCSS00130	Individual Support- Disability	Disability
CHCSS00133	Introduction to Disability Support	Disability
CHCSS00134	Leadership in Disability	Disability
CSCSS00009	Professional Wellbeing and Resilience Skill Set	Aging/Disability/ECEC

## Short Courses

A short course is a condensed educational program designed to provide practical skills and knowledge quickly. These courses are typically focused on industry-related training and work-ready skills, making them ideal for upskilling or reskilling professionals. Short courses may also contribute to formal qualifications or be recognised as credit towards Certificate or Diploma-level qualifications, enhancing career opportunities.

Code	Qualification	Fee
HLTAID009	Provide cardiopulmonary resuscitation (CPR only)	\$80
HTLAID012	Provide an emergency first aid response in an education and care setting	\$160
HLTAID011	Provide First Aid	\$120
CHCPRT025	Identify and respond to children and young people at risk	\$130
CHCPRT025 Upgrade	Identify and respond to children and young people at risk Must provide transcript copy of CHCPRT001	\$100
CHCPRT025 Refresher	Identify and respond to children and young people at risk Must have completed CHCPRT025 in the last 24 months Must provide transcript copy of CHCPRT025	\$50
Group bookings and discounts are available upon request		



## Terms and Conditions

### Refunds

A refund of all or part of the course fee or concession fee may be granted in the following circumstances:

- The Learner may claim a full refund of any fees paid in full prior to the completion of their enrolment. The day of enrolment is the 'withdrawal with no penalty' cut-off date.
- The Learner notifies METS in writing of their intention to withdraw from training.
- The Learner has overpaid course fees.
- Where an eligible subsidised Learner is granted RPL or CT after enrolment or after commencing a qualification, METS will report the outcome to State Training Services. The Learner fee will be adjusted accordingly, and any overpayment will be refunded.

RPL is an assessment process in addition to the assessment costs included in the schedule fee of a course. The Learner will incur an RPL fee if they proceed with RPL Application Stage 2. This fee will be deducted from the refund, or vice versa, depending on which is the lesser amount.

If METS cancels a course or is no longer able to provide the training, and the Learner has paid the full course fee, METS will refund the portion of the fee that applies to the training not yet delivered.

A refund will also be granted if a Learner's application for enrolment is refused.

A pro-rata refund of fees (calculated from the enrolment date to the cancellation date) may be granted if the Learner withdraws due to circumstances beyond their control, including but not limited to:

- Serious illness resulting in extended absence
- Injury or disability preventing completion of the program
- Other exceptional circumstances at METS' discretion

All refund requests must be made in writing within twenty-eight (28) days of withdrawal or cancellation of training.

Where course fees are paid by instalment:

- Upon Learner cancellation, direct debit payments will be cancelled as at the month notified.
- The Learner's overall course fees will be reviewed in line with course duration, and any outstanding fees will be invoiced directly.

All refund requests must be addressed to the RTO Manager and emailed to [accounts@metts.org.au](mailto:accounts@metts.org.au).

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## Smart and Skilled Subsidised Training (Including New Entrant Traineeships)

If you are eligible for subsidised training under Smart and Skilled, you pay only a portion of the total training cost, with the remainder subsidised by the NSW Government. Learner fees are set for the entire qualification rather than year-by-year. With Smart and Skilled, you will know your fee upfront from the outset, regardless of how long it takes to complete your qualification. Your Learner fee covers the cost of all training and assessment.

METS will advise you of the calculated Learner fee by way of a quote for your course, based on the information you provide to us and any additional charges that may apply to your training.

Adjustments are made to fees for part qualifications, Recognition of Prior Learning (RPL), and Credit Transfer. Other exemptions and concessions may also apply. To find out more about Smart and Skilled funding and eligibility requirements, visit:

<https://www.nsw.gov.au/education-and-training/vocational>

METS complies with the Smart and Skilled Fee Administration Policy:

<https://www.nsw.gov.au/education-and-training/vocational/funding/policies-smart-skilled>

## Existing Worker Traineeships and Self-Funded Learners

For information on course fees for Existing Worker Traineeships and Self-Funded Learners, please contact the METS office or visit our website at [mets.edu.au](https://mets.edu.au).

We will determine the course fee based on the information you provide and will advise you of all costs prior to enrolment. Adjustments are made to fees for part qualifications, Recognition of Prior Learning (RPL), and Credit Transfer (CT). METS offers a payment plan through Direct Debit, either weekly or fortnightly. Full payment of the Learner fee must be made by the completion of the qualification.

## Fee for Service Learners

For Learners who are not eligible for Smart and Skilled, METS Training Services offers Fee for Service training options. This includes short courses, Skill Sets, single units, Full Qualifications and Professional Development programs. For more information, please contact the METS office on (02) 9838 0567.

METS offers a payment plan through Direct Debit, either weekly or fortnightly. Full payment of the Learner fee must be made by the completion of the qualification.

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## Direct Debit Fee Information For All Learners

Direct Debit is a convenient and secure payment method that allows Learners to pay their course fees in scheduled instalments directly from their nominated bank account or credit card. By setting up a Direct Debit arrangement, payments are automatically processed on the agreed dates. Learners will be required to complete a METS Direct Debit Request Form and, in some cases, a Training Agreement.

Learners are responsible for ensuring that sufficient funds are available in their account on each scheduled payment date. If a payment fails, additional fees may be charged, and the Learner may need to contact METS to arrange an alternative payment. Any changes to banking details or payment schedules must be communicated to METS Training Services in advance to avoid disruptions.

Direct Debit arrangements remain in place for the duration of the Learner's enrolment unless updated or cancelled in accordance with the METS' policies.

Extra Charges which may be applicable include:

Details	Cost
Replacement Certificate or Statement of Attainment	\$25
'Fast Tracking' Certificate Issuing	\$35
Three (3) month extension fee	\$50
Photocopying (per page)	\$1

## Suspension of Course

A suspension of enrolment may occur when a Learner requests a temporary break from their studies or when METS determines that a suspension is necessary due to academic, behavioural, or administrative reasons. Learners may apply for a suspension if they experience compassionate or compelling circumstances, such as medical issues, family emergencies, or significant personal matters that impact their ability to continue their course. Requests must be submitted with supporting evidence, and approval is granted in line with METS policies and regulatory requirements. During the suspension period, Learners are not actively participating in training or assessment, and their Training Plan may be adjusted accordingly.

For traineeship enrolments, additional requirements apply. Any suspension or amendment to a Training Plan cannot proceed without formal approval from both the Employer and Training Services NSW. This ensures that all parties involved in the traineeship—Learner, Employer, METS, and the regulatory authority—agree to the change and understand its impact on training progression and contractual obligations. METS must receive confirmation from these parties before implementing any adjustments.

Suspension time frames may range from one (1) week to twelve (12) months; in some cases, suspensions longer than twelve (12) months may be approved.

When a suspension is initiated by METS, for example due to non-payment of fees, breaches of conduct, or failure to meet course progress requirements, the Learner will be notified in writing and given an opportunity to respond. All suspensions must be recorded in the Learner Management System. Learners are required to maintain communication with METS during their suspension and must confirm their intention to return before resuming studies. Failure to return within the agreed timeframe may result in withdrawal from the course.

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## Issuing of Certificates and Statement of Attainments

METS will issue your qualification directly to you within 28 days of the Learner meeting all requirements of their training program for funded courses, and within 30 days for non-funded courses. This includes the requirement that all Learners hold a Unique Student Identifier (USI), all assessment tasks for each unit of competency have been submitted and successfully marked, and all course fees have been paid. If any of these conditions are not met, no certificate will be issued.

If you are unable to achieve the full qualification (or if only a part of the full qualification was offered at the time), you will be issued a Statement of Attainment listing the units of competency achieved. METS is required to keep an electronic copy of your Certificate or Statement of Attainment for a period of 30 years. You may request a photocopy of your certificate during this time at no charge; however, if you require a re-issue of the original, a fee of \$25 will be incurred.

## Work Placement For Applicable Qualifications

Work placement is a mandatory component of several qualifications delivered by METS Training Services, designed to ensure Learners gain practical, hands-on experience in a real workplace environment. Learners undertaking these qualifications are required to organise their own work placement with a suitable Employer who can provide opportunities aligned with the training requirements. Throughout the placement, Learners must complete a Logbook and gather all necessary evidence demonstrating the tasks, skills, and hours completed. This documentation forms an essential part of the assessment process and must be submitted to METS Training Services for review.

To support accurate assessment, METS Training Services will seek approval from the Learner's workplace supervisor or manager to conduct on-site observations. These observations allow Assessors to verify competency in real-world settings and ensure all training outcomes are met. METS cannot finalise or sign off a qualification until the Learner has successfully completed the required number of work placement hours and provided all supporting evidence. Failure to complete the placement or supply adequate documentation will delay course completion.

## METS' Consumer Protection Information

As a Learner undertaking a vocational education and training course, you are protected under Australian Consumer Law and under State or Territory consumer protection laws. These protections include areas such as unfair contract terms, consumer guarantees, the statutory cooling-off period, and safeguards against unscrupulous sales practices.

You can find more information about your rights as a consumer on the Australian Consumer Law website, which includes a range of helpful guides relating to specific areas of consumer protection. Please visit the following site for more information: <https://consumer.gov.au/consumers/for-consumers>.

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## **Statutory Cooling Off Period**

The 2025 Standards for Registered Training Organisations require that Learners are informed of their right to a statutory cooling-off period. A statutory cooling-off period is defined under the Australian Consumer Law, introduced in 2011. The statutory cooling-off period is ten (10) days and allows a consumer to withdraw from a consumer agreement where that agreement was established through unsolicited marketing or sales tactics, such as door-to-door sales or telemarketing.

A statutory cooling-off period allows a consumer to withdraw from a sales agreement within ten (10) days of receiving a sale contract, without penalty.

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