1 PURPOSE

1.1 The purpose of this procedure is to ensure all Vocational Education and Training (VET) Fee-For-Service and leveraged pricing is consistent with relevant government and CQUniversity polices in relation to pricing and delivery methods.

2 SCOPE

2.1 This procedure applies to CQUniversity VET operations and the following staff: the Contract Services Manager, Discipline Managers, and Deans who require Single Subscriber price or a Commercial Project specific to an organisation when they require training for their employees, or Fee-For-Service pricing for Tender submissions.

3 PROCEDURE

3.1 The Approval Authority (or delegate) is responsible for:
   • approving reduction of profit percentage when requested by the Dean
   • waiver any fees in relation to the project, for example, room hire, travel expenses.

   Refer to the Delegation of Authority Policy (FMPM).

3.2 The Contract Services Manager is responsible for the Contract Services Unit and:
   • ensuring all relevant policies are followed
   • providing financial advice and guidance
   • approves the updated costs on the Pricing Costing Master.

3.3 The Deans are responsible for:
   • ensuring all costs have been accounted for in the Pricing Costing Master
• satisfied that all elements for the training has been included to deliver the training to an accredited or non-accredited outcome
• approving the price and return to Contract Services Unit.

3.4 The Discipline Manager is responsible for:
• ensuring they have the human resources available to deliver and assess the training program
• discuss with relevant teaching staff (where applicable) the training plan, resources, consumables, type of rooms required and travel when required
• forward all the above information onto the VET Contract Services Unit email address for pricing with the contact details of the client.

3.5 The Qualifications Coordinator is responsible for:
• ensuring the training and assessment plan is relevant for the next calendar year
• advising of changes to the structure or mode of delivery to Contract Services
• advising of new training programs or changes in CQUniversity registration, ensuring consistency across CQUniversity in relation to VET pricing and delivery methods.

3.6 The Contract Services Manager is responsible for:
• getting all of the information from the Discipline Manager and/or Qualifications Coordinator
• completing data entry for the proposal, success and invoicing where required
• completing the price on the Pricing Costing Master and forwarding to the relevant Dean
• complete the proposal template and PDF to the client, Discipline Manager and Dean
• request the Acceptance Letter and purchase order from the client
• complete and sent out notification to the Discipline Manager and Dean on acceptance of the offer
• forecast invoicing in the Contract Management system
• complete the required financial process to ensure the client is invoiced at the appropriate time and track activity via accurate record keeping
• updating annually the Pricing Costing Master
• updating and maintaining continuous improvement of procedures, policies, staff fact sheets, forms and templates.

3.7 Fee-For-Service Commercial Pricing Workflow

4 RESPONSIBILITIES

Compliance, monitoring and review

4.1 The Administrator is responsible for ensuring compliance with and monitoring implementation of the procedure and to undertake review as required.

Reporting

4.2 No additional reporting is required.

Records management

4.3 Staff must maintain all records relevant to administering this procedure in a recognised University recordkeeping system.
5 DEFINITIONS

5.1 Terms not defined in this document may be in the University glossary.

Terms and definitions

**Fee-For-Service**: is training for which most, or all, of the cost is borne by the student or a person or organisation on behalf of the student.

**Accredited Course**: is a structured sequence of vocational education and training that leads to an Australian Qualifications Framework qualification or Statement of Attainment.

**Non-Accredited Course**: is when learning that takes place through a program of instruction but does not usually lead to the attainment of a formal qualification or award.

6 RELATED LEGISLATION AND DOCUMENTS

- Fee-For-Service Pricing and Cancellation Fees Policy (TAFE)
- Financial Accountability Act 2009 (Qld)
- Financial Management Practice Manual (FMPM)
- Delegation of Authority Policy (FMPM)

7 FEEDBACK

7.1 University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

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<td>Administrator</td>
<td>Pro Vice-Chancellor (VET Operations and Growth)</td>
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## Appendix A: Fee-for-service commercial pricing workflow

### Responsibilities

1. - 5. Dean or Discipline Manager

6. - 7. Contract Services Manager

### FFS Commercial Pricing Workflow

**Steps**

1. **Start**

2. **Accredited training?**

   - NO
   - 3. **Non Accredited training attracts GST on the complete training.**

   - YES
   - 4. **Accredited Training is GST exempt – text books, catering etc still attract GST refer to CQI-FRM456 Pricing Costing Master.**

5. **Information entered onto a CQI-FRM170 Request for Costing of Fee-For-Service and email to Contract Management generic email.**

6. **CQI-FRM456 Costing Pricing Master Sheet to be completed with supporting text how the training program is to be conducted to be included in the sheet. Contract Management data is entered from information off the Sheet.**

   (See Qualifying Remarks)

7. **CQI-FRM456 Costing Pricing Master to be forwarded to the Dean in an email for approval of the price.**

### Qualifying Remarks

1. and 6. **Teaching time normal hours 8.00am to 6.00pm – outside this time is night/sat rate; Normal teaching hours capped at 21 hours – outside this becomes night/sat rate. Casual rate for teacher is changed from Permanent with casual rate being shown. Location – delivered on site – distance travelled, staff travel time calculated (use RACQ website for information), accommodation, meals, incidentals (appropriate to area) and vehicle hire calculated. Location – on campus – advise if workshops used and consumable costs. Will catering be required?**

   Learning resources – from Fees and Charges Register? If not Training Business Manager to advise cost if photocopying or text book. Consumable prices to be advised (eg welding)

6.1. Refer to CQUniversity Fee-For-Services Pricing and Cancellation Fees Policy for guidance.

6.2. Contract ID number to be quoted on CQI-FRM456 Costing Pricing Master and all other documentation.
8. – 9. Dean

9. – 13. Discipline Manager

14. Contract Services Manager

Responsibilities

Qualifying Remarks

Steps

FFS Commercial Pricing Workflow Continued

8. Pricing approved by Dean

9. Any issues – Educational to be discussed with the Discipline Manager/Dean. Any issues on the Client’s side then the contact person to discuss.

10. Client still proceeding?

11. The Client and Contact Person cannot move forward.

12. Forward the amendments to Contract Services. Contract Services Manager will amend the CQI-FRM456 Costing Pricing Master and resubmit for approval.

13. Dean has sent an email or signed the CQI-FRM456 Pricing Costing Master and returned to Contract Services Manager.

14. Complete Step 1 and 2 in Contract Management system and put the folder together. Complete the appropriate Proposal Letter and PDF prior to emailing to Client, Discipline Manager and Dean (See Qualifying Remarks)

End

YES

NO

YES

NO

Continued

Page 3

12.1. Ensure CQUniversity Fee-For-Service Pricing and Cancelation Fees Policy is followed.
**Responsibilities**

**Steps**

**Qualifying Remarks**

15. – 16. Contract Services Manager

15. Training accepted by Client?

16. Advise Discipline Manager and Dean who may renegotiate or change delivery plan – Recommence at Item 10.

17. Will the costing be amended?

18. Archive in Contract Management system and follow archiving procedures. (See Qualifying Remarks)

19. Proceed to Item 10 and continue process.

20. Contract Services Manager

20. Receive the Acceptance Letter signed by the client and a Purchase Order – if not received follow up with client – need this information to process the invoicing. (See Qualifying Remarks)

21. Contract Services Manager, Administration Officer

21. Check all enrolments, results and invoicing has occurred prior to Archiving in Contract Management system and follow the Records Management Policy and Procedure.

End

End

18. Contract Services Manager and/or Administration Officer to complete and follow Records Management Policy and Procedure to archive.

20. Forecast invoicing (7 days prior to training date) in the Contract Management System and complete and forward to Faculty for processing. Complete and sent out notification to the Discipline Manager and Dean on acceptance of the offer.