

FEE-FOR-SERVICE COMMERCIAL PRICING FEES PROCEDURE (VET)



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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 policies 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 \(FMPPM\)](#).

- 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.

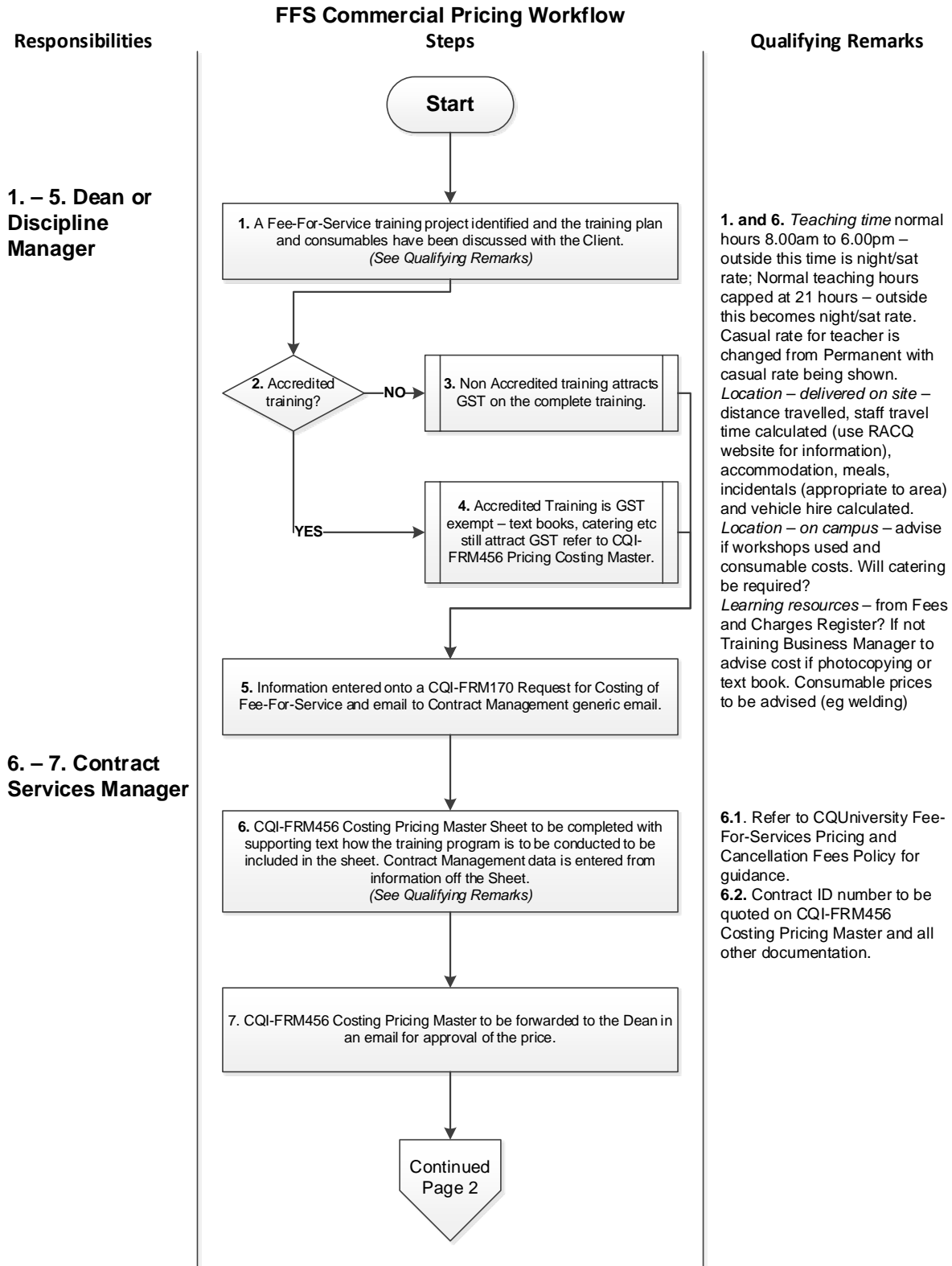
8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Advisory Committee to Approval Authority	Executive Management Committee
Administrator	Pro Vice-Chancellor (VET Operations and Growth)
Next Review Date	25/05/2019

Approval and Amendment History	Details
Original Approval Authority and Date	Institute Director, CQ TAFE 22/04/2013
Amendment Authority and Date	Vice-Chancellor and President 12/06/2014; Vice-Chancellor and President 25/05/2016; Amended and updated to current template – Pro Vice-Chancellor (VET Operations and Growth) 18/04/2017.
Notes	

9 APPENDIX

Appendix A: Fee-for-service commercial pricing workflow
(Section 6.7)



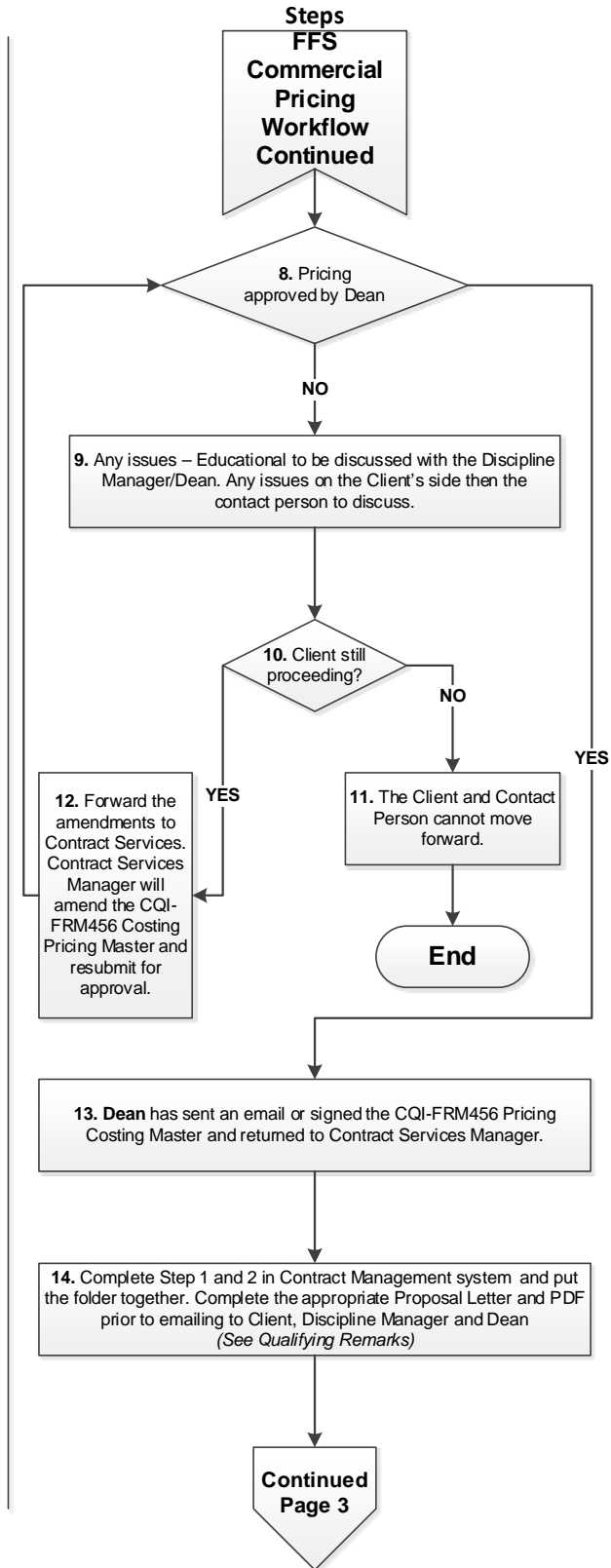
Responsibilities

Qualifying Remarks

8. – 9. Dean

9. – 13. Discipline Manager

14. Contract Services Manager



12.1. Ensure CQUniversity Fee-For-Service Pricing and Cancellation Fees Policy is followed.

Responsibilities

Steps

Qualifying Remarks

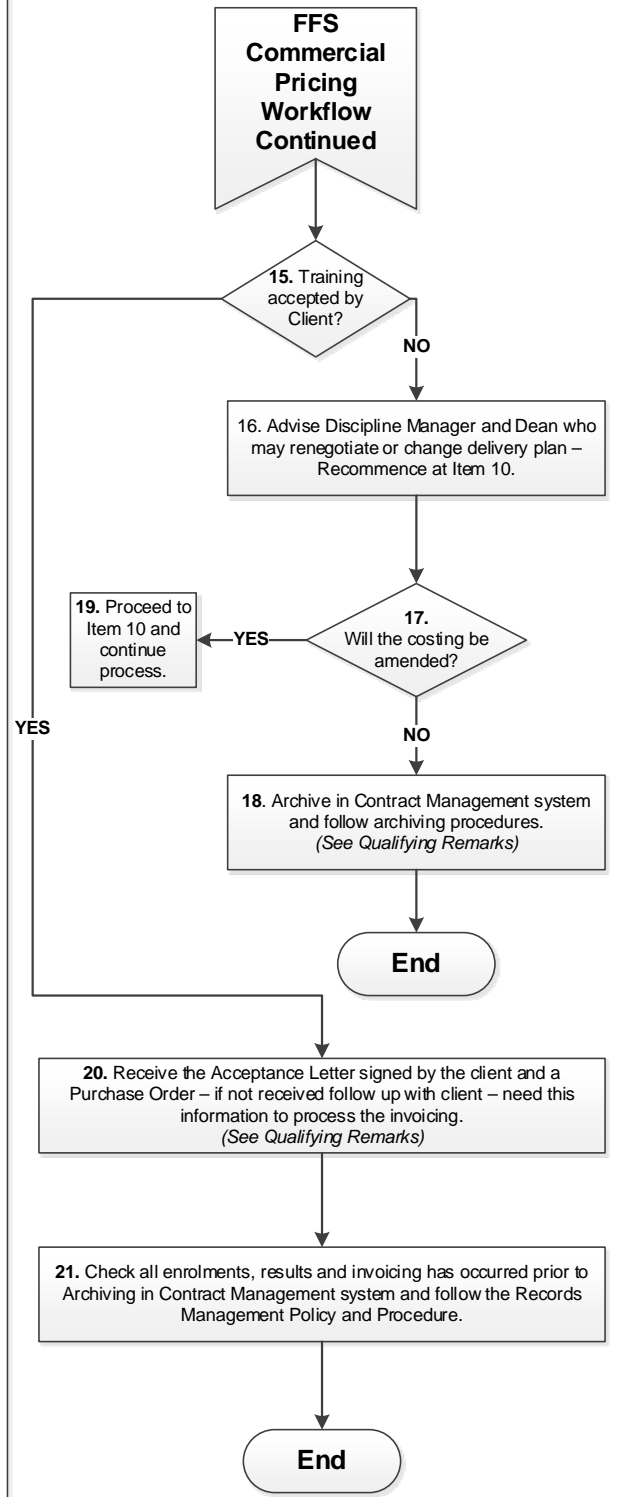
**15. – 16.
Contract
Services
Manager**

**17. & 19.
Discipline
Manager**

**18. Contract
Services
Manager,
Administration
Officer**

**20. Contract
Services
Manager**

**21. Contract
Services
Manager,
Administration
Officer**



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.