

Training Rate Card - VRS Only

Published rate card for all Step By Step training accounts investing in training for vocational rehabilitation service outcomes.

Version v1.3 /vrs-rates

Last updated 1 December 2025

All rates exclude GST

Rates subject to change as per SBS Terms of Service

DELIVERED UNDER NZQA ACCREDITATION

Step By Step is an NZQA accredited private training establishment. All training on this card is delivered under that accreditation.

VERIFIED SESSION GUARANTEE

You are charged only for time Step By Step can evidence was delivered. Every session is recorded the same day it is delivered. Where there is no record, there is no charge, and any undelivered training investment balance is released.

HOW A QUOTE IS BUILT

The Training Needs Assessment determines the quantity of time on each skill that a learner needs. This card determines the rate at which each item is charged. The quote is the two multiplied together, approved before delivery begins.

ONE CARD, EVERY ACCOUNT

These are Step By Step's published rates and they are the same for every account. Where an account agreement fixes this card at signing, the rates change only on 30 days written notice.

ITEM	DESCRIPTION	ONLINE OR LEARNER ATTENDED ONSITE	TRAINER TRAVELS
ASSESSMENT			
Digital Skills TNA	A practical assessment matching a learner's computing and digital skills with the entry requirements for targeted ANZSCO work types.	\$250	\$270
Literacy TNA	A practical assessment placing a learner's literacy skills against TEC Learning Progression levels, benchmarked to the demands of targeted ANZSCO work types.	\$270	\$290
Numeracy TNA	A practical assessment placing a learner's numeracy skills against TEC Learning Progression levels, benchmarked to the demands of targeted ANZSCO work types.	\$270	\$290
TRAINING, PER HOUR			
Digital training	One to one, hands on training building the computer and digital skills, and NZQA unit standard competencies where included, identified in the learner's needs assessment.	\$105	\$116
Vocational training	One to one, hands on training building the vocational skills, and NZQA unit standard competencies where included, identified in the learner's needs assessment.	\$105	\$116
NZQA unit standard credits	Charged per credit, in addition to training, assessment and marking hours. Priced into the TNA quote wherever a relevant unit standard is included.	\$3 per credit	
EQUIPMENT			
Laptop hire	A modern laptop, configured and pre-loaded with MS Office, supplied for the duration of the training programme. Governed by the SBS Hardware Policy and Hardware Loan Agreement.	\$45 per week or part week, minimum 4 weeks (\$180)	
MS Office 365 subscription	A monthly subscription giving the learner access to MS Office applications for the duration of training. Includes one hour of technician installation.	Install \$105, then \$20 per month, minimum 3 months	
Mobile internet	Mobile modem or Wi-Fi hire, supplied where a learner does not have the internet access needed to complete training.	\$70 per month or part month	
TRAVEL AND VENUE			
Mileage	Charged where a trainer travels at least 15km one way to attend training. Where it applies, travel is charged from the start of the trip, not from the 16th kilometre. No GST applies to mileage.	\$0.82 per km	
Trainer travel time	The trainer's time spent travelling to and from off site training, on the same 15km one way threshold.	\$35 per hour or part hour	
Room hire	Any room hire needed to deliver off site training, passed on without margin.	At cost	

WORK ALREADY PERFORMED WHERE A PROGRAMME DOES NOT PROCEED		
Assessment committed, not completed	Where a referral has been allocated to a trainer and contact attempted or an appointment scheduled, but the assessment is not completed.	\$125
Assessment booked for compliance purposes	Where Step By Step is asked to set a confirmed assessment appointment for compliance action. Trainer time is committed and paid regardless of attendance.	\$250
Training allocated, not commenced	Where training has been approved and allocated to a trainer and coordination has been undertaken. Charged on a banded basis reflecting the coordination and trainer time committed, with additional coordination or trainer time at \$105 per hour.	\$250, capped at \$565 in total
Where nothing has been committed	No charge applies where a referral has been received but not yet allocated to a trainer, or where training has been approved but not yet assigned.	No charge
Non-attendance	Where a learner does not attend a scheduled session without 24 hours notice, one hour of the approved programme is treated as used, whatever the scheduled session length. This is not an additional charge.	One programme hour
GST AND REPORTING All rates exclude GST, which is added on invoice. Mileage carries no GST. Progress and completion reporting against the approved programme is included in the rates above and is not separately charged.	FUNDING AND PAYMENT TERMS Training commences once funding is confirmed against the referral. These rates are set on the basis of the payment terms agreed for the account. Where an account needs Step By Step to fund delivery ahead of settlement, a funding facility is available and is priced separately at account level, on application.	MATERIALS AND ANYTHING NOT LISTED Materials not included in an approved quote are charged at cost and need approval before they are incurred. Anything not on this card is quoted before it is delivered. For questions about this card, contact your Step By Step coordinator.