

Smart and Skilled

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SMART AND SKILLED UPDATE – NO. 118

11 November 2020

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1. SMART AND SKILLED FEE ADMINISTRATION POLICIES

The Department has updated the *Smart and Skilled Fee Administration Policy (v2.5)* and the *School Based Apprenticeships and Traineeships Program Fee Administration Policy (v2.5)* to reflect the fee-free arrangements for *Skilling for Recovery*. Additional changes include amendments to [Appendix 3](#) regarding students who are inmates with NSW Corrective Services. Version 2.5 of both Policies are available at **Attachment A** and **Attachment B** respectively, and are also available on the TSNSW website at: https://www.training.nsw.gov.au/smartandskilled/contract_policy_2021.html.

2. 2020 YEAR 12 SUMMER SKILLS PROGRAM

On 4 November, Gladys Berejiklian Premier of NSW, Geoff Lee Minister for Skills and Tertiary Education and Sarah Mitchell Minister for Education and Early Childhood Learning, announced the *2020 Year 12 Summer Skills program* as part of the *Skilling for Recovery* initiative.

Under the *Summer Skills* program, the 2020 Year 12 school leaver cohort will have the opportunity to experience a range of skills to find out what suits their passions and help them find their feet during these uncertain times. Training will be practical, bite-sized, cover a range of industries and is fee-free.

Providers interested in participating will be required to submit a Training Needs Identification (TNI) application for approval by TSNSW and receive a Provider Activity Schedule enrolling

participants in part qualification training. A *2020 Year 12 School Leaver Fact Sheet* will be released shortly.

3. SKILLING FOR RECOVERY – UPDATED PRIORITY PART QUALIFICATIONS LIST V2.0

Version 2.0 of the Skilling for Recovery Priority Part Qualifications List has been updated and is available, in both pdf and excel format, at **Attachment C**. The updated list is available on the TSNSW website at https://www.training.nsw.gov.au/smartandskilled/prices_fees.html.

4. LOCATION OF SKILLING FOR RECOVERY PRIORITY PART QUALIFICATIONS LIST MOVING FORWARD

The *Skilling for Recovery Priority Part Qualifications List* is a live document and will be updated frequently. Consequently, Smart and Skilled Updates will not be provided each time a part qualification/s is added to the list. The list will **ONLY** be available on the TSNSW website. Providers need to ensure they access the current version (including a pdf and excel version) at https://www.training.nsw.gov.au/smartandskilled/prices_fees.html. The list will no longer be available through STS Online.

It will be the responsibility of Providers to check the list regularly to ensure that the most recent version is being referenced.

5. SKILLING FOR RECOVERY PRIORITY PART QUALIFICATIONS THAT CONTAIN SUPERSEDING UNITS

An expiry date column has been added to the *Skilling for Recovery Priority Part Qualifications List*. If a part qualification contains a superseded unit, the expiry date marks the end of the teach-out period for that unit and part qualification. Part qualifications that do not contain any superseding units do not have an expiry date.

All training and assessment of the unit **MUST** be completed before the end of the teach-out period. Providers **CANNOT** submit a TNI with a completion date later than the part qualification's expiry date.

Providers may request to add part qualifications that contain superseded units to the pre-approved list even if the units are still in the teach-out period.

Part qualifications in version 1.0 of the Priority Part Qualifications List that included superseded units, have had alternative part qualifications added to version 2.0 of the list that include the new superseding units.

Part qualifications containing expired or deleted units have been removed from the *Skilling for Recovery Priority Part Qualifications List*.

TNIs can be submitted and approved for either version that appears on the *Skilling for Recovery Priority Part Qualifications List*.

6. SKILLING FOR RECOVERY – UPDATED DOCUMENTS

Updates have been made to four documents to provide additional clarity following feedback on the suite of documents provided with Smart and Skilled Update No.115. These documents are attached and are also available within STS Online.

- *Smart and Skilled Policy for Skilling for Recovery Initiative (v1.1)* includes clarification of eligibility for dependants of Commonwealth Benefit Recipients and is at **Attachment D**
- *Skilling for Recovery Part Quals Decision Matrix (v1.1)* includes clarification on the question concerning training on the Priority Part Qualifications List and is at **Attachment E**
- *Skilling for Recovery Full Qual Enrolment Process Provider Fact Sheet (v1.1)* has had formatting changes for easier navigation and is at **Attachment F**
- *Skilling for Recovery Part Qual Construction Provider Fact Sheet (v1.1)* includes clarification added to the section on Completing a Training Needs Identification application and is at **Attachment G**, and
- *Skilling for Recovery Part Qual Redeployment and Youth Provider Fact Sheet (v1.1)* includes clarification added to the section on Completing a Training Needs Identification application and is at **Attachment H**.

7. NSW SKILLS LIST UPDATE – VERSION 11.2 RELEASED

The NSW Skills List has been updated. This update covers changes as a result of

- the addition of a qualification
- the removal of qualifications
- updates to Training Packages; and
- updates to VTOs.

Version 11.2 of the NSW Skills List are now available at

www.training.nsw.gov.au/smartandskilled/nsw_skills_list.html.

The *Smart and Skilled Prices and Fees Schedule* has also been updated to version 11.2 to cover the changes to the Skills List.

a. New qualifications on the Skills List

The Department of Education has completed the first of its half-yearly NSW Skills List reviews planned for 2020.

Table 1 shows the qualification added to the Skills List (10841NAT – Advanced Diploma of Professional Dance Performance for Aboriginal and Torres Strait Islander Peoples) as well as its price and fees under Smart and Skilled.

Table 1

New qualifications on the Skills List				
Qualification code	Qualification title	Price	First qualification fee	Subsequent qualification fee
10841NAT	Advanced Diploma of Professional Dance Performance for Aboriginal and Torres Strait Islander Peoples	\$5,000	\$2,580	\$2,910

i. Applying to deliver this qualification under Smart and Skilled

Smart and Skilled Providers with this qualification on their NSW scope of registration may apply to deliver it under Smart and Skilled, within their current Financial Caps.

Requests to add the qualification to your Approved Qualifications Activity Schedule should be made to your Strategic Relationship Manager.

More information on how to add qualifications to your Approved Qualifications Activity Schedules can be found in the *Smart and Skilled Policy for Market Management – 2020-21 Activity Period Part A for Smart and Skilled Providers* which is available in STS Online.

b. Qualifications removed from the Skills List following review

As mentioned in Smart and Skilled Update No. 117, seven (7) qualifications have now been removed from the Skills List due to a lack of training activity. These removals were supported by a consultation process involving including Industry Training Advisory Bodies (ITABs), industry and provider peak bodies and Smart and Skilled providers. **Table 2** shows the qualifications removed from the *Skills List*.

Two (2) of these qualifications have been placed on the Pre-qualified list. These are able to return to the Skills List through an expedited additions process that allows a request to be made at any time should demand for the qualification increase. The Pre-qualified list, and the *NSW Skills List Management Policy* are available at www.training.nsw.gov.au/smartandskilled/nsw_skills_list.html.

Table 2

Qualifications removed from the NSW Skills List		
Qualification code	Qualification name	On Pre-qualified list
AUR50216	Diploma of Automotive Technology	
BSB60619	Advanced Diploma of Work Health and Safety	
BSB61315	Advanced Diploma of Marketing and Communication	
HLT64115	Advanced Diploma of Nursing	
ICT51015	Diploma of Telecommunications Engineering	Yes
UEE32011	Certificate III in Renewable Energy – ELV	
SIS50215	Diploma of Fitness	Yes

c. Updates to the NSW Skills List

The *NSW Skills List* has been updated as a result of revisions to the BSB, MAR, RII, TLI and UEE Training Packages.

i. Equivalent superseding qualifications on the NSW Skills List

Table 3 shows the superseding qualifications that are equivalent to their superseded version. Please note that equivalent qualifications are updated automatically in Approved Qualification Activity Schedules when the Training Package is updated and can be delivered under Smart and Skilled when this automatic update occurs.

Table 3

Equivalent superseding qualifications on the NSW Skills List			
Previous code	Previous title	Current code	Replacement title
BSB30315	Certificate III in Micro Business Operations	BSB30220	Certificate III in Entrepreneurship and New Business
BSB41915	Certificate IV in Business (Governance)	BSB40220	Certificate IV in Aboriginal and Torres Strait Islander Governance
BSB42015	Certificate IV in Leadership and Management	BSB40520	Certificate IV in Leadership and Management
BSB41515	Certificate IV in Project Management Practice	BSB40920	Certificate IV in Project Management Practice
BSB50715	Diploma of Business (Governance)	BSB50220	Diploma of Aboriginal and Torres Strait Islander Governance
BSB51918	Diploma of Leadership and Management	BSB50420	Diploma of Leadership and Management
BSB51415	Diploma of Project Management	BSB50820	Diploma of Project Management
MAR30318	Certificate III in Marina Operations	MAR30120	Certificate III in Marina Operations
MAR40518	Certificate IV in Maritime Operations (Marine Engine Driver Grade 1 Near Coastal)	MAR40220	Certificate IV in Maritime Operations (Marine Engine Driver Grade 1 Near Coastal)
MAR40618	Certificate IV in Maritime Operations (Master up to 35 metres Near Coastal)	MAR40320	Certificate IV in Maritime Operations (Master up to 35 metres Near Coastal)
RII20115	Certificate II in Resources and Infrastructure Work Preparation	RII20120	Certificate II in Resources and Infrastructure Work Preparation
RII20915	Certificate II in Drilling Operations	RII20920	Certificate II in Drilling Operations
RII31815	Certificate III in Drilling Operations	RII31820	Certificate III in Drilling Operations
RII32018	Certificate III in Drilling Oil/Gas (Onshore)	RII32020	Certificate III in Drilling Oil & Gas (Onshore)
RII32218	Certificate III in Well Servicing Operations	RII32220	Certificate III in Well Servicing Operations
RII40215	Certificate IV in Surface Coal Mining (Open Cut Examiner)	RII40220	Certificate IV in Surface Coal Mining (Open Cut Examiner)
RII40415	Certificate IV in Underground Coal Operations	RII40420	Certificate IV in Underground Coal Operations
RII50615	Diploma of Drilling Operations	RII50620	Diploma of Drilling Operations
RII50915	Diploma of Underground Coal Mining Management	RII50920	Diploma of Underground Coal Mining Management
TLI42215	Certificate IV in Rail Network Control	TLI40120	Certificate IV in Rail Network Control

Equivalent superseding qualifications on the NSW Skills List			
Previous code	Previous title	Current code	Replacement title
UEE20511	Certificate II in Computer Assembly and Repair	UEE20520	Certificate II in Computer Assembly and Repair
UEE21611	Certificate II in Security Assembly and Set-up	UEE21620	Certificate II in Security Assembly and Set-up
UEE21911	Certificate II in Electronics	UEE21920	Certificate II in Electronics
UEE30211	Certificate III in Computer Systems Equipment	UEE30220	Certificate III in Computer Systems Equipment
UEE30411	Certificate III in Data and Voice Communications	UEE30420	Certificate III in Data and Voice Communications
UEE30611	Certificate III in Electrical Machine Repair	UEE30620	Certificate III in Electrical Machine Repair
UEE30711	Certificate III in Switchgear and Controlgear	UEE30720	Certificate III in Switchgear and Controlgear
UEE30811	Certificate III in Electrotechnology Electrician	UEE30820	Certificate III in Electrotechnology Electrician
UEE30911	Certificate III in Electronics and Communications	UEE30920	Certificate III in Electronics and Communications
UEE31211	Certificate III in Instrumentation and Control	UEE31220	Certificate III in Instrumentation and Control
UEE31411	Certificate III in Security Equipment	UEE31420	Certificate III in Security Equipment
UEE32111	Certificate III in Appliance Service	UEE32120	Certificate III in Appliance Service
UEE40911	Certificate IV in Industrial Electronics and Control	UEE40920	Certificate IV in Industrial Electronics and Control
UEE41611	Certificate IV in Renewable Energy	UEE41620	Certificate IV in Renewable Energy
UEE42211	Certificate IV in Instrumentation and Control	UEE42220	Certificate IV in Instrumentation and Control
UEE50511	Diploma of Electronics and Communications Engineering	UEE50520	Diploma of Electronics and Communications Engineering
UEE51211	Diploma of Air-conditioning and Refrigeration Engineering	UEE51220	Diploma of Air Conditioning and Refrigeration Engineering
UEE60211	Advanced Diploma of Electronics and Communications Engineering	UEE60220	Advanced Diploma of Electronics and Communications Engineering

ii. Non-equivalent superseding qualifications on the NSW Skills List

Table 4 shows the superseding qualifications that are **not** equivalent to their superseded version.

Table 4

Non-equivalent superseding qualifications on the Skills List			
Previous code	Previous title	New code	New title
BSB31015	Certificate III in Business Administration (Legal)	BSB30320	Certificate III in Legal Services
BSB31215	Certificate III in Library and Information Services	BSB30420	Certificate III in Library and Information Services
BSB42618	Certificate IV in New Small Business	BSB40320	Certificate IV in Entrepreneurship and New Business
BSB41015	Certificate IV in Human Resources	BSB40420	Certificate IV in Human Resource Management
BSB42215	Certificate IV in Legal Services	BSB40620	Certificate IV in Legal Services
BSB42115	Certificate IV in Library and Information Services	BSB40720	Certificate IV in Library and Information Services
BSB42415	Certificate IV in Marketing and Communication	BSB40820	Certificate IV in Marketing and Communication
BSB50618	Diploma of Human Resources Management	BSB50320	Diploma of Human Resource Management
BSB52115	Diploma of Library and Information Services	BSB50520	Diploma of Library and Information Services
BSB52415	Diploma of Marketing and Communication	BSB50620	Diploma of Marketing and Communication
BSB52215	Diploma of Legal Services	BSB50720	Diploma of Paralegal Services
BSB51615	Diploma of Quality Auditing	BSB50920	Diploma of Quality Auditing
BSB61015	Advanced Diploma of Leadership and Management	BSB60420	Advanced Diploma of Leadership and Management
MAR30218	Certificate III in Maritime Operations (Integrated Rating)	MAR30220	Certificate III in Maritime Operations (Integrated Rating)
RII20315	Certificate II in Underground Coal Mining	RII20320	Certificate II in Underground Coal Mining
RII30218	Certificate III in Underground Coal Operations	RII30220	Certificate III in Underground Coal Operations
RII60715	Advanced Diploma of Surface Coal Mining Management	RII60720	Advanced Diploma of Surface Coal Mining Management
UEE22011	Certificate II in Electrotechnology (Career Start)	UEE22020	Certificate II in Electrotechnology (Career Start)
UEE32211	Certificate III in Air-conditioning and Refrigeration	UEE32220	Certificate III in Air Conditioning and Refrigeration
UEE33011	Certificate III in Electrical Fitting	UEE33020	Certificate III in Electrical Fitting
UEE40411	Certificate IV in Electrical - Instrumentation	UEE40420	Certificate IV in Electrical - Instrumentation
UEE40611	Certificate IV in Electrotechnology - Systems Electrician	UEE40620	Certificate IV in Electrotechnology - Systems Electrician
UEE41211	Certificate IV in Electrical - Rail Signalling	UEE41220	Certificate IV in Electrical - Rail Signalling

Non-equivalent superseding qualifications on the Skills List			
Previous code	Previous title	New code	New title
UEE41911	Certificate IV in Electrical - Renewable Energy	UEE41920	Certificate IV in Electrical - Renewable Energy
UEE50411	Diploma of Electrical Engineering	UEE50420	Diploma of Electrical Engineering
UEE62211	Advanced Diploma of Electrical - Engineering	UEE62220	Advanced Diploma of Electrical - Engineering

iii. Merged qualifications on the NSW Skills List

Table 5 shows the superseding qualifications that merge two or more superseded qualifications. The superseding qualifications in **Table 5** will have their prices reviewed prior to the start of the next Activity Period.

Table 5

Merged qualifications on the Skills List			
Previous code	Previous title	New code	New title
BSB20115	Certificate II in Business	BSB20120	Certificate II in Workplace Skills
BSB20215	Certificate II in Customer Engagement		
BSB30115	Certificate III in Business	BSB30120	Certificate III in Business
BSB30215	Certificate III in Customer Engagement		
BSB30415	Certificate III in Business Administration		
BSB30915	Certificate III in Business Administration (Education)		
BSB31115	Certificate III in Business Administration (Medical)		
BSB40215	Certificate IV in Business	BSB40120	Certificate IV in Business
BSB40315	Certificate IV in Customer Engagement		
BSB40515	Certificate IV in Business Administration		
BSB40615	Certificate IV in Business Sales		
BSB41115	Certificate IV in International Trade		
BSB41618	Certificate IV in Business (Procurement)		
BSB41715	Certificate IV in Recordkeeping		
BSB42315	Certificate IV in Environmental Management and Sustainability		
BSB50215	Diploma of Business	BSB50120	Diploma of Business
BSB50415	Diploma of Business Administration		

Merged qualifications on the Skills List			
Previous code	Previous title	New code	New title
BSB50815	Diploma of International Business		
MAR50115	Diploma of Maritime Operations (Engineer Watchkeeper)		
MAR50613	Diploma of Maritime Operations (Marine Engineering Class 3 Near Coastal)	MAR50120	Diploma of Marine Engineering
MAR50315	Diploma of Maritime Operations (Watchkeeper Deck)		
MAR50415	Diploma of Maritime Operations (Master up to 500 GT)	MAR50220	Diploma of Maritime Operations
MAR60115	Advanced Diploma of Maritime Operations (Marine Engineering Class 2)		
MAR60215	Advanced Diploma of Maritime Operations (Marine Engineering Class 1)	MAR60120	Advanced Diploma of Marine Engineering (Class 1)

d. VTO changes affecting the NSW Skills List

Following updates to NSW VTOs, a number of superseding qualifications detailed in previous Smart and Skilled Updates can now be delivered under apprenticeship pathways under Smart and Skilled. These qualifications are shown in **Table 6** below.

Table 6

VTO changes affecting superseding qualifications from previous Smart and Skilled Updates		
Qualification Code	Qualification Title	Available Pathway
MEM31319	Certificate III in Refrigeration and Air Conditioning	Apprenticeship + School-based Apprenticeship
MEM31419	Certificate III in Engineering - Fixed and Mobile Plant Mechanic	Apprenticeship + School-based Apprenticeship
MEM31519	Certificate III in Engineering - Toolmaking Trade	Apprenticeship + School-based Apprenticeship
MEM31719	Certificate III in Engineering - Casting and Moulding Trade	Apprenticeship + School-based Apprenticeship

For technical support in relation to this update, contact Training Market Customer Support at Training.Market@det.nsw.edu.au.

Please note that this update is for the information of approved Smart and Skilled providers only. If providers require further information for students or employers, please contact Training Market Customer Support, as above, unless otherwise instructed.

Smart and Skilled Fee Administration Policy

Version 2.5

Released 3 November 2020

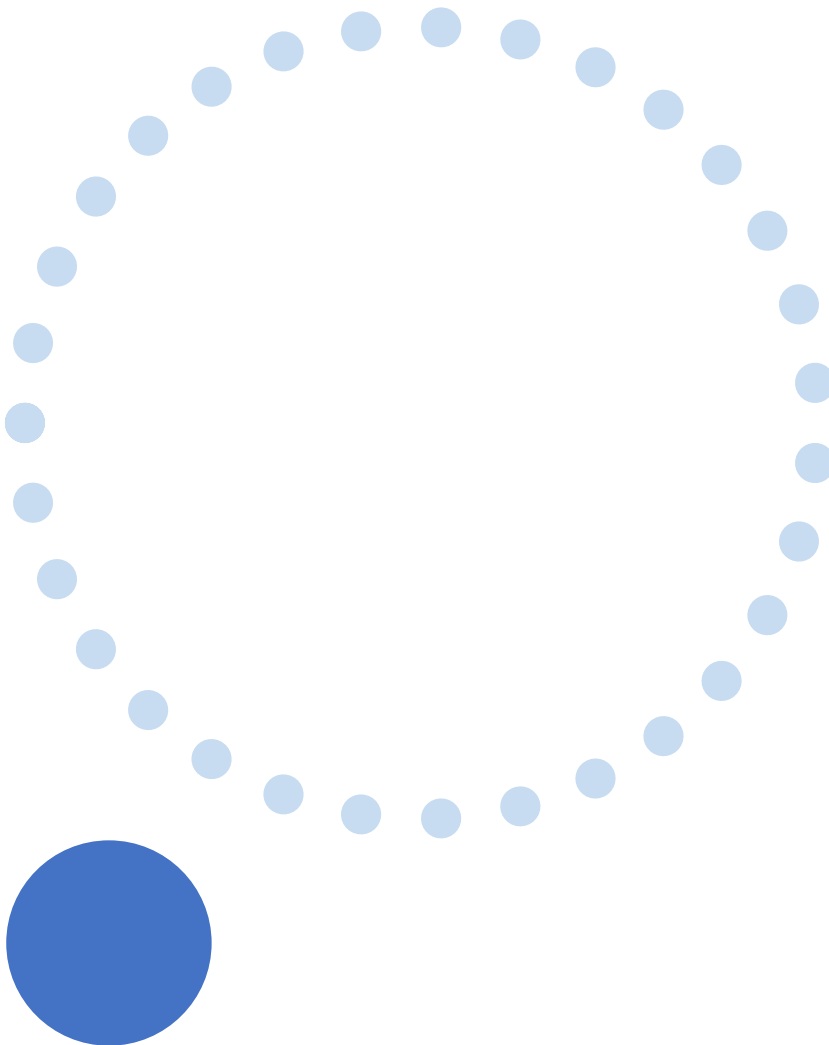
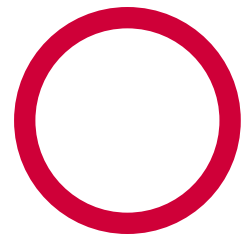


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Section 1: Introduction

This policy sets out the requirements for the application and management of student fees for qualifications and part qualifications under the following Smart and Skilled programs:

- Smart and Skilled Entitlement Foundation Skills (EFS)
- Smart and Skilled Entitlement Full Qualifications (EFQ)
- Smart and Skilled Entitlement Apprenticeships and Traineeships (EAT)
- Smart and Skilled Targeted Priorities Full Qualifications (TPFQ)
- Smart and Skilled Targeted Priorities Prevocational and Part Qualifications (TPPPQ).

This policy should be read in conjunction with the following documents:

- Smart and Skilled Contract Terms and Conditions
- Smart and Skilled Operating Guidelines
- The Schedule of Prices, Fees and Subsidies
- Any other relevant Smart and Skilled policy documents.

The NSW Skills List indicates the full qualifications funded under Smart and Skilled.

1.1 Smart and skilled eligibility

To be eligible for subsidised training under Smart and skilled, a student must meet the relevant eligibility criteria for the Smart and Skilled program the qualification they are enrolling into is funded by.

The Smart and Skilled eligibility criteria are described in **Appendix 1: Smart and Skilled eligibility criteria**.

1.2 School Based Apprenticeships and Traineeships Program

The requirements for the application and management of student fees under the School Based Apprenticeships and Traineeships Program are set out in the **School Based Apprenticeships and Traineeships Program Fee Administration Policy**.

Section 2: Smart and Skilled student fees

Under Smart and Skilled, a student contributes towards the cost of training through the payment of a student fee. The payment to the Provider is made up of the student fee and the subsidy from the government.

Student fees are:

- set for the whole qualification (they are not annual or semester fees)
- lower for a student doing their first post-school qualification
- set for the student and the qualification, and will be the same regardless of the Provider chosen.

2.1 Charging fees

There are different categories of student fees, based on the program, the qualification and the characteristics of the student. The schedule of fees for each qualification on the NSW Skills List can be accessed at: www.training.nsw.gov.au/smartandskilled/prices_fees.html.

The different categories of student fees are also explained in detail in **Section 3: Fee categories and eligibility**

The fees applicable under the TPPPQ Program are set out in the relevant Activity Schedule.

The Provider must only charge the student the relevant fee set by the NSW Government for the subsidised training the student is undertaking. The student fee to be charged will be confirmed when the Provider enters the student data into the Smart and Skilled Provider Calculator.

The Provider must not charge the student any additional fees, except for additional costs outlined in **Section 4: Additional costs to a student**.

Note:

All references in this policy to charging a student a fee encompasses charging anyone else who may pay the fee on behalf of the student. This includes, but is not limited to:

- * the student
- * the student's employer
- * parent/guardian.

2.2 Credit transfer and recognition of prior learning

Where an eligible student is granted credit transfer (CT) or recognition of prior learning (RPL) or for one or more units of competency (UoC), the qualification price will be adjusted and a new student fee determined. The qualification price is based on both fixed and variable costs and adjustments will be made to both these cost components.

Credit transfer (CT)

The Provider must comply with the VET Regulator’s guidelines in connection with granting Credit Transfer.

CT provides a means for a student to gain credit in the qualification they are undertaking on the basis of having previously completed UoCs or modules in another qualification or other formal learning. Being granted CT for a UoC or module means the student does not have to undertake the UoC/module again. It reduces the amount of learning to be undertaken and may reduce the student fee.

Providers must inform a student of CT opportunities and advise them to check their academic transcripts for any previous qualifications achieved to identify any potential opportunities for CT.

Providers can also advise a student to visit the USI Registry at <https://portal.usi.gov.au/student/> to check if any information is stored by the Registry on previous training they have undertaken, to help identify any previously achieved UoC/modules that can be granted CT.

This information can be given to the Provider which may entitle the student to a reduced fee.

The Provider must grant CT for any units already achieved, where the evidence to support this is provided.

Where CT is granted, student fees are calculated as follows:

- The fixed cost of the qualification will be reduced by the proportion of UoCs given CT.
- The variable cost will be reduced by the total cost of each UoC granted CT.

Once the adjusted qualification price is calculated the new student fee will be determined at the same percentage of the price as the original student fee for that course.

Example of CT:

A Certificate III has a qualification price of \$8,000 with a fixed cost of \$3,000 and a variable cost of \$5,000. The qualification consists of 25 UoCs at \$200 each.

The student fee is 25% of the qualification price (\$2,000). Student A has no CT. Student B has CT for five (5) UoCs (i.e. 20% of the qualification).

Field	Student A	Student B
Student fee prior to CT	\$2,000	\$2,000
Fixed Cost	\$3,000 No reduction	\$2,400 This is reduced by the proportion of units with CT. In this case, the reduction is 20% x \$3,000 = \$600
Variable Cost	\$5,000 No reduction	\$4,000 This is reduced by the total cost of each UoC with CT. In this case, the reduction is 5 x \$200 = \$1,000
New Qualification Price	\$8,000	\$6,400
New Student Fee (25% of new price)	\$2,000	\$1,600

Recognition of prior learning (RPL)

The Provider must ensure that its Recognition Process aligns with the NSW Recognition Framework as published from time to time. Recognition of Prior Learning for Apprenticeships and Traineeships must comply with all Applicable Laws, including the Apprenticeship and Traineeship Act 2001.

RPL involves a student demonstrating they already have the skills and experience to complete the qualification (in whole or part) without needing to attend classes or participate in learning.

Providers must inform the student of RPL opportunities and of the process for applying.

Where RPL is granted, student fees are calculated as follows:

- The fixed cost of the qualification will be reduced by 50 per cent of the proportion of UoCs granted RPL.
- The variable cost will be reduced by 50 per cent of the total cost of each UoC granted RPL.

Once the adjusted qualification price is calculated the new student fee will be determined at the same percentage of the price as the original student fee for that course.

Example of RPL:

A Certificate III has a qualification price of \$8,000 with a fixed cost of \$3,000 and a variable cost of \$5,000. The qualification consists of 25 UoCs at \$200 each.

The student fee is 25% of the qualification price (\$2,000). Student A has no RPL. Student B has RPL for five (5) UoCs (i.e. 20% of the qualification).

Field	Student A	Student B
Student fee prior to CT	\$2,000	\$2,000
Fixed Cost	\$3,000 No reduction	\$2,700 This is reduced by 50% for the proportion of units with RPL. In this case, the reduction is 50% x 20% x \$3,000 = \$300
Variable Cost	\$5,000 No reduction	\$4,500 This is reduced by 50% of the total cost of each UoC with RPL. In this case, the reduction is 50% x 5 x \$200 = \$500
New Qualification Price	\$8,000	\$7,200
New Student Fee (25% of new price)	\$2,000	\$1,800

Where RPL for a UoC(s) is assessed by the Provider and only partially granted and some training delivery is still required, there is no reduction in the student fee and should not be entered in the Provider Calculator or reported as RPL granted.

Note: Where a student is granted a mix of RPL and CT, the combination of the above two methodologies will be used to calculate the new student fee

2.3 Calculating and adjusting fees for CT and RPL

Where CTL and/or RPL are granted at enrolment, the Provider will need to use the Smart and Skilled Provider Calculator to determine the applicable student fee.

Where CT and/or RPL is granted after enrolment, or after a student commences a qualification, the Provider must report the outcome for the relevant unit(s) of competency in their next Smart and Skilled training activity data file submitted to the Department. The Department will adjust the subsidy payment and advise the Provider of the new student fee. The Provider must take all necessary steps to advise the affected student of the adjusted fee and to amend the fee levied to the student, including changing future fee payment schedules.

The Provider must sight appropriate evidence, such as a testamur or a Unique Student Identifier (USI) transcript to grant CT.

Fee for a concession student where recognition of prior learning and/or credit transfer has been awarded.

Where a student is eligible for a concession and has been awarded RPL and/or CT, if the adjusted Standard Student fee (First or Subsequent) is lower than the concession fee, the student will pay the lower fee i.e. the adjusted Standard Student fee.

2.4 Student fees for part qualifications

There are three part qualification streams that are subsidised under the TPPPQ Program:

1. prevocational and foundation skills
2. pre-apprenticeship or pre-traineeship
3. priority groups and industries.

A student undertaking a part qualification under the TPPPQ Program will not be charged a fee. The subsidy the Provider receives will cover the full cost of training.

A student seeking to achieve a full qualification should not be enrolled in multiple part qualifications that make them eligible for the issue of the full qualification. The student must be enrolled in the full qualification under the relevant Smart and Skilled full qualification program and will be required to pay the relevant fee.

Completing a part qualification under the TPPPQ Program does not affect the fee eligibility of a student undertaking a full qualification under Smart and Skilled.

2.5 Student fees if a part qualification(s) has been achieved

If a student has previously achieved a part qualification (including nationally accredited skill sets), and the student subsequently undertakes a full qualification under the EFQ or TPFQ Programs, and they are required to pay a student fee, then the student must pay either the Standard Student – First Qualification Fee or the concession fee. Achievement of a part qualification is not deemed to be post-school qualification.

In some instances, a student may undertake two or more part qualifications, and as a result, they are awarded a full qualification. If the student subsequently undertakes a full qualification under the EFQ or TPFQ Programs, and they are required to pay a student fee, then the student must pay either the Standard Student – Subsequent Qualification Fee or the concession fee. The student must indicate at enrolment that they have previously achieved a full qualification.

2.6 Fees for Continuing Students

The student fee is for the whole qualification and should be determined at enrolment. It therefore applies for the duration of training for a particular enrolment (CID) even where the student is undertaking training over more than one contract period.

2.7 Student fees for programs outside Smart and Skilled

Where training is part of fee for service arrangements made between an organisation and a Training Provider, student fees would be covered through these arrangements. These arrangements are outside Smart and Skilled.

A student who subsequently wishes to apply for Smart and Skilled subsidised training will be subject to Smart and Skilled general and fee eligibility requirements.

Section 3: Fee categories and eligibility

The student fee categories are:

1. Standard Student
 - First Qualification
 - Subsequent Qualification
2. Apprenticeship
3. Traineeship
4. Concession
5. Exemptions and fee-free training

The process for calculating fee arrangements is at **Appendix 2: Student fee arrangements**.

Evidence requirements for each of the fee categories is at **Appendix 3: Proof of eligibility - Acceptable evidence**.

3.1 Standard student fees

The Standard Student fee applies to a student who is not doing an apprenticeship or traineeship or who does not qualify for a concession fee or one of the fee-free categories.

A student is required to declare any post-school qualifications to assess eligibility for a First or Subsequent Qualification Standard Student fee.

Smart and Skilled data and data from the Unique Student Identifier may also be used as evidence of a previous post-school qualification achieved by the student, to assess the appropriate Standard Student fee.

Standard Student—First Qualification fee

Applies to a student who does not already hold a post-school qualification from any tertiary sector. Qualifications include vocational and higher education qualifications achieved in Australia or overseas at any time previously.

The First Qualification fee also applies to a student who is 15-17 years old at commencement of training regardless of any previous qualification.

The Standard Student—Subsequent Qualification Fee

Applies to a student who already holds a previous post-school qualification from any tertiary sector. This category includes vocational and higher education qualifications achieved in Australia or overseas at any time previously.

Qualifications achieved overseas that are not formally recognised in Australia are also considered to be a previous post-school qualification.

The Standard Student—Subsequent Qualification fee is the higher of the two Standard Student fees because a student undertaking a second or subsequent post-school qualification has already benefitted from training.

Where a student completes a Smart and Skilled qualification and enrolls in another Smart and Skilled qualification (except an apprenticeship or traineeship), the student will be charged the Standard Student—Subsequent Qualification fee for the subsequent qualification.

Note: There is no limit to the number of previous post-school qualifications a student can hold.

Qualifications not deemed to be post-school qualifications

The following qualifications are not deemed to be post-school qualifications, and as a result, a student who holds one of these post-school qualifications will only be required to pay the First Qualification Fee.

- qualifications achieved while at school as part of a student's secondary education
- qualifications achieved prior to turning 17
- Certificate I qualifications
- Certificate IV Tertiary Preparation.
- Smart and Skilled Entitlement Foundation Skills qualifications
- any other foundation skills qualification that is aimed at developing foundation skills as identified in the "National Foundation Skills Strategy" (up to and including Certificate III), including:
 - English language, literacy and numeracy (such as listening, speaking, reading, writing, digital literacy and use of mathematical ideas)
 - Employability skills (such as collaboration, problem solving, self-management, learning and information and communication technology skills required for participation in modern workplaces and contemporary life)

3.2 Apprenticeship fees

Apprenticeship fees apply to NSW Apprentices undertaking training in a qualification offered on the NSW Skills List as part of an apprenticeship pathway that supports their apprenticeship.

Under the NSW Government's **Fee-free Apprenticeship Initiative**, NSW apprentices who are funded under Smart and Skilled, and who commence subsidised training on or after 1 July 2018, are eligible for free training.

An apprentice eligible under this initiative will be exempt from fees for their apprenticeship qualification. Please see **Appendix 7: Fee-free Apprenticeships** for further information and eligibility requirements.

For apprentices who are not eligible, the fee for a qualification delivered to an apprentice under an apprenticeship pathway is lower than for a non-apprenticeship pathway and is capped at \$2,000.

3.3 Traineeship fees

Traineeship fees apply to NSW New Entrant Trainees undertaking training in a qualification offered on the NSW Skills List as part of a traineeship pathway that supports their traineeship.

Under the NSW Government's **Fee-free Traineeship Initiative**, NSW trainees who are funded under Smart and Skilled, and commence subsidised training on or after 1 January 2020, are eligible for free training.

A trainee eligible under this initiative will be exempt from fees for their traineeship qualification. Please see **Appendix 8: Fee-free Traineeships** for further information and eligibility requirements.

For trainees who are not eligible, the fee for a qualification delivered to a trainee under a traineeship pathway is lower than for a non-traineeship pathway and is capped at \$1,000.

3.4 Concession fees

Concession fees are discounted fees for a disadvantaged student. Concessions fees are a flat fee for the qualification level.

A student who receives a specified Commonwealth Government benefit or allowance, as listed at **Appendix 4: Specified Commonwealth Government benefits and allowances for concession fees**, is eligible for a concession fee for a qualification up to and including Certificate IV. The student must be in receipt of the specified benefit or allowance at the time of enrolment to be eligible.

The concession fee is also available to a student who is a dependant of a person receiving a specified Commonwealth Government benefit or allowance. To be eligible for the concession the person who the student is a dependant of must be receiving the benefit or allowance at the time of enrolment.

There are no concessions for a student enrolling in a Diploma or Advanced Diploma.

3.5 Exemptions and fee-free training

A student who falls into one of the following categories will qualify for fee-free training:

- Australian Aboriginal and Torres Strait Islander
- student with a disability(ies)
- dependant child, spouse or partner of a recipient of a Disability Support Pension
- refugee or asylum seeker
- recipient of a Fee-Free Scholarship
- studying a qualification under the Entitlement Foundation Skills Program.

Under the Fee-free Apprenticeship Initiative and the Fee-free Traineeship Initiative, apprentices and trainees who meet the eligibility criteria will also be eligible for fee-free training. Please see **Appendix 7: Fee-free Apprenticeships** and **Appendix 8: Fee-free Traineeships** for further information and eligibility requirements.

Under the Skilling for Recovery Initiative, students who meet the eligibility criteria will also be eligible for fee-free training. Please see **Appendix 9: Skilling for Recovery Initiative** for further information and eligibility requirements.

Fee exemption for an Aboriginal and Torres Strait Islander student

An Australian Aboriginal and Torres Strait Islander student can prove their status and eligibility for a fee exemption through descent, self-identification and community identification.

A student eligible for this fee category will be exempt from fees for any Smart and Skilled enrolments for which they are eligible.

Fee exemption for a Student with a disability(ies)

A student will be eligible for a fee exemption on the basis of disability if the student is:

- in receipt of the Commonwealth Government Disability Support Pension, or
- assessed as having documentary evidence of support demonstrating a clear additional need as a result of the student's disability.

A student eligible for this fee category will be exempt from fees for any Smart and Skilled enrolments for which they are eligible.

Fee exemption for a student who is a dependant of a person with a disability(ies)

A student who seeks a fee exemption on the basis of this category will need to provide documentary evidence to show they are a dependant child, spouse or partner of someone who is receiving a Commonwealth Government Disability Support Pension.

A student eligible for this fee category will be exempt from fees for any Smart and Skilled enrolments for which they are eligible.

Fee-free training for refugees and asylum seekers

A student who seeks a fee exemption on the basis of their visa status will need to provide visa documentation, or documentation such as an ImmiCard where appropriate, which states that they hold one of the visas specified in **Appendix 6: Refugees and asylum seekers**.

A student eligible for this fee category will be exempt from fees for any Smart and Skilled enrolments for which they are eligible.

Fee-free Scholarships

A student undertaking a full qualification up to and including Certificate IV may be eligible for a Smart and Skilled Fee-free Scholarship if they are:

- aged between 15 and 30 (inclusive) at the start date for training and eligible for a concession fee (i.e. a Commonwealth Government benefit recipient), or
- meet the Out-of-Home Care definition at the time of enrolment and are:
 - aged 15-17 years and currently in out-of-home care; or
 - aged 18-30 years and previously in out-of-home care; or
- aged 15 and over, and be able to disclose (self-declare) at enrolment that they meet the domestic and family violence definition.

Fee-free training - Foundation Skills

A student that meets the standard Smart and Skilled eligibility criteria and undertaking training under the EFS program will not be required to pay a fee.

3.6 Validation of student eligibility and fee

The Provider must use the Provider Calculator to confirm students' Smart and Skilled eligibility for a qualification and the student fee (or no fee) to be charged.

The Provider cannot charge a student a fee other than what is calculated by the NSW Government through the Provider Calculator. This means the Provider cannot discount the fee, charge a higher fee or exempt a student from paying the fee. See **Section 4: Additional costs**.

Circumstances may arise where the fee quoted by the NSW Government must be adjusted (such as where the student obtains a CT or RPL after enrolment or after commencement). See **Section 2.5 Recognition of prior learning and credit transfer** for more information.

A Student Fee Estimator is available on the Course Finder search on the Smart and Skilled website that a student can use to check their eligibility and estimate their fee for NSW Skills List qualifications. This will be an estimate only, and the student fee to be charged will be confirmed when entering the student enrolment information via the Notification of Enrolment in the Provider Calculator.

3.7 Evidence of eligibility

A student must declare that the information they provide with regards to eligibility is true, accurate, complete and not misleading.

Additionally, for some fee types, a student may be required to provide evidence to support their eligibility for the Smart and Skilled fee type. The Provider must sight or maintain acceptable evidence as detailed in **Appendix 3 - Proof of eligibility - Acceptable evidence**.

Section 4: Additional fees

The price of a qualification, which is made up of the government subsidy and student fee, covers the total costs incurred by the Provider to deliver the training, including training materials, learning resources and assessment.

A Provider must not charge the student any additional fees for the subsidised training, except where specified in the following subsections.

For each qualification, the Provider must publish on its website any additional costs that will or may be incurred, and ensure that the student is aware of these costs prior to enrolment.

The Provider must issue receipts for any monies collected by the Provider for additional charges. The Provider must retain copies of any receipts issued.

The following is applicable for both full and part qualifications (including single UoC or module delivery) undertaken under Smart and Skilled.

Note: All references in this policy to charging a student a fee, and to make the student aware of fees and costs, encompass anyone who may pay the fee on behalf of the student. This includes, but is not limited to:

- * the student
- * the student's parent or guardian
- * the student's employer
- * any other organisation or entity

4.1 Customisation of training

The Provider cannot charge an additional fee for customisation of the training where the customisation is within training package rules, except in the specific instances outlined in **section 4.2 Incidental Expenses**.

If the customisation results in training delivery in excess of the training package rules, see **section 4.3 Additional training** for details on allowable charges.

4.2 Incidental expenses

There may be some instances where the Provider can charge over and above the student fee. These costs include:

- essential equipment and other items that the student has the choice of acquiring from the Provider, or from a supplier other than the Provider, that become the physical property of the student, are retained by the student on completion of training, and are not consumed during the training;

Example

Chef knives, makeup kit, tool kit.

- published learning resources that are non-essential to training delivery, become the physical property of the student and are retained by the student on completion of training;

Example

Published textbook

Note: The Provider cannot charge for

* learning resources such as workbooks or learner guides, that are essential to the delivery of training,

* a hard copy text book where an online version is available for the student free of charge (unless the student is informed of the additional charges for the hard copy text book and agrees to purchase it).

* learning resources that have been replicated by the Provider (e.g photocopies, or computer printouts whether they have been bound or not).

* learning resources that have been developed “in house” by the Provider.

- an optional charge for an item that is not essential for the student to complete the training;

Example

A Provider makes available standard flowers to a student for a floristry qualification to create a flower arrangement, but the student would like to use more expensive exotic flowers. The student would be required to purchase the more expensive flowers from the Provider or another supplier.

- an optional charge for an alternative form of access to an item or service that is an essential component of the training, but is otherwise made readily available at no additional fee by the Provider; and

Examples

1. The textbook for a qualification is an online resource but a student would like a hardcopy. In this instance, the Provider may charge the student for the textbook. The textbook would become the personal property of the student.

2. The Provider may charge an employer if it requests the development of alternative bespoke forms of materials/resources which are for use in training delivered exclusively to employees of the employer.

3. A Provider uses a particular brand of heavy vehicle engine for training and assessment. The Provider may arrange to deliver training to a group of employees and the employer requests that the training be delivered on a different brand of heavy vehicle engine used in its workplace. The Provider must reasonably explore options to provide access to the requested brand of equipment without an additional charge, such as use of the employer’s equipment for on-site training and assessment, or to rent the equipment. If the request cannot be fulfilled within the Smart and Skilled funding for the qualification, the Provider and employer may make an agreement for an additional fee to cover the cost.

Note:

The Provider cannot charge an additional fee to maintain or upgrade their equipment in order to fulfil a request outlined in Example 2.

- field trips and food, transport and accommodation costs associated with the provision of field trips that form part of the training.

4.3 Additional training

The student may request additional units of competency to be delivered in conjunction with their Smart and Skilled subsidised qualification. This would be UoCs that are over and above what is required under the training package rules to achieve the qualification.

The Provider must attempt to cover the costs of delivering the requested additional UoCs within the Smart and Skilled funding for the qualification.

If this is not possible, the Provider must make all reasonable attempts to source alternative subsidised funding for the additional training prior to entering into fee-for-service arrangements with the student.

Where subsidised funding is not available, the student must agree to any fee-for-service charges prior to enrolment.

At the successful completion of training, the student will be issued with the qualification plus a statement of attainment for the additional UoCs delivered.

Example

A student is undertaking subsidised training that requires 15 units of competency to achieve the full qualification. The student, or their employer, requests an additional 5 UoCs to be delivered, either from this or another qualification. The cost of the additional units cannot be absorbed by the funding received by the Training Provider for the full qualification. The Provider accesses alternate funding for the delivery of the 5 additional UoCs.

4.4 Charges for issuing embedded qualifications

In some cases, a qualification may include all the units of competency required to complete a lower level qualification, an 'embedded' qualification. The student may wish to be issued with a testamur for the lower level qualification in addition to the higher one they enrolled in. In this case the student has paid the fee for the higher level qualification. The Provider may charge an administrative fee to produce the additional testamur but the student will not be required to pay additional student fees for the lower level qualification.

Section 5: Paying fees

5.1 Levying of student fees

The Provider can determine the payment arrangements for student fees, but the Provider must publish information and inform each student of these arrangements before the student enrolls.

The Provider must collect all fees to be paid by the student by the time they complete their subsidised training. A Provider, or a related entity or organisation, must not pay the student fee on behalf of a student unless the Provider is also:

- the employer of the student; or
- is a provider of government-funded employment services (Jobactive) and the student is a client.

There are no other circumstances whereby a Provider may pay a fee on behalf of a student.

The Provider must retain student fees that it collects or evidence that either of the two conditions above were met.

Where a student has applied for a VET Student Loan (or a loan from any other Commonwealth Government loan program) the amount will be paid directly to the Provider by the Commonwealth Government.

5.2 Subcontracting

Where the Provider enters into a subcontracting arrangement, the subcontractor is not to charge the student a fee or any additional costs. All fees and any additional costs must be levied by the Provider in accordance with this Policy.

5.3 Discontinuing students

Withdrawal without penalty

The Provider must advise the student, prior to any fees being paid, of the 'withdrawal with no penalty' cut-off date, i.e. the date by which the student can withdraw and be refunded any fees paid at enrolment. This date is determined by the Provider.

Withdrawal after the without penalty cut-off date

Where a student withdraws from training after the cut-off date, the Provider must:

- give the exiting student a statement of fees that includes all fees applied and any fees refunded, if applicable
- comply with Paragraph 9 of the Smart and Skilled Operating Guidelines.

5.4 Fees for student repeat attempts to complete units of competency

The Provider will not be paid additional subsidy for repeat attempts by a student to complete a unit of competency. The Provider must have a policy on the number of times a student can attempt to complete a unit of competency for their student fee. The Provider must make the student aware of the policy prior to or at enrolment.

5.5 Fee refunds

The Provider must have a refund policy.

The policy must include but is not limited to:

- the 'withdrawal with no penalty' cut-off date (as determined by the Provider)
- a process for refunding a student who withdraws from training not of their own accord. For example, where the Provider closes or where the Provider is no longer approved to deliver Smart and Skilled training
- a process for partial refund of fees (when necessary) where CT and/or RPL has been granted
- information on whether the student will get a refund if they withdraw from a qualification but have completed all the requirements for a lower level qualification, which attracted a lower student fee.

For VET Student Loans (or any other Commonwealth Government loan program) approved qualifications, the Provider must comply with the Commonwealth's VET Student Loans (or any other Commonwealth Government loan program's) Refund policy.

The Provider must publish and make the student aware of the fee refund policy before enrolment.

5.6 Co-enrolments

The Provider must charge a fee for each Smart and Skilled qualification that a student enrolls in. For example, if a student enrolls in both a traineeship qualification and an EFQ qualification, the student must pay the student fee applicable for both qualifications.

5.7 Recovery of outstanding student fees

The Provider must have a process for the recovery of outstanding fees from a student. The Provider must publish and make the student aware of this Policy.

5.8 Changes to Student Fees

The student will pay the fee for the qualification that applies at the time that they are to commence training. The student will not be affected by any subsequent changes to Smart and Skilled fees.

5.9 Transferring students

A student undertaking a Smart and Skilled qualification may withdraw from a qualification with a Smart and Skilled Provider and transfer to another Smart and Skilled Provider to complete their qualification because:

- they chose to of their own accord or
- their Provider has closed, or has had their contract terminated, or the Provider cannot continue to deliver training to the student in the delivery mode chosen by the student and it is not possible for the student to continue training in an alternative delivery mode.

A student who transfers of their own accord

Where a student transfers of their own accord from their initial Smart and Skilled Provider to another Smart and Skilled Provider to complete their training, standard Credit Transfer rules will apply when calculating the student fee. To do this, the subsequent Provider of the student must obtain a statement of attainment from the student (issued by the initial Provider) to determine what credit should be granted. The subsequent Provider must use the Smart and Skilled Provider Calculator to determine the student fee.

In this situation, the student may end up contributing more towards the cost of their training.

A student who transfers due to Provider closure or contract termination or change in delivery mode

As mentioned, a student may be forced to transfer from their initial Smart and Skilled Provider to another Smart and Skilled Provider to complete their training because:

- their Provider has closed
- their Provider has had its contract terminated
- their Provider cannot continue to deliver training to the student in the delivery mode chosen by the student and it is not possible for the student to continue training in an alternative delivery mode.

Students in these situations will be supported to complete their training in a replacement course with a subsequent provider.

The following rules apply in these circumstances

- The fees charged in total by the two Smart and Skilled Providers cannot exceed the student fee quoted by the initial Provider.
- Where the combined fee exceeds the original fee quoted, the subsequent Provider must contact the Department to confirm fee to be charged, before enrolling the student and charging any fees. Any fee gap will be paid to the Provider by the Department.

The subsequent Provider must obtain the following documentation from the student:

- a statement of attainment issued by the previous Smart and Skilled Provider
- an up-to-date training plan (issued by the initial Smart and Skilled Provider) that lists all units of competency achieved, commenced but not completed, and/or not started
- a statement of fees and a receipt of payment issued by the previous Smart and Skilled Provider.

The subsequent Provider can then enter the details into the Smart and Skilled Provider Calculator to determine the fee to be charged to the student.

Obtaining the above documentation may not be possible where the initial Provider closes. In these instances, the Provider should seek assistance from the Department to determine the fee to be charged to the student.

5.10 Students transitioning from superseded qualifications

Where a student is enrolled in a qualification that is superseded and the student is required to transition to the new qualification to continue training and complete, and the price of the new qualification is different to that of the superseded qualification:

- the Provider will continue to be paid the applicable subsidy for the superseded qualification
- the student fee will remain the same.

5.11 Fee protection mechanisms

The Provider must comply with Clause 7.3 of the *Australian Skills Quality Authority's (ASQA) Users' Guide: Standards for Registered Training Organisations (RTOs) 2015* relating to a Provider's responsibility to protect prepaid fees by learners.

Clause 7.3 states that where the RTO requires, either directly or through a third party, a prospective or current learner to prepay fees in excess of a total of \$1,500 (being the threshold prepaid fee amount), the RTO must meet the requirements set out in the Requirements for Fee Protection in Schedule 6 of the Users' Guide.

The requirements set out in Schedule 6 are summarised below:

- Government entities and Australian Universities must implement a policy addressing learner fee protection arrangements.
- All other RTOs must implement one or more of the following arrangements:
 - The RTO holds an unconditional financial guarantee from a bank operating in Australia; or
 - The RTO is a member of an approved Tuition Assurance Scheme approved by its VET Regulator; or
 - The RTO has any other fee protection measure approved by the VET Regulator.

RTOs may collect up to \$1,500 in prepaid fees from a learner without needing to take any action to protect these fees.

The Users' Guide can be found on the ASQA website.

Where any changes are made to ASQA's requirements for the protection of student fees, these override fee protection obligations set out in the Smart and Skilled Fee Administration Policy.

Section 6: Student Loans

Where a student obtains a Commonwealth Government student loan through the Provider, the Provider must comply with all the requirements of the Commonwealth Government loan program.

Information for students on the current Commonwealth Government VET loan program, VET Student Loans, is available from the Commonwealth Government's Study Assist website at: www.studyassist.gov.au/vet-student-loans.

Provider information on VET Student Loans is available from: www.education.gov.au/vet-information-providers.

Section 7: Student access to fee policies

7.1 Smart and Skilled Fee Administration Policy

The Provider must give each student access to this Smart and Skilled Fee Administration Policy before or at the time of enrolment.

7.2 Provider's policies

As listed throughout this document, the Provider must also make the student aware of its policies or processes on:

- evidence required for student eligibility for Smart and Skilled, Smart and Skilled programs and fee exemptions and concessions where relevant
- withdrawal without penalty
- repeat attempts to complete a unit of competency
- fee refunds
- recovery of outstanding fees
- levying of student fees.

Appendix 1: Smart and Skilled eligibility criteria

Eligibility for the Smart and Skilled Entitlement Apprenticeship & Traineeship (EAT) Program

NSW apprentices and NSW new-entrant trainees undertaking traineeships on the NSW Skills List are eligible to a government subsidy under this program for the qualification that supports their apprenticeship or traineeship.

Note

NSW Existing-worker trainees are not eligible to a government subsidy under any Smart and Skilled Program for the qualification that supports their traineeship.

Eligibility for all other Smart and Skilled Programs

To be eligible for the Entitlement Foundation Skills (EFS), Entitlement Full Qualifications (EFQ), Targeted Priorities Full Qualifications (TPFQ), and Targeted Priorities Prevocational and Part Qualifications (TPPPQ) programs, a student must:

- be an Australian citizen, a permanent Australian resident, a humanitarian visa holder or a New Zealand citizen, and
- be aged 15 years or older, and
- live or work in New South Wales, and
- no longer be at school or equivalent (excluding home schooled students).

Live or Work in NSW

An Aboriginal and Torres Strait Islander student who does not live or work in NSW but lives in specific defined interstate NSW border areas are eligible for government-subsidised training under Smart and Skilled (as identified in the list set out in the Smart and Skilled Operating Guidelines).

No longer at school

To be eligible for Smart and Skilled, a student must have left school (whether by school education or an alternative pathway in adherence with the NSW School Leaving Age Policy and the NSW Education ACT 1990 (www.austlii.edu.au/au/legis/nsw/consol_act/ea1990104/s21b.html) and the NSW Educational Amendment (School Leaving Age) Regulation 2009. A student who is still at school and completing an apprenticeship or traineeship outside of their school studies is ineligible for Smart and Skilled.




Home Schooled Students

Home schooled students who are registered by the NSW Education Standards Authority are eligible for Smart and skilled.

Exemptions from eligibility

The Department may on a case by case basis allow a Provider to enrol a student who does not meet Smart and Skilled eligibility criteria for a particular program.

Appendix 2: Student fee arrangements

Eligible for Program:		No Post-School Qualification Held*	Post-School Qualification Held*	Concession Available	Exemption Available
		Fee Payable:	Fee Payable:		
 <p>Meets Smart and Skilled eligibility (excluding Smart and Skilled Entitlement Apprenticeships and Traineeships)</p>	Entitlement Foundation Skills	Fee-free	Fee-free	N/A	N/A
	Entitlement Full Qualifications	First Qualification Fee	Subsequent Qualification Fee	✓	✓
	Targeted Priorities Full Qualifications				
	Certificate IV	First Qualification Fee	Subsequent Qualification Fee	✓	✓
	Diploma and Advanced Diploma	First Qualification Fee	Subsequent Qualification Fee	N/A	✓
	Targeted Priorities Prevocational and Part Qualifications				
	Prevocational (full qualifications)	First Qualification Fee	Subsequent Qualification Fee	✓	✓
	Part Qualifications	Fee-free	Fee-free	N/A	N/A
 <p>Meets Smart and Skilled Entitlement Apprenticeships and Traineeships program eligibility</p>	Apprenticeships and Traineeships				
	Eligible for Fee-free Apprenticeships Initiative or Fee-free Traineeships Initiative	Fee-free	Fee-free	N/A	N/A
 <p>Does not meet Smart and Skilled eligibility</p>	Not eligible for government-subsidised training under Smart and Skilled. Student can access fee-for-service training.				

*See section 3.1 for detailed information on the qualifications deemed not to be *Post School Qualifications* for fee eligibility purposes. This list includes, but is not limited to, qualifications obtained while a student is in school or before turning 17, Certificate 1 qualifications and Smart and Skilled Foundational qualifications.

Appendix 3: Proof of eligibility - Acceptable evidence

(Should be read in conjunction with [Section 3: Fee Category eligibility](#))

At enrolment, a student declaration is acceptable where a form of evidence is required to be sighted or collected by the Provider. The required evidence, however, must be sighted or collected by the Provider prior to submitting Training Activity Data for an enrolled student who has Commenced to ensure the student is charged the appropriate fee.

Requirement	Evidence	Evidence requirements
Proof of Identity:		
1. Proof of identity	<ul style="list-style-type: none"> USI. The Provider must ensure validity of the USI. The Department will also check validity with the USI Registry.	Valid USI at enrolment
Smart and skilled eligibility:		
2. Living or working in NSW	Living in NSW: <ul style="list-style-type: none"> any Commonwealth or NSW Government issued document providing evidence of living location, or If the student does not live in NSW, Working in NSW: <ul style="list-style-type: none"> employer-issued document confirming employment in NSW. 	Evidence sighted or collected by Provider
3. Citizenship: Australian citizen, New Zealand citizen and permanent Australian resident	Australian citizen: <ul style="list-style-type: none"> Australian birth certificate; or Australian Passport; or Certificate of Australian Citizenship (Naturalisation Certificate); or Green Medicare Card. New Zealand citizen: <ul style="list-style-type: none"> New Zealand birth certificate; or New Zealand Passport; or Green Medicare Card. Permanent Australian resident: <ul style="list-style-type: none"> a Certificate of Evidence of Resident Status (CERS), which confirms status as an Australian permanent resident; or use the Department of Immigration and Border Protection's Visa Entitlement Verification Online (VEVO) facility to confirm status as Australian permanent resident and check passport; or Green Medicare Card. 	Evidence sighted or collected by Provider
4. Humanitarian visa holder (Refugee or asylum seeker)	<ul style="list-style-type: none"> Relevant visa documentation; or ImmiCard (where appropriate) If the student holds a Bridging Visa, the student must provide a document from the Department of Immigration and Border Protection acknowledging that the bridging visa is linked to an application for a humanitarian visa. For additional information, refer to Appendix 6: Refugees and asylum seekers.	Evidence sighted or collected by Provider
5. Home schooled students	<ul style="list-style-type: none"> Copy of current certificate of home schooling registration, which clearly indicates the period of time for which the student will be home schooled 	Evidence sighted or collected by Provider

Requirement		Evidence	Evidence requirements
6.	Date of birth	<ul style="list-style-type: none"> USI data 	USI checks date of birth
7.	Registration as NSW apprentice or new entrant trainee	<ul style="list-style-type: none"> Training Contract identifier (TCID) number 	Department system check against details of approved or registered Training Contract stored in the Department's database
8.	Previous qualification	<ul style="list-style-type: none"> Department's system may check against Smart and Skilled records and/or USI academic transcript records. 	Student declaration/signature at enrolment
9.	Year 10 completion or equivalent (if under 17)	<ul style="list-style-type: none"> Evidence that student has met school leaving age requirement 	Student declaration/signature at enrolment
10.	Postcode for Australian Aboriginal or Torres Strait Islander on borders	N/A	Student declaration/signature at enrolment
Concession fee eligibility:			
11.	Concession Fee: Commonwealth Government Benefit Recipient	<ul style="list-style-type: none"> a letter from the Department of Human Services (Centrelink) confirming receipt of the benefit. The letter should clearly show the Centrelink Reference Number (CRN) and the benefit or allowance category; or a current concession card that shows the CRN and clearly shows the benefit or allowance category; or a current Centrelink income statement that clearly shows the CRN and the benefit or allowance category; or any other evidence that clearly shows the CRN and the benefit or allowance category; or documentary evidence from the Department of Veterans' Affairs stating their pension/benefits status; or for people applying for Austudy or Youth Allowance, an approval letter from Centrelink that shows the CRN and indicates that commencement date of their benefit is within two weeks of their enrolment or two weeks within the date of the first class attendance or participation in training 	Evidence sighted or collected by Provider
12.	Concession Fee: Dependant of Commonwealth Government Benefit Recipient	<ul style="list-style-type: none"> A dependant child, spouse or partner of someone who is receiving a specified Commonwealth Government benefit or allowance, must provide documentary evidence that Centrelink recognises the student as the dependant <p>The evidence must clearly show the CRN of the benefit or Commonwealth Government benefit recipient.</p>	Evidence sighted or collected by Provider
Exemptions, waivers and fee-free training eligibility:			
13.	Fee Exemption: Australian Aboriginal or Torres Strait Islander	N/A	Student declaration/signature

Requirement	Evidence	Evidence requirements
14.	Fee Exemption: Disability	Evidence sighted or collected by Provider
15.	Fee Exemption: Dependant of a person with a disability	Evidence sighted or collected by Provider
16.	Fee Waiver: Refugee or Asylum Seeker	Evidence sighted or collected by Provider
17.	Fee-free training - Fee-free Scholarship (Concession eligible)	Student declaration/signature at enrolment

Requirement	Evidence	Evidence requirements	
18.	Fee-free training - Fee-Free Scholarship (Out-of-Home Care eligible)	<p>For a student currently in out-of-home care:</p> <ul style="list-style-type: none"> • A copy of the Children's Court Care Order, or • A copy of the 'Confirmation of Placement' letter, or • A letter from Family and Community Services or the Out-of-Home Care Designated Agency verifying that the student is in statutory or supported care, or • Any other evidence which clearly shows that the student is in out-of-home care. <p>For a student previously in out-of-home care:</p> <ul style="list-style-type: none"> • A copy of the expired Children's Court Care Order, or • A copy of the 'leaving care' letter from the Minister for Family and Community Services, or • A letter from Family and Community Services verifying the student was previously in statutory or supported care, or • Any other evidence which clearly shows that the student was previously in out-of-home care. 	Evidence sighted or collected by Provider
19.	Fee-free training - Fee-Free Scholarship (Domestic and Family Violence eligible)	<p>A letter of recommendation is required from a domestic and family violence service, refuge or other support agency such as:</p> <ul style="list-style-type: none"> • Legal Aid NSW through their Women's Domestic Violence Court Advocacy Services, or • Organisations who provide Integrated Domestic Family Violence Services, or • Organisations who provide <i>Staying Home, Leaving Violence</i> services, or • Organisations who deliver Specialist Homelessness Services (i.e. refuges and crisis accommodation), or • Domestic Violence NSW, or • Any other organisation which clearly shows that the student is or has been previously receiving support services for domestic and family violence (for example a non-government organisation or charity that is self-funded). 	Evidence sighted or collected by Provider
20.	Fee-free training - Entitlement Foundation Skills	N/A	Student enrolment in the Program
21.	Fee-free training - Fee-free Apprenticeships	<ul style="list-style-type: none"> • Date of commencement of Smart and Skilled training must be 1 July 2018 or later <p>For additional information, refer to Appendix 7: Fee-free Apprenticeships</p>	Student declaration/signature at enrolment
22.	Fee-free training – Fee-free Traineeships	<ul style="list-style-type: none"> • Date of commencement of Smart and Skilled training must be 1 January 2020 or later <p>For additional information, refer to Appendix 8: Fee-free Traineeships</p>	Student declaration/signature at enrolment
23.	Fee-free training – Skilling for Recovery Initiative	For evidence requirements, refer to Appendix 9: Skilling for Recovery Initiative	Student declaration/signature at enrolment

Requirement	Evidence	Evidence requirements
Loading to Provider: Evidence Requirements		
24.	Needs Loading: Australian Aboriginal or Torres Strait Islander	<ul style="list-style-type: none"> A student that meets eligibility/evidence requirements for a fee exemption based on being an Australian Aboriginal or Torres Strait Islander will automatically attract a loading (as per requirement 13)
25.	Needs Loading: Disability	<ul style="list-style-type: none"> A student that meets eligibility/evidence requirements for a fee exemption based on Disability will automatically attract a loading (as per requirement 14). <p>Dependants of a recipient of a Disability Support Pension do not attract a loading.</p>
26.	Needs: Long-term unemployed – over 12 months	<ul style="list-style-type: none"> Letter from Employment Service Provider is required
27.	Location Loading: Residential address – regional or remote	<ul style="list-style-type: none"> As per requirement 2

NOTE:

- All evidence must be able to be verified by the Provider. At the Department’s discretion, the Department may request a copy of the evidence or proof that the evidence has been sighted.
- Where evidence is sighted but not kept, a record that confirms sighting of the evidence and a description of the evidence, must be maintained by the Provider. The record must be dated and signed by a person authorised by the Provider. The name of the signatory and their position should also be captured.
- Where the evidence provided by the student is a copy of the original, the copy must be certified by a person who is on the list of approved witnesses who can verify documents. A list of which is available at the Commonwealth Attorney General’s Department website at: www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx
- If a student declares their status in relation to a disability, concession or long-term unemployment or identify as an Australian Aboriginal or Torres Strait Islander at a point in time **after** enrolment, the Provider must:
 - sight or collect the relevant evidence within 28 days of being notified by the student, and
 - abide by the **Declaring Student Status after Enrolment Policy (Version 2.0)**, located in the Support Documents section of STS Online.

Students who are inmates with NSW Corrective Services

Students who are inmates in NSW correctional facilities do not have access to many of the documents required to allow the Provider to assess program or fee eligibility.

NSW Corrective Services records information in the Offender Integrated Management System (OIMS) which can verify:

- Smart and skilled Eligibility:
 - Living or working in NSW
 - Citizenship: Australian citizen, New Zealand citizen and permanent Australian resident
 - Humanitarian visa holder (Refugee or asylum seeker)
- Concession, exemptions, fee-free scholarship and other fee-free training eligibility:
 - Commonwealth benefit status
 - Disability status
 - Domestic and Family Violence status
 - Humanitarian visa holder (Refugee or asylum seeker) – as above

Providers must make arrangements with the correctional facility on how information to support eligibility will be accessed/sighted. The sighting of information recorded on OIMS is deemed as sufficient evidence, however must be recorded by the Provider as per note 2 above.

Appendix 4: Specified Commonwealth Government benefits and allowances for concession fees

Commonwealth Government benefits and allowances	
Age Pension	Austudy
Carer Payment (see comment below)	Disability Support Pension
Farm Household Allowance	Family Tax Benefit Part A (maximum rate)
JobSeeker Payment	Parenting Payment (Single)
Special Benefit	Veterans' Affairs Pensions
Veterans' Children Education Scheme	Widow Allowance
Youth Allowance	

Comments:

- A NSW Apprentice on a JobSeeker Payment or a NSW Apprentice who is the dependant of a person receiving a JobSeeker Payment is not eligible for a concession fee.
- A NSW New Entrant Trainee on a JobSeeker Payment or a NSW New Entrant who is the dependant of a person receiving a JobSeeker Payment is not eligible for a concession fee.
- The Carer Payment is a specific benefit paid by the Commonwealth Government; this category does not include the Carer Allowance or Carer Adjustment Payment.

Changes to Commonwealth benefits and allowances affecting Smart and Skilled concession fees - JobSeeker Payment

From 20 March 2020, the Commonwealth Government introduced a new JobSeeker Payment as the main working age payment for people between 22 years old to Age Pension age. As a result, five current working age payments eligible for a concession fee under Smart and Skilled will be progressively consolidated or ceased.

Four payments which have ceased from 20 March 2020 and have been replaced by the new JobSeeker Payment are as follows:

- Newstart Allowance
- Wife Pension
- Sickness Allowance
- Widow B Pension

The Widow Allowance, which also attracts a concession fee, will transition in 2022 as recipients reach Age Pension age.

Appendix 5: Eligibility for Smart and Skilled Fee-Free Scholarships

To be eligible for a Smart and Skilled Fee-Free Scholarship, a student must first meet the rules for the relevant program. A Smart and Skilled eligible student undertaking a full qualification up to and including Certificate IV may be eligible for a Smart and Skilled Fee-Free Scholarship if they are:

- aged between 15 and 30 (inclusive) at the start date for training and eligible for a concession fee (i.e. a Commonwealth Government benefit recipient); or
- meet the Out-of-Home Care definition at the time of enrolment and are:
 - aged 15-17 years and currently in out-of-home care, or
 - aged 18-30 years and previously in out-of-home care; or
- aged 15 and over, and be able to disclose (self-declare) at enrolment that they meet the domestic and family violence definition below.

A student is eligible for one scholarship per financial year and a maximum of two scholarships over four financial years. There is a limit of 50,000 Smart and Skilled Fee-Free Scholarships per financial year. This limit does not apply to a student who meets the fee-free criteria who are living in social housing in NSW or on the NSW Housing Register (waiting list); or a student who meets the out-of-home care criteria for a fee-free scholarship.

Social Housing definition

For the purposes of the Smart and Skilled Fee-Free Scholarship scheme, “NSW Social Housing” includes tenants of:

- public housing (owned and managed by the NSW Government or managed by a community housing provider)
- community housing (owned and/or managed by community housing providers)
- Aboriginal housing (owned and/or managed by the Aboriginal Housing Office (AHO) and Aboriginal Community Housing Providers)
- clients receiving crisis accommodation/supported accommodation (Specialist Homelessness Services)
- clients receiving private rental assistance funded by Family and Community Services (for example: private rental subsidy, rental bond loans, tenancy guarantees)

Out-of-Home Care definition

The term ‘out-of-home care’ is defined in section 13.5 of the Children and Young Persons (Care and Protection) Act 1985 and refers to children or young people who are cared for by a person other than their parent, in a place that is not their usual home. Children and young people enter out-of-home care because they are in need of care and protection. There are two main types of out-of-home care:

- **Statutory care** - where the Children’s Court has made a Care Order placing the child or young person in the parental responsibility of the Minister for Family and Community Services
- **Supported care** - where the Secretary of Family and Community Services forms the opinion that the child or young person is in need of care and protection.

Children and young people in out-of-home care usually reside with relative/kinship carers, foster carers or in residential care services. It is up to Training Providers to ensure the student understands what is meant by the terms “social housing” and “out-of-home care”.

Domestic and family violence definition

For the purposes of the Smart and Skilled Fee-Free Scholarship scheme, people who have experienced or are experiencing domestic and family violence or their dependants must have a letter of recommendation from a domestic and family violence service, refuge or other support agency.

Appendix 6: Refugees and asylum seekers

Refugees and asylum seekers who hold particular visas are eligible for Smart and Skilled. A student who holds one of the below humanitarian visas are eligible for Smart and Skilled.

Additionally, a student who holds one of the below visas are eligible for fee-free training for qualifications up to and including Certificate IV.

Permanent visas
Emergency rescue visa (Subclass 203)
Global special humanitarian programme visa (Subclass 202)
In-country special humanitarian programme visa (Subclass 201)
Protection visa (Subclass 866)
Refugee visa (Subclass 200)
Woman at Risk visa (Subclass 204)
Temporary visas
Bridging Visa A (BVA)
Bridging Visa B (BVB)
Bridging Visa C (BVC)
Bridging Visa D (BVD)
Bridging Visa E (BVE)
Safe Haven Enterprise visa (Subclass 790)
Temporary Humanitarian Concern visa (Subclass 786)
Temporary Humanitarian Stay visa (Subclass 449)
Temporary Protection visa (Subclass 785)

For a Bridging Visa to be eligible under Smart and skilled, the bridging visa must be attached to an application for a humanitarian visa eligible for Smart and skilled as listed above. The student must provide a document from the Department of Immigration and Border Protection acknowledging application for a humanitarian visa.

Note:

As visa types and categories are subject to change, Providers are encouraged to refer to additional materials produced by the Department on this matter.

Appendix 7: Fee-free Apprenticeships

Apprentice eligibility

NSW apprentices, including school based apprentices, who are funded under Smart and Skilled and NSW apprentices funded through the Cross Border Contract, and who commence subsidised training on or after 1 July 2018 are eligible. This includes:

1. Apprentices who commence subsidised training for the first time on or after 1 July 2018; and
2. Apprentices whose apprenticeship is cancelled and subsequently recommence an apprenticeship in the same vocation with a different employer, and recommence subsidised training on or after 1 July 2018
3. Apprentices whose apprenticeship is cancelled and subsequently commence a new apprenticeship in a new vocation with a same/different employer, and commence in subsidised training on or after 1 July 2018
4. An apprentice who has completed an apprenticeship and is undertaking a subsequent apprenticeship and is commencing the subsidised training in the subsequent apprenticeship on or after 1 July 2018

For 2 and 3 above, this means that the apprentice must be awarded CT and/or RPL (where relevant), and this is reflected in the Notification of Enrolment through the Provider Calculator and reported in training activity data through eReporting.

Where this occurs, only the proportion of training that is undertaken after 1 July 2018 for the new apprenticeship qualification is fee-free.

The Provider can validate the apprentice's eligibility with the employer and may also use any other information available to assist in assessing eligibility.

Specific apprentice exclusions from eligibility

A NSW apprentice who commenced subsidised training prior to 1 July 2018 and subsequently, on or after 1 July 2018 recommences their subsidised training:

- a) with the same Provider, and is employed by the same employer and in the same vocation, or
- b) changes Provider and remains party to a training contract with the same employer and in the same vocation,

is not eligible for fee-free training. The apprentice must be granted CT/RPL and be subject to reduced fees due to CT/RPL.

A student who commenced subsidised training under a School Based Apprenticeship prior to 1 July 2018 and then transitions to a full apprenticeship on or after 1 July 2018 are not eligible for fee-free training for their full apprenticeship.

Note:

The criteria for the Fee-free Apprenticeships Initiative is reproduced in the Smart and Skilled Policy for the Fee-free Apprenticeships Initiative.

Appendix 8: Fee-free Traineeships

Trainee eligibility

NSW trainees, including school based trainees, whose traineeship qualification is funded under Smart and Skilled and who commence subsidised training on or after 1 January 2020 are eligible. This includes:

1. Trainees who commence subsidised training for the first time on or after 1 January 2020.
2. Trainees whose traineeship is cancelled and subsequently recommence a traineeship in the same vocation with a different employer, and recommence subsidised training on or after 1 January 2020.
3. Trainees whose traineeship is cancelled and subsequently commence a new traineeship in a new vocation with the same/different employer, and commence in subsidised training on or after 1 January 2020.
4. A trainee who has completed a traineeship and is undertaking a subsequent traineeship and is commencing the subsidised training in the subsequent traineeship on or after 1 January 2020.

Trainees who fit eligibility category 2 and 3 above, and in some scenarios 4, must be awarded Credit Transfer and/or Recognition of Prior Learning (CT/RPL) where relevant. This must be reflected in the Notification of Enrolment through the Provider Calculator and reported in training activity data through eReporting.

Where this occurs, only the proportion of training that is commenced and undertaken after 1 January 2020 in the new traineeship qualification is fee-free.

The Provider can validate the trainee's eligibility with the employer and may also use any other information available to assist in assessing eligibility.

Students are eligible for a maximum of three fee-free traineeships under the initiative.

Specific trainee exclusions from eligibility

A NSW trainee who commenced subsidised training prior to 1 January 2020 and subsequently, on or after 1 January 2020 recommences their subsidised training:

- a) with the same provider, and is employed by the same employer and in the same vocation, or
- b) changes provider and remains party to a training contract with the same employer and in the same vocation,

is not eligible for fee-free training. The trainee must be granted CT/RPL and be subject to reduced fees due to CT/RPL.

Note:

The criteria for the Fee-free Traineeship Initiative is reproduced in the Smart and Skilled Policy for the Fee-free Traineeship Initiative.

Appendix 9: Skilling for Recovery Initiative

Skilling for Recovery is part of a matched funding commitment of almost \$320 million between the NSW and Australian governments under the JobTrainer Fund. Skilling for Recovery is a key component of the State's COVID-19 Recovery Plan.

It includes an additional 100,000 fee-free full and part qualification training places to reskill, retrain and redeploy the workforce to industries where there are skills shortages and emerging employment opportunities. Skilling for Recovery will help job seekers retrain or up-skill to enhance their credentials and support school leavers to enter the workforce for the first time.

Student eligibility

To be eligible for fee-free training under Skilling for Recovery, a student must:

- meet the eligibility criteria for Smart and Skilled training;

and be

- youth aged 17-24 years; or
- Commonwealth Benefit Recipient; or
- unemployed (Not a Commonwealth Benefit Recipient); or
- employed expected to become unemployed.

Eligibility will be extended to school students in specific circumstances.

Evidence of eligibility

“Youth (17-24)”

As per requirement 6 in Appendix 3 Proof of Eligibility - Acceptable Evidence of the *Smart and Skilled Fee Administration Policy*.

“Commonwealth Benefit Recipient”

As per requirements 11 or 12 in Appendix 3 Proof of Eligibility - Acceptable Evidence of the *Smart and Skilled Fee Administration Policy*.

“Unemployed (Not a Commonwealth Benefit Recipient)”

A letter of separation from the employer at enrolment. If this is not available, the student must sign a declaration at enrolment that they are unemployed.

The 'NAT00080 – Client' file, reported through eReporting, collects employment status. Please ensure that the labour force status is recorded and reported in the data file via eReporting following commencement of training.

VALUE	DESCRIPTION – LABOUR FORCE STATUS IDENTIFIER
Unemployed	
06	Unemployed – seeking full-time work
07	Unemployed – seeking part-time work
Not in the labour force	
08	Not employed – not seeking employment

“People expected to become unemployed”

Evidence indicating the person meets the criteria for one of the four categories listed in *the Smart and Skilled Policy for Skilling for Recovery Initiative*.

This could be a letter, email, employment contract, notice of redundancy or other documentation relating to employment.

For the “**Low skilled/unskilled employee**” category, a person will be considered low, or with no, skills if they do not hold a qualification at CERT III or above.

For the “**workers in declining industries**” category, Providers will need approval from the Department for declining industries. Providers should contact their Strategic Relationship Manager.

For a person who meets the “**returning to work (employed for six months or less)**” category the evidence of employment will need to show that the start date of employment is no more than six months before the training commencement date.

Evidence can be supplied by the student or employer.

If evidence is not available, then a signed declaration by the current employer, confirming the employee meets the relevant “expected to become unemployed” category as per the *Smart and Skilled Policy for Skilling for Recovery Initiative*, will suffice.

School Based Apprenticeships and Traineeships Program Fee Administration Policy

Version 2.5

Released 3 November 2020

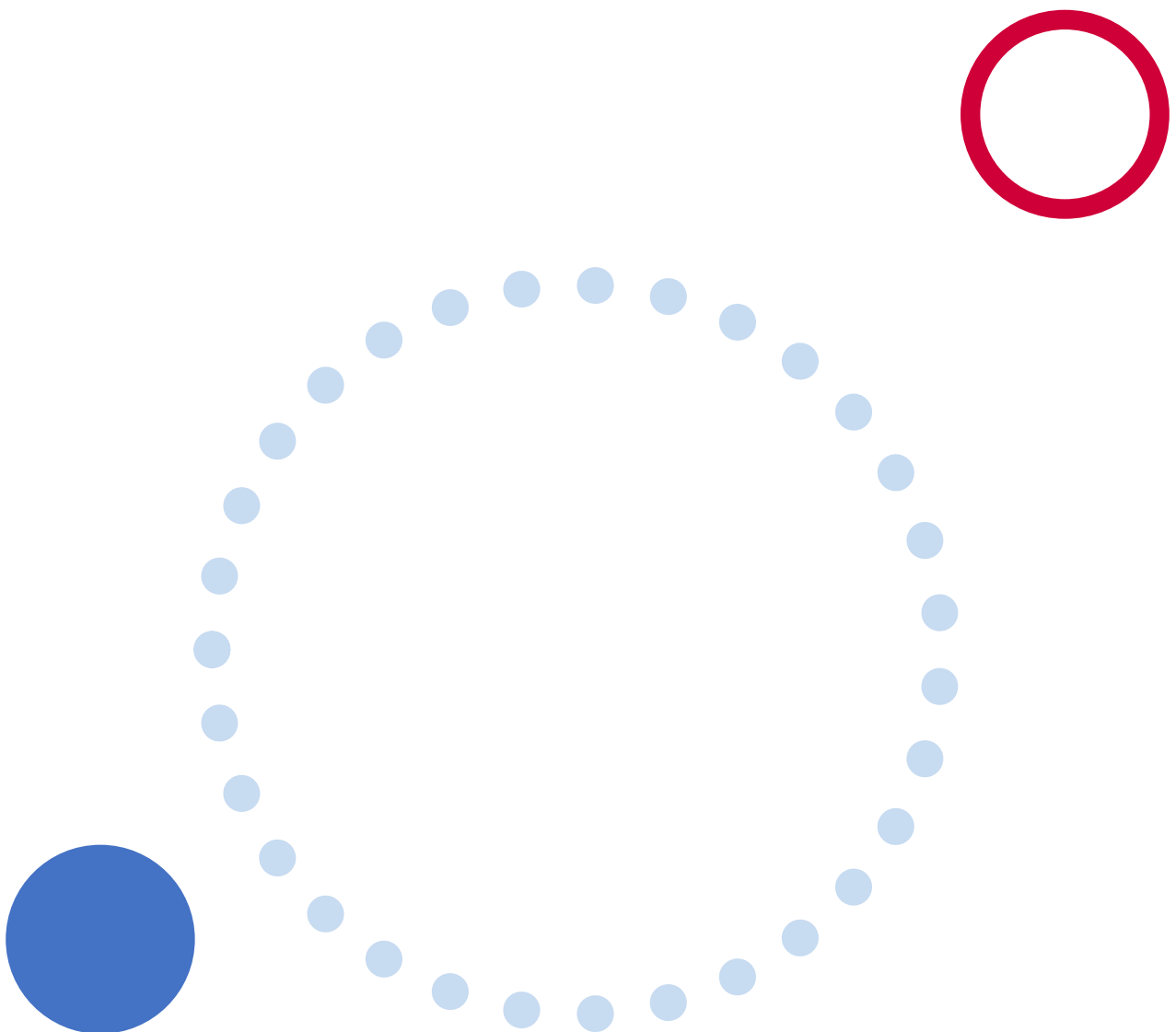


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Section 1: Introduction

This policy should be read in conjunction with the following documents:

- Smart and Skilled Contract Terms and Conditions
- Smart and Skilled Operating Guidelines
- The Schedule of Prices, Fees and Subsidies
- Any other relevant Smart and Skilled policy documents.

In this document, a reference to a student means a NSW school based apprentice or NSW school based trainee.

Other Smart and Skilled Programs

The requirements for the application and management of student fees under all other Smart and Skilled Programs are set out in the Smart and Skilled Fee Administration Policy.

1.1 Student eligibility

To be eligible to be subsidised to undertake a qualification under the SBAT Program a student must be a NSW school based apprentice or school based trainee, and the qualification must support the school based apprentice or trainee's apprenticeship or traineeship and be listed on the NSW Skills List as an apprenticeship or traineeship qualification.

Section 2: Student fees

Under the School Based Apprenticeships and Traineeships (SBAT) Program, the payment to the Provider is made up of the student fee and the subsidy from the government.

Student fees are:

- set for the whole qualification (they are not annual or semester fees)
- set for the student and the qualification, and will be the same regardless of the Provider chosen.

2.1 Charging fees

The Provider must only charge the student the relevant fee set by the NSW Government for the subsidised training the student is undertaking. The student fee to be charged will be confirmed when the Provider enters the student data into the School Based Apprenticeship and Traineeship Enrolment facility on STS Online and a SID is issued.

The Provider must not charge the student any additional fees, except for additional costs outlined in **Section 4: Additional costs to a student**.

Note:

All references in this policy to charging a student a fee encompasses charging anyone else who may pay the fee on behalf of the student. This includes, but is not limited to:

- * the student
- * the student's employer
- * parent/guardian/any other organisation.

Examples:

1. The Provider cannot charge additional fees to recover costs for lost income resulting from the student withdrawing from training.
2. The Provider cannot charge for customisation of the qualification where the customisation is within training package rules.

2.2 Credit transfer and recognition of prior learning

Where an eligible student is granted credit transfer (CT) or recognition of prior learning (RPL) or for one or more units of competency (UoC), the qualification price will be adjusted and a new student fee determined. The qualification price is based on both fixed and variable costs and adjustments will be made to both these cost components.

Credit transfer (CT)

The Provider must comply with the VET Regulator's guidelines in connection with granting Credit Transfer.

CT provides a means for a student to gain credit in the qualification they are undertaking on the basis of having previously completed UoCs or modules in another qualification or other formal learning. Being granted CT for a UoC or module means the student does not have to undertake the UoC/module again. It reduces the amount of learning to be undertaken and may reduce the student fee.

Providers must inform a student of CT opportunities and advise them to check their academic transcripts for any previous qualifications achieved to identify any potential opportunities for CT.

Providers can also advise a student to visit the USI Registry at <https://portal.usi.gov.au/student/> to check if any information is stored by the Registry on previous training they have undertaken, to help identify any previously achieved UoC/modules that can be granted CT.

This information can be given to the Provider which may entitle the student to a reduced fee.

The Provider must grant CT for any units already achieved, where the evidence to support this is provided.

Where CT is granted, student fees are calculated as follows:

- The fixed cost of the qualification will be reduced by the proportion of UoCs given CT.
- The variable cost will be reduced by the total cost of each UoC granted CT.

Once the adjusted qualification price is calculated the new student fee will be determined at the same percentage of the price as the original student fee for that course.

Example of CT:

A Certificate III has a qualification price of \$8,000 with a fixed cost of \$3,000 and a variable cost of \$5,000. The qualification consists of 25 UoCs at \$200 each.

The student fee is 25% of the qualification price (\$2,000). Student A has no CT. Student B has CT for five (5) UoCs (i.e. 20% of the qualification).

Field	Student A	Student B
Student fee prior to CT	\$2,000	\$2,000
Fixed Cost	\$3,000 No reduction	\$2,400 This is reduced by the proportion of units with CT. In this case, the reduction is 20% x \$3,000 = \$600
Variable Cost	\$5,000 No reduction	\$4,000 This is reduced by the total cost of each UoC with CT. In this case, the reduction is 5 x \$200 = \$1,000
New Qualification Price	\$8,000	\$6,400
New Student Fee (25% of new price)	\$2,000	\$1,600

Recognition of prior learning (RPL)

The Provider must ensure that its Recognition Process aligns with the NSW Recognition Framework as published from time to time. Recognition of Prior Learning for Apprenticeships and Traineeships must comply with all Applicable Laws, including the Apprenticeship and Traineeship Act 2001.

RPL involves a student demonstrating they already have the skills and experience to complete the qualification (in whole or part) without needing to attend classes or participate in learning.

Providers must inform the student of RPL opportunities and of the process for applying.

Where RPL is granted, student fees are calculated as follows:

- The fixed cost of the qualification will be reduced by 50 per cent of the proportion of UoCs granted RPL.
- The variable cost will be reduced by 50 per cent of the total cost of each UoC granted RPL.

Once the adjusted qualification price is calculated the new student fee will be determined at the same percentage of the price as the original student fee for that course.

Example of RPL:

A Certificate III has a qualification price of \$8,000 with a fixed cost of \$3,000 and a variable cost of \$5,000. The qualification consists of 25 UoCs at \$200 each.

The student fee is 25% of the qualification price (\$2,000). Student A has no RPL. Student B has RPL for five (5) UoCs (i.e. 20% of the qualification).

Field	Student A	Student B
Student fee prior to CT	\$2,000	\$2,000
Fixed Cost	\$3,000 No reduction	\$2,700 This is reduced by 50% for the proportion of units with RPL. In this case, the reduction is 50% x 20% x \$3,000 = \$300
Variable Cost	\$5,000 No reduction	\$4,500 This is reduced by 50% of the total cost of each UoC with RPL. In this case, the reduction is 50% x 5 x \$200 = \$500
New Qualification Price	\$8,000	\$7,200
New Student Fee (25% of new price)	\$2,000	\$1,800

Where RPL for a UoC(s) is assessed by the Provider and only partially granted and some training delivery is still required, there is no reduction in the student fee and should not be entered in the Provider Calculator or reported as RPL granted.

Note: Where a student is granted a mix of RPL and CT, the combination of the above two methodologies will be used to calculate the new student fee

2.3 Calculating and adjusting fees for CT and RPL

Where CTL and/or RPL are granted at enrolment, the Provider will need to use the Smart and Skilled Provider Calculator to determine the applicable student fee.

Where CT and/or RPL is granted after enrolment, or after a student commences a qualification, the Provider must report the outcome for the relevant unit(s) of competency in their next Smart and Skilled training activity data file submitted to the Department. The Department will adjust the subsidy payment and advise the Provider of the new student fee. The Provider must take all necessary steps to advise the affected student of the adjusted fee and to amend the fee levied to the student, including changing future fee payment schedules.

The Provider must sight appropriate evidence, such as a testamur or a Unique Student Identifier (USI) transcript to grant CT.

Fee for a concession student where recognition of prior learning and/or credit transfer has been awarded.

Where a student is eligible for a concession and has been awarded RPL and/or CT, if the adjusted Standard Student fee (First or Subsequent) is lower than the concession fee, the student will pay the lower fee i.e. the adjusted Standard Student fee.

2.4 Fees for Continuing Students

The student fee is for the whole qualification and should be determined at enrolment. It therefore applies for the duration of training for a particular enrolment (CID) even where the student is undertaking training over more than one contract period.

Section 3: Fee categories and eligibility

There are different categories of student fees, based on the qualification and the characteristics of the student.

The student fee categories are:

1. Apprenticeship
2. Traineeship
3. Concession
4. Exemptions and fee-free training

Evidence requirements for each of the fee categories is at **Appendix 1: Proof of eligibility - Acceptable evidence**.

3.1 Apprenticeship fees

Under the NSW Government's **Fee-Free Apprenticeship Initiative**, NSW School Based Apprentices who are funded under Smart and Skilled, and who commence subsidised training on or after 1 July 2018, are eligible for free training.

A school based apprentice eligible under this initiative will be exempt from fees for their apprenticeship qualification.

The apprentice eligibility requirements for this Initiative can be found in the Smart and Skilled Policy for the Fee-Free Apprenticeships Initiative.

An apprentice who commenced a School Based Apprenticeship prior to 1 July 2018 and then transition to a full apprenticeship after 1 July 2018, are not eligible under the Fee-Free Apprenticeships Initiative, for a fee exemption for the remainder of their apprenticeship qualification

For students who are not eligible, the fee for a qualification delivered to a school based apprentice under an apprenticeship pathway is lower than for a non-apprenticeship pathway and is capped at \$2,000.

3.2 Traineeship fees

Under the NSW Government's **Fee-Free Traineeship Initiative**, NSW School Based Trainees who are funded under Smart and Skilled, and commence subsidised training on or after 1 January 2020, are eligible for free training.

A school based trainee eligible under this initiative will be exempt from fees for their traineeship qualification.

The trainee eligibility requirements for this Initiative can be found in the Smart and Skilled Policy for the Fee-Free Traineeships Initiative.

For trainees who are not eligible, the fee for a qualification delivered to a trainee under a traineeship pathway is lower than for a non-traineeship pathway and is capped at \$1,000.

3.3 Concession fees

Concession fees are discounted fees for a disadvantaged student. Concessions fees are a flat fee for the qualification level.

A student who receives a specified Commonwealth Government benefit or allowance, as listed at **Appendix 2: Specified Commonwealth Government benefits and allowances for concession fees**, is eligible for a concession fee for a qualification up to and including Certificate IV. The student must be in receipt of the specified benefit or allowance at the time of enrolment to be eligible.

The concession fee is also available to a student who is a dependant of a person receiving a specified Commonwealth Government benefit or allowance. To be eligible for the concession the person who the student is a dependant of must be receiving the benefit or allowance at the time of enrolment.

3.4 Exemptions and fee-free training

A student who falls into one of the following categories will qualify for fee-free training:

- Australian Aboriginal and Torres Strait Islander
- student with a disability(ies)
- dependant child, spouse or partner of a recipient of a Disability Support Pension
- most school based apprentices and trainees.

Fee exemption for an Aboriginal and Torres Strait Islander student

An Australian Aboriginal and Torres Strait Islander student can prove their status and eligibility for a fee exemption through descent, self-identification and community identification.

A student eligible for this fee category will be exempt from fees for any Smart and Skilled enrolments for which they are eligible.

Fee exemption for a Student with a disability(ies)

A student will be eligible for a fee exemption on the basis of disability if the student is:

- in receipt of the Commonwealth Government Disability Support Pension, or
- assessed as having documentary evidence of support demonstrating a clear additional need as a result of the student's disability.

A student eligible for this fee category will be exempt from fees for any Smart and Skilled enrolments for which they are eligible.

Fee exemption for a student who is a dependant of a person with a disability(ies)

A student who seeks a fee exemption on the basis of this category will need to provide documentary evidence to show they are a dependant child, spouse or partner of someone who is receiving a Commonwealth Government Disability Support Pension.

A student eligible for this fee category will be exempt from fees for any Smart and Skilled enrolments for which they are eligible.

3.5 Evidence of eligibility

A student must declare that the information they provide with regards to eligibility is true, accurate, complete and not misleading.

Additionally, for some fee types, a student may be required to provide evidence to support their eligibility for the Smart and Skilled fee type. The Provider must sight or maintain acceptable evidence as detailed in **Appendix 1 - Proof of eligibility - Acceptable evidence**.

Section 4: Additional fees

The price of a qualification, which is made up of the government subsidy and student fee, covers the total costs incurred by the Provider to deliver the training, including training materials, learning resources and assessment.

A Provider must not charge the student any additional fees for the subsidised training, except where specified in the following subsections.

For each qualification, the Provider must publish on its website any additional costs that will or may be incurred, and ensure that the student is aware of these costs prior to enrolment.

The Provider must issue receipts for any monies collected by the Provider for additional charges. The Provider must retain copies of any receipts issued.

The following is applicable for both full and part qualifications (including single UoC or module delivery) undertaken under Smart and Skilled.

Note: All references in this policy to charging a student a fee, and to make the student aware of fees and costs, encompass anyone who may pay the fee on behalf of the student. This includes, but is not limited to:

- * the student
- * the student's parent or guardian
- * the student's employer
- * any other organisation or entity

4.1 Customisation of training

The Provider cannot charge an additional fee for customisation of the training where the customisation is within training package rules, except in the specific instances outlined in **section 4.2 Incidental Expenses**.

If the customisation results in training delivery in excess of the training package rules, see **section 4.3 Additional training** for details on allowable charges.

4.2 Incidental expenses

There may be some instances where the Provider can charge over and above the student fee. These costs include:

- essential equipment and other items that the student has the choice of acquiring from the Provider, or from a supplier other than the Provider, that become the physical property of the student, are retained by the student on completion of training, and are not consumed during the training;

Example

Chef knives, makeup kit, tool kit.

- published learning resources that are non-essential to training delivery, become the physical property of the student and are retained by the student on completion of training;

Example

Published textbook

Note: The Provider cannot charge for

- * learning resources such as workbooks or learner guides, that are essential to the delivery of training,
- * a hard copy text book where an online version is available for the student free of charge (unless the student is informed of the additional charges for the hard copy text book and agrees to purchase it).
- * learning resources that have been replicated by the Provider (e.g photocopies, or computer printouts whether they have been bound or not).
- * learning resources that have been developed “in house” by the Provider.

- an optional charge for an item that is not essential for the student to complete the training;

Example

A Provider makes available standard flowers to a student for a floristry qualification to create a flower arrangement, but the student would like to use more expensive exotic flowers. The student would be required to purchase the more expensive flowers from the Provider or another supplier.

- an optional charge for an alternative form of access to an item or service that is an essential component of the training, but is otherwise made readily available at no additional fee by the Provider; and

Examples

1. The textbook for a qualification is an online resource but a student would like a hardcopy. In this instance, the Provider may charge the student for the textbook. The textbook would become the personal property of the student.
2. The Provider may charge an employer if it requests the development of alternative bespoke forms of materials/resources which are for use in training delivered exclusively to employees of the employer.
3. A Provider uses a particular brand of heavy vehicle engine for training and assessment. The Provider may arrange to deliver training to a group of employees and the employer requests that the training be delivered on a different brand of heavy vehicle engine used in its workplace. The Provider must reasonably explore options to provide access to the requested brand of equipment without an additional charge, such as use of the employer’s equipment for on-site training and assessment, or to rent the equipment. If the request cannot be fulfilled within the Smart and Skilled funding for the qualification, the Provider and employer may make an agreement for an additional fee to cover the cost.

Note:

The Provider cannot charge an additional fee to maintain or upgrade their equipment in order to fulfil a request outlined in Example 2.

- field trips and food, transport and accommodation costs associated with the provision of field trips that form part of the training.

4.3 Additional training

The student may request additional units of competency to be delivered in conjunction with their Smart and Skilled subsidised qualification. This would be UoCs that are over and above what is required under the training package rules to achieve the qualification.

The Provider must attempt to cover the costs of delivering the requested additional UoCs within the Smart and Skilled funding for the qualification.

If this is not possible, the Provider must make all reasonable attempts to source alternative subsidised funding for the additional training prior to entering into fee-for-service arrangements with the student.

Where subsidised funding is not available, the student must agree to any fee-for-service charges prior to enrolment.

At the successful completion of training, the student will be issued with the qualification plus a statement of attainment for the additional UoCs delivered.

Example

A student is undertaking subsidised training that requires 15 units of competency to achieve the full qualification. The student, or their employer, requests an additional 5 UoCs to be delivered, either from this or another qualification. The cost of the additional units cannot be absorbed by the funding received by the Training Provider for the full qualification. The Provider accesses alternate funding for the delivery of the 5 additional UoCs.

Section 5: Paying fees

5.1 Levying of student fees

School based apprentices or trainees must not be levied the student fee or any additional costs directly. The payment of student fees and any additional costs, if applicable, is managed by the student's school sector.

The Provider can determine the payment arrangements for student fees, but the Provider must publish information and inform each student of these arrangements before the student enrolls.

Where a student does not complete the qualification while at school, for example a student undertaking a school based traineeship, the Provider must only levy the proportion of the student fee, via the school sector, for the proportion of the qualification undertaken whilst at school.

After finishing Year 12, the student can be directly levied the proportion of student fee for the remaining portion of the qualification that will be undertaken

The Provider must collect all fees to be paid by the time they complete their subsidised training. A Provider, or a related entity or organisation, must not pay the student fee on behalf of a student unless the Provider is also:

- the employer of the student; or
- is a provider of government-funded employment services (Jobactive) and the student is a client.

There are no other circumstances whereby a Provider may pay a fee on behalf of a student.

The Provider must retain student fees that it collects or evidence that either of the two conditions above were met.

Note:

The SID issued by the SBAT Enrolment facility will be retained for the duration of the students training. Specifically, where a school based apprentice continues in the apprenticeship after finishing Year 12.

5.2 Subcontracting

Where the Provider enters into a subcontracting arrangement, the subcontractor is not to charge the student a fee or any additional costs. All fees and any additional costs must be levied by the Provider in accordance with this Policy.

5.3 Discontinuing students

Withdrawal without penalty

The Provider must advise the student, prior to any fees being paid, of the 'withdrawal with no penalty' cut-off date, i.e. the date by which the student can withdraw and be refunded any fees paid at enrolment. This date is determined by the Provider.

Withdrawal after the without penalty cut-off date

Where a student withdraws from training after the cut-off date, the Provider must:

- give the exiting student a statement of fees that includes all fees applied and any fees refunded, if applicable
- comply with Paragraph 9 of the Smart and Skilled Operating Guidelines.

5.4 Fees for student repeat attempts to complete units of competency

The Provider will not be paid additional subsidy for repeat attempts by a student to complete a unit of competency. The Provider must have a policy on the number of times a student can attempt to complete a unit of competency for their student fee. The Provider must make the student aware of the policy prior to or at enrolment.

5.5 Fee refunds

The Provider must have a refund policy.

The policy must include but is not limited to:

- the 'withdrawal with no penalty' cut-off date (as determined by the Provider)
- a process for refunding a student who withdraws from training not of their own accord. For example, where the Provider closes or where the Provider is no longer approved to deliver Smart and Skilled training
- a process for partial refund of fees (when necessary) where CT and/or RPL has been granted
- information on whether the student will get a refund if they withdraw from a qualification but have completed all the requirements for a lower level qualification, which attracted a lower student fee.

The Provider must publish and make the student aware of the fee refund policy before enrolment.

5.6 Recovery of outstanding student fees

The Provider must have a process for the recovery of outstanding fees from a student. The Provider must publish and make the student aware of this Policy.

5.7 Changes to Student Fees

The student will pay the fee for the qualification that applies at the time that they are to commence training. The student will not be affected by any subsequent changes to Smart and Skilled fees.

5.8 Transferring students

A student undertaking a Smart and Skilled qualification may withdraw from a qualification with a Smart and Skilled Provider and transfer to another Smart and Skilled Provider to complete their qualification because:

- they chose to of their own accord, or
- their Provider has closed, or has had their contract terminated, or the Provider cannot continue to deliver training to the student in the delivery mode chosen by the student and it is not possible for the student to continue training in an alternative delivery mode.

A student who transfers of their own accord

Where a student transfers of their own accord from their initial Smart and Skilled Provider to another Smart and Skilled Provider to complete their training, standard Credit Transfer rules will apply when calculating the student fee. To do this, the subsequent Provider of the student must obtain a statement of attainment from the student (issued by the initial Provider) to determine what credit should be granted. The subsequent Provider must use the Smart and Skilled Provider Calculator to determine the student fee.

In this situation, the student may end up contributing more towards the cost of their training.

A student who transfers due to Provider closure or contract termination or change in delivery mode

As mentioned, a student may be forced to transfer from their initial Smart and Skilled Provider to another Smart and Skilled Provider to complete their training because:

- their Provider has closed
- their Provider has had its contract terminated
- their Provider cannot continue to deliver training to the student in the delivery mode chosen by the student and it is not possible for the student to continue training in an alternative delivery mode.

Students in these situations will be supported to complete their training in a replacement course with a subsequent provider.

The following rules apply in these circumstances

- The fees charged in total by the two Smart and Skilled Providers cannot exceed the student fee quoted by the initial Provider.
- Where the combined fee exceeds the original fee quoted, the subsequent Provider must contact the Department to confirm fee to be charged, before enrolling the student and charging any fees. Any fee gap will be paid to the Provider by the Department.

The subsequent Provider must obtain the following documentation from the student:

- a statement of attainment issued by the previous Smart and Skilled Provider
- an up-to-date training plan (issued by the initial Smart and Skilled Provider) that lists all units of competency achieved, commenced but not completed, and/or not started
- a statement of fees and a receipt of payment issued by the previous Smart and Skilled Provider.

The subsequent Provider can then enter the details into the Smart and Skilled Provider Calculator to determine the fee to be charged to the student.

Obtaining the above documentation may not be possible where the initial Provider closes. In these instances, the Provider should seek assistance from the Department to determine the fee to be charged to the student.

5.9 Students transitioning from superseded qualifications

Where a student is enrolled in a qualification that is superseded and the student is required to transition to the new qualification to continue training and complete, and the price of the new qualification is different to that of the superseded qualification:

- the Provider will continue to be paid the applicable subsidy for the superseded qualification
- the student fee will remain the same.

5.10 Fee protection mechanisms

The Provider must comply with Clause 7.3 of the *Australian Skills Quality Authority's (ASQA) Users' Guide: Standards for Registered Training Organisations (RTOs) 2015* relating to a Provider's responsibility to protect prepaid fees by learners.

Clause 7.3 states that where the RTO requires, either directly or through a third party, a prospective or current learner to prepay fees in excess of a total of \$1,500 (being the threshold prepaid fee amount), the RTO must meet the requirements set out in the Requirements for Fee Protection in Schedule 6 of the Users' Guide.

The requirements set out in Schedule 6 are summarised below:

- Government entities and Australian Universities must implement a policy addressing learner fee protection arrangements.
- All other RTOs must implement one or more of the following arrangements:
 - The RTO holds an unconditional financial guarantee from a bank operating in Australia; or
 - The RTO is a member of an approved Tuition Assurance Scheme approved by its VET Regulator; or
 - The RTO has any other fee protection measure approved by the VET Regulator.

RTOs may collect up to \$1,500 in prepaid fees from a learner without needing to take any action to protect these fees.

The Users' Guide can be found on the ASQA website.

Where any changes are made to ASQA's requirements for the protection of student fees, these override fee protection obligations set out in the Smart and Skilled Fee Administration Policy.

Section 6: Student access to fee policies

6.1 School Based Apprenticeship and Traineeship Program Fee Administration Policy

The Provider must give each student access to this Smart and Skilled Fee Administration Policy before or at the time of enrolment.

6.2 Provider's policies

As listed throughout this document, the Provider must also make the student aware of its policies or processes on:

- evidence required for student eligibility for Smart and Skilled, Smart and Skilled programs and fee exemptions and concessions where relevant
- withdrawal without penalty
- repeat attempts to complete a unit of competency
- fee refunds
- recovery of outstanding fees
- levying of student fees.

Appendix 1: Proof of eligibility - Acceptable evidence

(Should be read in conjunction with [Section 3: Fee Category eligibility](#))

At enrolment, a student declaration is acceptable where a form of evidence is required to be sighted or collected by the Provider. The required evidence, however, must be sighted or collected by the Provider prior to submitting Training Activity Data for an enrolled student who has Commenced to ensure the student is charged the appropriate fee.

Requirement	Evidence	Evidence requirements
Proof of Identity:		
1. Proof of identity	<ul style="list-style-type: none"> School enrolment. 	Evidence sighted or collected by Provider
Program eligibility:		
2. Registration as a NSW School based apprentice or NSW School based trainee	<ul style="list-style-type: none"> Training Contract identifier (TCID) number 	Department system check against details of approved or registered Training Contract stored in the Department's database
Concession fee eligibility:		
3. Concession Fee: Dependant of Commonwealth Government Benefit Recipient	<ul style="list-style-type: none"> A dependant child, spouse or partner of someone who is receiving a specified Commonwealth Government benefit or allowance, must provide documentary evidence that Centrelink recognises the student as the dependant <p>The evidence must clearly show the CRN of the benefit or Commonwealth Government benefit recipient.</p>	Evidence sighted or collected by Provider
Exemptions, waivers and fee-free training eligibility:		
4. Fee Exemption: Australian Aboriginal or Torres Strait Islander	N/A	Student declaration/signature
5. Fee Exemption: Disability	<ul style="list-style-type: none"> a letter from Centrelink confirming receipt of the Disability Support Pension. The letter should clearly show the Centrelink Reference Number (CRN); or a current Disability Pensioner Concession Card that shows the CRN; or a current Centrelink income statement for the Disability Support Pension, which clearly shows that income is for the disability pension and also shows the CRN; or any other evidence that clearly shows the CRN and confirms receipt of the Disability Support Pension; or documentary evidence of support demonstrating a clear additional need as a result of the student's disability. This evidence must be a letter or statement from: <ul style="list-style-type: none"> a medical practitioner; or an appropriate government agency such as Veteran's Affairs or a TAFE NSW teacher consultant (for a student with a disability), a school counsellor or special education coordinator, Centrelink, a Disability Service Provider, or a Job Capacity Assessor; or a specialist allied health professional (including a rehabilitation counsellor, psychologist, speech pathologist, or occupational therapist). 	Evidence sighted or collected by Provider

Requirement	Evidence	Evidence requirements
6. Fee Exemption: Dependant of a person with a disability	<ul style="list-style-type: none"> Documentary evidence that Centrelink recognises the student as a dependant child, spouse or partner of someone who is receiving a Commonwealth Government Disability Support Pension. <p>The evidence should clearly show the Centrelink Reference Number (CRN) of the Disability Support Pension recipient.</p>	Evidence sighted or collected by Provider
7. Fee-free training - Fee-free Apprenticeships	<ul style="list-style-type: none"> Date of commencement of Smart and Skilled training must be 1 July 2018 or later <p>For additional information, refer to Smart and Skilled Policy for the Fee-free Apprenticeships Initiative</p>	Student declaration/signature at enrolment
8.. Fee-free training – Fee-free Traineeships	<ul style="list-style-type: none"> Date of commencement of Smart and Skilled training must be 1 January 2020 or later <p>For additional information, refer to Smart and Skilled Policy for the Fee-free Traineeships Initiative</p>	Student declaration/signature at enrolment
9. Fee-free training – Skilling for Recovery Initiative	For evidence requirements, refer to Appendix 3: Skilling for Recovery Initiative	Student declaration/signature at enrolment

Loading to Provider: Evidence Requirements		
10. Needs Loading: Australian Aboriginal or Torres Strait Islander	<ul style="list-style-type: none"> A student that meets eligibility/evidence requirements for a fee exemption based on being an Australian Aboriginal or Torres Strait Islander will automatically attract a loading (as per requirement 13) 	
11. Needs Loading: Disability	<ul style="list-style-type: none"> A student that meets eligibility/evidence requirements for a fee exemption based on Disability will automatically attract a loading (as per requirement 14). <p>Dependants of a recipient of a Disability Support Pension do not attract a loading.</p>	
12. Location Loading: Residential address – regional or remote	<ul style="list-style-type: none"> As per requirement 1 	

NOTE:

- All evidence must be able to be verified by the Provider. At the Department’s discretion, the Department may request a copy of the evidence or proof that the evidence has been sighted.
- Where evidence is sighted but not kept, a record that confirms sighting of the evidence and a description of the evidence, must be maintained by the Provider. The record must be dated and signed by a person authorised by the Provider. The name of the signatory and their position should also be captured.
- Where the evidence provided by the student is a copy of the original, the copy must be certified by a person who is on the list of approved witnesses who can verify documents. A list of which is available at the Commonwealth Attorney General’s Department website at: www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx
- If a student declares their status in relation to a disability, concession or long-term unemployment or identify as an Australian Aboriginal or Torres Strait Islander at a point in time **after** enrolment, the Provider must:
 - sight or collect the relevant evidence within 28 days of being notified by the student, and
 - abide by the **Declaring Student Status after Enrolment Policy (Version 2.0)**, located in the Support Documents section of STS Online.

Students who are inmates with NSW Corrective Services

Students who are inmates in NSW correctional facilities do not have access to many of the documents required to allow the Provider to assess program or fee eligibility.

NSW Corrective Services records information in the Offender Integrated Management System (OIMS) which can verify:

- Smart and Skilled Eligibility:
 - Living or working in NSW
 - Citizenship: Australian citizen, New Zealand citizen and permanent Australian resident
 - Humanitarian visa holder (Refugee or asylum seeker)
- Concession, exemptions, fee-free scholarship and other fee-free training eligibility:
 - Commonwealth benefit status
 - Disability status
 - Domestic and Family Violence status
 - Humanitarian visa holder (Refugee or asylum seeker) – as above

Providers must make arrangements with the correctional facility on how information to support eligibility will be accessed/sighted. The sighting of information recorded on OIMS is deemed as sufficient evidence, however must be recorded by the Provider as per note 2 above.

Appendix 2: Specified Commonwealth Government benefits and allowances for concession fees

Commonwealth Government benefits and allowances	
Age Pension	Austudy
Carer Payment (see comment below)	Disability Support Pension
Farm Household Allowance	Family Tax Benefit Part A (maximum rate)
JobSeeker Payment	Parenting Payment (Single)
Special Benefit	Veterans' Affairs Pensions
Veterans' Children Education Scheme	Widow Allowance
Youth Allowance	

Comments:

- A NSW Apprentice on a JobSeeker Payment or a NSW Apprentice who is the dependant of a person receiving a JobSeeker Payment is not eligible for a concession fee.
- A NSW New Entrant Trainee on a JobSeeker Payment or a NSW New Entrant who is the dependant of a person receiving a JobSeeker Payment is not eligible for a concession fee.
- The Carer Payment is a specific benefit paid by the Commonwealth Government; this category does not include the Carer Allowance or Carer Adjustment Payment.

Changes to Commonwealth benefits and allowances affecting Smart and Skilled concession fees - JobSeeker Payment

From 20 March 2020, the Commonwealth Government introduced a new JobSeeker Payment as the main working age payment for people between 22 years old to Age Pension age. As a result, five current working age payments eligible for a concession fee under Smart and Skilled will be progressively consolidated or ceased.

Four payments which have ceased from 20 March 2020 and have be replaced by the new JobSeeker Payment are as follows:

- Newstart Allowance
- Wife Pension
- Sickness Allowance
- Widow B Pension

The Widow Allowance, which also attracts a concession fee, will transition in 2022 as recipients reach Age Pension age.

Appendix 3: Skilling for Recovery Initiative

Skilling for Recovery is part of a matched funding commitment of almost \$320 million between the NSW and Australian governments under the JobTrainer Fund. Skilling for Recovery is a key component of the State's COVID-19 Recovery Plan.

It includes an additional 100,000 fee-free full and part qualification training places to reskill, retrain and redeploy the workforce to industries where there are skills shortages and emerging employment opportunities. Skilling for Recovery will help job seekers retrain or up-skill to enhance their credentials and support school leavers to enter the workforce for the first time.

Student eligibility

To be eligible for fee-free training under Skilling for Recovery, a student must:

- meet the eligibility criteria for Smart and Skilled training;

and be

- youth aged 17-24 years; or
- Commonwealth Benefit Recipient; or
- unemployed (Not a Commonwealth Benefit Recipient); or
- employed expected to become unemployed.

Eligibility will be extended to school students in specific circumstances.

Evidence of eligibility

“Youth (17-24)”

As per requirement 6 in Appendix 3 Proof of Eligibility - Acceptable Evidence of *the Smart and Skilled Fee Administration Policy*.

“Commonwealth Benefit Recipient”

As per requirements 11 or 12 in Appendix 3 Proof of Eligibility - Acceptable Evidence of the *Smart and Skilled Fee Administration Policy*.

“Unemployed (Not a Commonwealth Benefit Recipient)”

A letter of separation from the employer at enrolment. If this is not available, the student must sign a declaration at enrolment that they are unemployed.

The 'NAT00080 – Client' file, reported through eReporting, collects employment status. Please ensure that the labour force status is recorded and reported in the data file via eReporting following commencement of training.

VALUE	DESCRIPTION – LABOUR FORCE STATUS IDENTIFIER
Unemployed	
06	Unemployed – seeking full-time work
07	Unemployed – seeking part-time work
Not in the labour force	
08	Not employed – not seeking employment

“People expected to become unemployed”

Evidence indicating the person meets the criteria for one of the four categories listed in *the Smart and Skilled Policy for Skilling for Recovery Initiative*.

This could be a letter, email, employment contract, notice of redundancy or other documentation relating to employment.

For the “**Low skilled/unskilled employee**” category, a person will be considered low, or with no, skills if they do not hold a qualification at CERT III or above.

For the “**workers in declining industries**” category, Providers will need approval from the Department for declining industries. Providers should contact their Strategic Relationship Manager.

For a person who meets the “**returning to work (employed for six months or less)**” category the evidence of employment will need to show that the start date of employment is no more than six months before the training commencement date.

Evidence can be supplied by the student or employer.

If evidence is not available, then a signed declaration by the current employer, confirming the employee meets the relevant “expected to become unemployed” category as per the *Smart and Skilled Policy for Skilling for Recovery Initiative*, will suffice.



* This is a list of the part qualifications that are available for funding under Skilling for Recovery. Included, is the price and the Units of Competency for each part qualification.

* Part qualifications on the List are either nationally accredited skills set or locally designed skills groups

Table with columns: Skill Set Code, Part Qualification Name, Part Qualification Price, Expiry Date, UoC 1, UoC 2, UoC 3, UoC 4, UoC 5, UoC 6, UoC 7, UoC 8, UoC 9, UoC 10, UoC 11, UoC 12. Rows include various skill sets like Accounting Principles, ACMA Advanced Cabler Registration, Administer and Monitor Medication, etc.

	Statement of Attainment in Demolition #1	\$640		CPCCDE3016A	CPCCWHS2001															
SG00004941	Statement of Attainment in Demolition #2	\$4,400		CPCCBC4002A	CPCCBC5018A	CPCCDE4001A	CPCCDE4002A	CPCCDE4003A	CPCCDE4004A											
	Statement of Attainment in Demolition (Experienced) #1	\$2,240		CPCCCM2001	CPCCDE3016A	CPCCDE3017A	CPCCDE3018A	CPCCDE3019A	CPCCDE3020A											
	Statement of Attainment in Demolition (Experienced) #2	\$2,340		CPCCCM2001	CPCCDE3016A	CPCCDE3017A	CPCCDE3018A	CPCCDE3019A	CPCCDE3020A	CPCCWHS2001										
	Statement of Attainment in Demolition (Supervisor)	\$3,390		CPCCWHS2001	CPCCBC4002A	CPCCDE3016A	CPCCDE3018A	CPCCDE3020A	CPCCDE3019A	CPCCDE3022A	CPCCBC4012B	CPCCDE4001A	CPCCDE4002A	CPCCDE4003A	CPCCDE4004A					
	Statement of Attainment in Demolition Skills	\$1,170		CPCCWHS2001	CPCCDE3016A	CPCCDE3020A	CPCCDE3017A													
SG00006277	Statement of Attainment in Design and Install Grid Connected Photovoltaic Systems	\$2,090	1/11/2021	UEENEEK125A	UEENEEK135A	UEENEEK148A														
SG00007514	Statement of Attainment in Digital Business Skills - Web, Social Media and E-business	\$1,150	20/07/2021	BSBEBU401	BSBMGT407	ICTWEB201														
SG00007515	Statement of Attainment in Digital Security Basics	\$1,140		VU21990	VU21993															
SG00007273	Statement of Attainment in Disability Care	\$1,640		HLTWS002	CHCLEG001	CHCCOM005	CHCDIS007													
SG00007516	Statement of Attainment in Dogging #1	\$1,800		CPCCLDG3001A	CPCCCM1012															
SG00000085	Statement of Attainment in Dogging #2	\$1,690		CPCCLDG3001A																
SG00003723	Statement of Attainment in Dogging and Working Safely at Heights	\$1,840	22/09/2021	CPCCLDG3001A	RIIWS204D															
SG00006421	Statement of Attainment in Driving Operations #1	\$1,230		TLIB2001	TLIC3004															
SG00006420	Statement of Attainment in Driving Operations #2	\$1,400		TLIB0002	TLIB2008	TLILIC2016														
SG00007517	Statement of Attainment in Drone Essentials	\$970	5/05/2021	ICPDMT321	ICTICT305															
SG00006265	Statement of Attainment in Education	\$810	19/04/2022	BSBWRT301	FSKLRG09	FSKOCM07														
SG00005167	Statement of Attainment in Education Support	\$1,430		CHCDIV001	CHCEDS022	CHCPRP001	HLTWS001													
SG00007519	Statement of Attainment in Electrical Test and Tag	\$950	1/11/2021	UEENEEE101A	UEENEEP024A	UEENEEP026A														
SG00001246	Statement of Attainment in Electrotechnology	\$1,860	15/10/2021	HLTAID001	UEENEEE101A	UEENEEE102A	UEENEEE104A	UEENEEE105A												
SG00005933	Statement of Attainment in Electrotechnology - Launch into Work	\$870	1/11/2021	UEENEEE101A	UEENEEE137A	UEENEEK142A														
SG00004741	Statement of Attainment in Electrotechnology Pre Apprenticeship	\$950	1/11/2021	UEENEEE101A	UEENEEE105A	UEENEEP024A														
SG00007520	Statement of Attainment in Emotional Intelligence	\$1,200	19/04/2022	BSBLDR511	BSBLDR513															
SG00006287	Statement of Attainment in Emotional Intelligence for Supervisors	\$1,080	19/04/2022	BSBLDR502	BSBLDR511															
SG00005234	Statement of Attainment in Emotional Intelligence, Management Planning and Innovation	\$2,490	19/04/2022	BSBINN502	BSBLDR511	BSBLDR513	BSBMGT516	BSBMGT517	BSBR501											
SG00002954	Statement of Attainment in Entry and Work in Confined Spaces #1	\$960	22/09/2021	MSMWHS217	RIIWS202D															
SG00007521	Statement of Attainment in Entry and Work in Confined Spaces #2	\$770	22/09/2021	RIIWS202D	CPCCCM1012															
SG00007518	Statement of Attainment in EWP (under 11 mtrs)	\$990		RIIHAN301E	CPCCCM1012															
SG00007522	Statement of Attainment in Executive Assistant Skills	\$630	19/04/2022	BSBADM307	BSBADM311															
SG00007523	Statement of Attainment in Fabrication	\$880		MEMPE004A																
SG00007524	Statement of Attainment in Farm Bikes and Utility Vehicles	\$1,770		AHCMOM217	AHCMOM216	AHCMOM201														
SG00007525	Statement of Attainment in Farm Tractors	\$1,270		AHCMOM202	AHCMOM304															
SG00007526	Statement of Attainment in Fashion Business	\$1,840		MSTFD5029	MSTFD5024	MSTFD5025														
SG00007527	Statement of Attainment in Fashion Marketing	\$1,350		MSTFD5023	MSTFD5028	MSTFD5025														
SG00007456	Statement of Attainment in Fencing	\$1,540		RIICCM211D	AHCINF202	AHCINF303														
SG00006998	Statement of Attainment in Finance and Insurance #1	\$920	19/04/2022	BSBFIM502	BSBHRM507															
SG00006083	Statement of Attainment in Finance and Insurance #2	\$1,350		FNCSUS502	FNCSUS505	FNSSAM501														
SG00007057	Statement of Attainment in Finance and Insurance (Leadership and Management)	\$1,460	19/04/2022	BSBLDR511	BSBMGT516	BSBWOR502														
SG00001036	Statement of Attainment in First Aid for Early Childhood	\$610	15/10/2021	HLTAID004																
SG00004277	Statement of Attainment in Fitting and Machining	\$660	22/09/2021	RIISAM203D																
SG00002350	Statement of Attainment in Fluoridation of Public Water Supplies	\$660	3/02/2021	NWPTRT012																
	Statement of Attainment in Fluoridation of Public Water Supplies	\$660		NWPTRT006																
	Statement of Attainment in Forklift Licensing Operations	\$990		TLILIC0003	CPCCCM1012															
	Statement of Attainment in Foundation Skills for Civil Construction	\$850		FSKDIG002	FSKLRG007	FSKNUM009	FSKOCM006													
SG00007529	Statement of Attainment in Game Harvester	\$1,850		AMPCOR202	AMPG300	AMPG301	AMPG302	AMPX209												
	Statement of Attainment in Haul Truck	\$990		RIIMPO337E	CPCCCM1012															
SG00007531	Statement of Attainment in Health	\$2,060		CHCCCS002	CHCCCS020	CHCCCS026	HLTAIN001	HLTAIN002												
SG00006939	Statement of Attainment in Health and Community Services	\$1,140		HLTWS002	CHCLEG001	CHCCOM005														
SG00003047	Statement of Attainment in Health Services Assistance #1	\$680	15/10/2021	HLTAID001	HLTAID002	HLTAID003														
SG00007532	Statement of Attainment in Health Services Assistance #2	\$1,350		CHCCOM005	HLTINF001	HLTAAPO01	HLTWS001													
SG00006908	Statement of Attainment in Health Support (Cleaning)	\$840		HLTHSS003	HLTINF001															
SG00002881	Statement of Attainment in Heavy Vehicle Introduction Skills	\$890		TLIC3037	TLIF0078															
SG00007533	Statement of Attainment in Horticulture Essentials	\$890		AHCWHS201	AHCPGD201	AHCTRF208														
	Statement of Attainment in Hygiene in the Entertainment Industry	\$640		BSBWHS332X																
SG00007534	Statement of Attainment in ICT Management	\$1,130	20/07/2021	ICTNWK513	ICTSAS502	ICTSAS512	ICTSAS522													
SG00001100	Statement of Attainment in Identify and Respond to Children and Young People at Risk	\$640		CHCPRT001																
SG00002007	Statement of Attainment in Identify, Locate and Protect Underground Services	\$660	30/01/2021	RIICCM202D																
	Statement of Attainment in Identify, Locate and Protect Underground Services	\$750		RIICCM202E																
SG00002412	Statement of Attainment in Individual Support (Correctional Services)	\$860		CHCCCS015	HLTWS002															
SG00006044	Statement of Attainment in Introduction to Accounting	\$1,030		FNSACC311	FNSACC312															
	Statement of Attainment in Introduction to Chemical Application	\$1,180		AHCCHM307	AHCCHM304															
SG00003589	Statement of Attainment in Introduction to Civil Construction	\$750	22/09/2021	RIIRIS201D	RIIWS201D															
SG00003592	Statement of Attainment in Introduction to Civil Construction Skills	\$1,450	22/09/2021	RIICOM201D	RIIRIS201D	RIISAM202D	RIISAM203D	RIISAM204D	RIIWS201D											
SG00007535	Statement of Attainment in Introduction to Computer Aided Drawing (CAD)	\$1,660		MEM30031A	MEM30032A															
SG00004811	Statement of Attainment in Introduction to Early Childhood	\$1,120	19/04/2022	CHCECE004	CHCECE002	HLTWS001	BSBWOR301													
SG00007333	Statement of Attainment in Introduction to Fabrication and Welding	\$1,640	22/09/2021	MEMPE004A	MEMPE002A	RIISAM203D	RIISAM205D													
SG00007536	Statement of Attainment in Introduction to Fitting and Machining	\$2,050		MEMPE001A	MEMPE006A	MEMPE007A														
SG00007537	Statement of Attainment in Introduction to Home and Community Care	\$1,320		CHCCCS025	CHCCOM005	CHCLEG001														
SG00007538	Statement of Attainment in Introduction to Nursing Assistance	\$1,020	15/10/2021	HLTAID003	CHCDIV001	CHCCOM005														
SG00004115	Statement of Attainment in Introduction to Precast	\$1,030	22/09/2021	RIIWS201D	RIICOM201D	RIISAM203D	RIIRIS201D													
SG00007539	Statement of Attainment in Introduction to UX and UI Design	\$1,070	19/04/2022	BSBMKG534	CUADIG401															
SG00006955	Statement of Attainment in Introduction to Working in the Health Industry	\$1,010		CHCCOM005	CHCDIV001	HLTWS001														
SG00007540	Statement of Attainment in Introduction to Working in the Pet Industry	\$890		ACMGAS204	ACMGAS201															
SG00007541	Statement of Attainment in Introductory Business Skills	\$1,070	19/04/2022	BSBWHS201	BSBITU211	BSBCUS301														

SG00007578	Statement of Attainment in Tractors and Machinery Operation	\$1,470		AHC BIO201	AHCMOM202	AHCMOM304				
SG00007579	Statement of Attainment in Trade Preparation	\$880		FSKLRG008	FSKRDG005	FSKNUM009	FSKNUM008			
SG00007580	Statement of Attainment in Traffic Control	\$710		RIIWHS303						
SG00006999	Statement of Attainment in Training and Assessment	\$870		TAELLN412	TAELLN413					
SG00003142	Statement of Attainment in Transition to Civil Construction	\$1,660	22/09/2021	RIIBEF201D	RIICCM201D	RIICCM203D	RIICOM201D	RIISAM203D	RIISAM204D	RIIWS201D
SG00007436	Statement of Attainment in Transport and Logistics (Existing Drivers)	\$1,460		TLIF2010	TLIF0009	TLIA1001	TLIC3037	TLIF0005		
SG00007350	Statement of Attainment in Transport and Logistics (Existing Supervisors/Managers)	\$1,510		TLIF0014	TLIF3013	TLIP4039	TLIF0006			
SG00007581	Statement of Attainment in Transport and Logistics (Existing Workers - Warehousing)	\$1,070		TLIA0016	TLIF3003	TLIJ3002	TLIG4005			
SG00007582	Statement of Attainment in Transport and Logistics (New Entrant - Warehousing)	\$900		TLIA2013	TLID1001	TLIA2012				
SG00007583	Statement of Attainment in Transport and Logistics (New Entrant Drivers)	\$1,320		TLIF2010	TLIF0009	TLIA1001	TLID2004	TLIF0005		
SG00007584	Statement of Attainment in Transport and Logistics (New Supervisors/Managers)	\$1,510		TLIF0014	TLIA4005	TLIA4032	TLIL4010	TLIF0006		
SG00007585	Statement of Attainment in Tree Work Essentials	\$1,410		AHCWHS201	FWPCOT2237	FWPCOT2239	FWPHAR2206			
SG00007586	Statement of Attainment in Tunelling (Experienced)	\$990	22/09/2021	RIIUND310D	RIIWS201D	RIIRIS201D				
	Statement of Attainment in Undertake Manual Handling	\$690		MEM11011						
SG00007587	Statement of Attainment in Video Production	\$710		CUACAM201						
SG00007588	Statement of Attainment in Visual Merchandising	\$680		SIRRMER001						
SG00003562	Statement of Attainment in WHS and Risk Management	\$1,010	19/04/2022	BSBRK401	BSBWHS401					
SG00007589	Statement of Attainment in WHS Fundamentals	\$1,400		BSBWHS412	BSBWHS413	BSBWHS414	BSBWHS416			
SG00003554	Statement of Attainment in Work Preparation Skills for Mining	\$1,450	22/09/2021	RIICCM201D	RIICOM201D	RIISAM203D	RIIWS201D	RIIWS202D	RIIWS204D	
SG00007590	Statement of Attainment in Working at Heights Awareness	\$750	22/09/2021	RIIWS204D	CPCCCM1012					
	Statement of Attainment in Working Safely at Heights	\$630		CPCCCM2010B	CPCCWHS2001					
SG00007591	Statement of Attainment in Workplace	\$670		FSKLRG009	FSKOCM007					
SG00007413	Statement of Attainment in Writing and Computing for Work	\$1,140	19/04/2022	BSBITU211	VU22360	VU22365				
SG00007486	Statement of Attainment Introduction to Aged Care	\$1,030		CHCAGE001	CHCCOM005					
	Statement of Attainment in Disability	\$1,570		CHCCOM005	CHCLEG001	HLTAAP001	HLTWS002			
SG00007468	Statement of Attainment in Infection Control for disability support	\$1,390		CHCDIS001	CHCDIS002	CHCDIS003	HLTINF001			
SG00007623	Statement of Attainment in Mechatronics	\$860		MEM16006	MEM16008	MEM30027A				
SG00007625	Statement of Attainment in Mechatronics Intermediate	\$1,360		MEM23004A	MEM23111A					
SG00007624	Statement of Attainment in Mechatronics Advanced	\$1,350		MEM14090A	MEM23112A					
SG00007626	Statement of Attainment in Programmable Logic Controllers	\$1,020		MEM12024A	MEM30026A	MEM30027A				
SG00007627	Statement of Attainment in Supervisory Control and Data Acquisition (SCADA)	\$1,700		MEM30031A	MEM30033A	MSS402061A	VU21994			

Please note that:

1. Part qualifications may be added to the list from time to time
2. The names for these part qualifications are not final, and may be subject to change in the future
3. Updated versions of the List will be distributed when changes are made

Smart and Skilled Policy for Skilling for Recovery Initiative

Version 1.1

Released November 2020

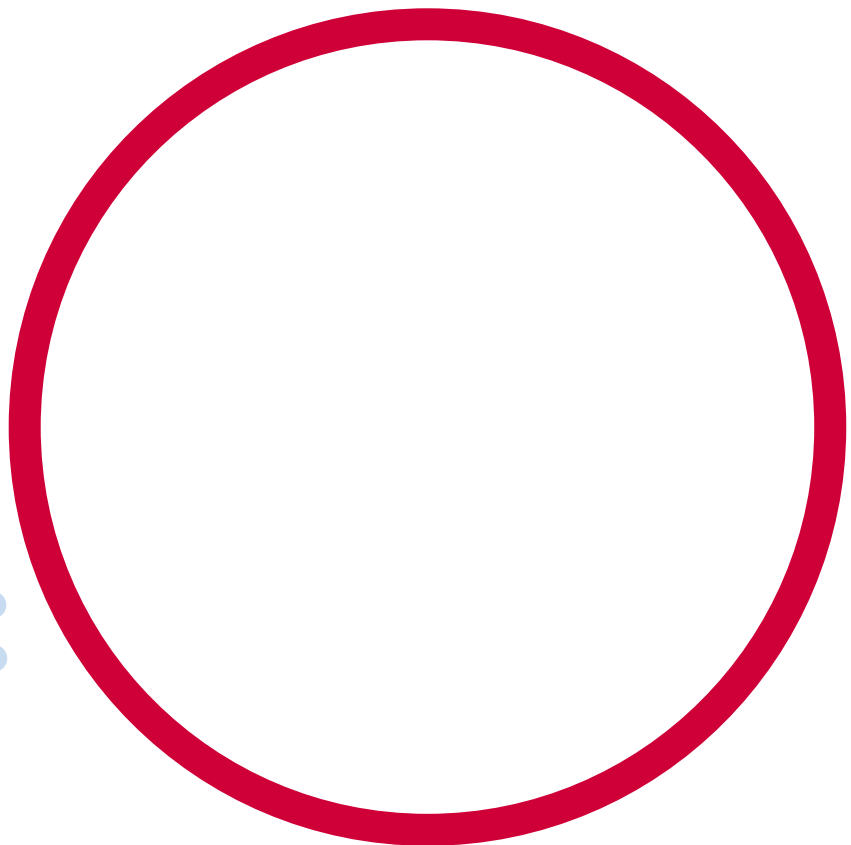
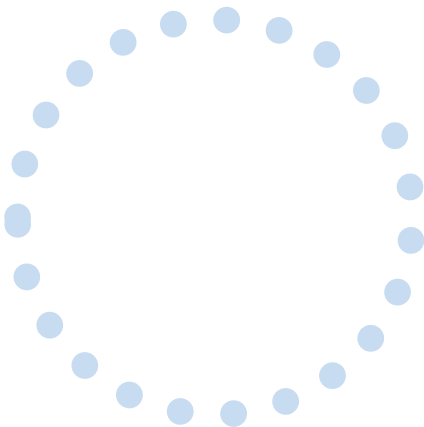
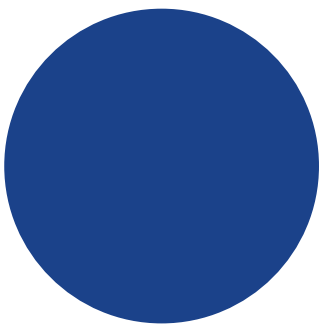


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Smart and Skilled Policy for Fee-free Priority Full and Part Qualifications under the Skilling for Recovery Initiative

Background

Skilling for Recovery is part of a matched funding commitment of almost \$320 million between the NSW and Australian governments under the JobTrainer Fund. Skilling for Recovery is a key component of the State's COVID-19 Recovery Plan.

It includes an additional 100,000 fee-free full and part qualification training places to reskill, retrain and redeploy the workforce to industries where there are skills shortages and emerging employment opportunities. Skilling for Recovery will help job seekers retrain or up-skill to enhance their credentials and support school leavers to enter the workforce for the first time.

Purpose

This policy sets out the requirements for Skilling for Recovery funding, including: timeframes, the types of full and part qualifications that are eligible for funding and the eligible student cohorts. It also sets out the contractual obligations of Providers accessing Skilling for Recovery funding.

Priority areas for training

Full qualifications

The full qualifications that are eligible for funding under this Initiative can be found in the Skilling for Recovery Priority Full Qualifications List.

This List may be subject to change from time to time to respond to emerging demand and industry growth. Providers will be notified of any changes.

Note:

- Skilling for Recovery priority full qualifications will be delivered under Smart and Skilled Full Qualification Programs (i.e. the Entitlement Foundation Skills and Full Qualifications Programs, the Entitlement Apprenticeship and Traineeship Program, the Targeted Priorities Full Qualifications Program).

Skilling for Recovery priority full qualifications not on the NSW Skills List

Skilling for Recovery priority full qualifications, that are not part of the NSW Skills List, will appear on a Smart and Skilled Approved Qualifications Activity Schedule (AQAS), but must only be delivered to Skilling for Recovery eligible students.

Part qualifications

Skilling for Recovery part qualifications will be administered under two streams:

- Targeted Priorities Pre-Vocational and Part Qualifications Program – Skilling for Recovery Initiative for the Construction Industry.
- Targeted Priorities Pre-Vocational and Part Qualifications Program – Skilling for Recovery Initiative for Redeployment and Youth.

The part qualifications that are eligible for funding under this Initiative can be found in the Skilling for Recovery Priority Part Qualifications List. The priority part qualifications will be nationally accredited skill sets or locally designed skills groups that have been approved by the Department.

Details for each part qualification on the List will include the units of competency/ modules that make up the part qualification and the price for each part qualification.

Smart and Skilled Providers may also submit Training Needs Identification (TNI) requests to add to part qualifications to the List. TNIs submitted must be one of the following:

- A skill group comprising one or more units of competence and/or accredited module from one or more qualifications on the Skilling for Recovery Full Qualifications Priority List.
- A nationally accredited skills set not already on the Skilling for Recovery Priority Part Qualifications List that falls within one of the priority industry areas covered by the List.
- An industry endorsed/co-designed skill group that supports a Skilling for Recovery cohort into employment or further study and where possible evidence of an employment outcome.
- A locally designed skills group in one of the Skilling for Recovery industry priority areas.

Note:

- A part qualification can be a pathway into a full qualification but Providers should take care to not enrol a student in a series of priority part qualifications for the purpose of the student obtaining a priority full qualification credential. Students who undertake a part qualification who then want to continue training to obtain the relevant full qualification should be enrolled in the full qualification and granted Credit Transfer for the units of company/modules achieved in the part qualification.
- Requests for delivery of more than 50% of units from a single priority full qualification will be considered under the Skilling for Recovery Construction stream

Training delivery timeframes

Skilling for Recovery will provide access to fee-free training for Skilling for Recovery eligible students who commence in a Skilling for Recovery priority full qualification from 16 September 2020.

All Skilling for Recovery enrolments in full and part qualifications must occur no later than 30 September 2021 and all training must be completed by 31 May 2022.

Student eligibility

Students that meet Smart and Skilled eligibility criteria as per Schedule 2 of the Smart and Skilled Contract Terms and Conditions that are one of the following four categories are eligible for Skilling for Recovery funded training.

- A young person aged 17 to 24 at commencement of training, regardless of employment status, including Year 12 School leavers
- A person who is a recipient of a Commonwealth Government welfare benefit (and their dependants) as specified in the Smart and Skilled Fee Administration Policy
- An unemployed person
- An employed person who is 'expected to become unemployed' as defined by the Department. See definition below.

Definition of an employed person who is 'expected to become unemployed'

Skilling for Recovery primarily seeks to help unemployed people to re-train or for young people to start their career but it will also support people expected to become unemployed. This can cover instances such as: companies in declining industries, people whose employment is conditional on immediately undertaking work relevant training, and workers who have been stood down or furloughed. While NSW will not set limits on the number of people trained under this category it will monitor activity to ensure that school leavers and the unemployed remains a priority.

Examples of people at risk of losing their job definition/categories:

- **Stood down/Jobkeeper/furloughed employee:** Employee that has been stood down or employee for whom employer has JobKeeper arrangement in place and at risk of becoming unemployed. Requires upskilling or reskilling for new role and employment elsewhere
- **Person returning to work (employed for 6 months or less):** employed on condition of receiving training to build capacity and capability for the job role. This would be within the first 6 months of employment
- **Low skilled/unskilled employee:** Existing employee, with or without relevant skills or previous qualification up to Certificate III, that requires training to upskill to secure ongoing employment or future employment

- **Workers in declining industries:** Workers at any company in an agreed declining industry (e.g. international travel industry) who require upskilling/reskilling for redeployment.

If a Provider would like to enrol a student under the “Workers in declining industries” category, they must seek approval from the Department before doing so and have evidence that demonstrates the person is working in an industry that is in decline and the person is at risk of becoming unemployed.

Note:

- There may be some Smart and Skilled students undertaking Skilling for Recovery priority qualifications that meet Smart and Skilled fee-free eligibility criteria who do not meet Skilling for Recovery student eligibility criteria. These students will continue to access fee-free training for all qualifications on the NSW Skills List, including Skilling for Recovery priority full qualifications.
- Fee-free Apprenticeships and Traineeships and free Foundation Skills training under the Entitlement Foundation Skills Program will continue to be available under Smart and Skilled.
- Please read the Fact Sheets carefully for instructions on how to enrol students undertaking Skilling for Recovery priority full or qualifications that meet existing Smart and Skilled fee-free eligibility criteria (such as Aboriginal students, students with a disability, fee-free scholarship students and refugees and asylum seekers, fee-free apprenticeships and traineeships) who also meet Skilling for Recovery student eligibility criteria.

Evidence Requirements

Evidence requirements to validate eligibility are described in the Smart and Skilled Fee Administration Policy and the following three Fact sheets:

- Smart and Skilled Skilling for Recovery Training Initiative - Full Qualifications Enrolments Process
- Smart and Skilled Targeted Priorities Pre-Vocational and Part Qualifications Program Skilling for Recovery - Redeployment & Youth
- Smart and Skilled Targeted Priorities Pre-Vocational and Part Qualifications Program Skilling for Recovery - Construction.

School students

For Skilling for Recovery part qualifications, eligibility will be extended to school students in specific circumstances.

The Department may from time to time introduce strategies under the Skilling for Recovery Initiative that targets school students. In such cases Smart and Skilled eligibility exemptions will be granted for participating school students.

Cases outside of the targeted strategies may also be considered on a “case by case” basis.

Qualification prices

Full qualifications

Smart and Skilled prices for Skilling for Recovery priority full qualifications on the NSW List apply. Refer to the Smart and Skilled Prices and Fees Schedule.

Skilling for Recovery Priority Qualifications not on the NSW Skills List have been priced using the Smart and Skilled pricing methodology. Pricing details for these qualifications can also be found in an appendix to the Smart and Skilled Prices and Fees Schedule.

Part qualifications

Prices for part qualifications will be set as per current program streams under the Targeted Priorities Pre-Vocational and Part Qualifications Program.

Prices for part qualifications on the Skilling for Recovery Priority Part Qualification List will be published in the appendix to the Smart and Skilled Prices and Fees Schedule.

Loadings

Loadings payments will be paid to providers for eligible students as per the Smart and Skilled Loadings Policy.

Smart and Skilled contractual obligations

This policy forms part of the Smart and Skilled Contract. Provider must comply with this Policy the Smart and Skilled Contract Terms and Conditions, Operating Guidelines and all other relevant Smart and Skilled policies.

The Smart and Skilled contract terms and conditions will apply to the delivery of the training and assessment and reporting of training activity to the Department.

Additional financial caps for Skilling for Recovery priority full qualifications

Providers who receive additional Financial Cap allocation(s) for the delivery of Skilling for Recovery Priority Full Qualifications must use the additional cap to enrol and deliver training to Skilling for Recovery eligible students.

Apprenticeship and Traineeship qualification delivery

The Skilling for Recovery Priority Full Qualifications List includes apprenticeship and traineeship qualifications. Delivery of apprenticeship and traineeship qualifications that are a priority under this Initiative continue to be uncapped.

Allocation of funding for Skilling for Recovery priority part qualifications

Funding for part qualifications may be allocated through various mechanisms:

- A Provider Activity Schedule (PAS), following a TNI request
- A PAS, following successful application under an invitation by the Department to submit an Expression of Interest
- A Financial cap allocation.

Contractual compliance

The Department will monitor compliance with this policy, in accordance with Clause 12 of the Smart and Skilled Contract Terms and Conditions.

Where the Department identifies a failure to comply with the Smart and Skilled Contract (including the terms and conditions, operating guidelines and associated Smart and Skilled policies), this will be considered an Event of Default which may lead to suspension or termination of a Provider's Smart and Skilled Contract.

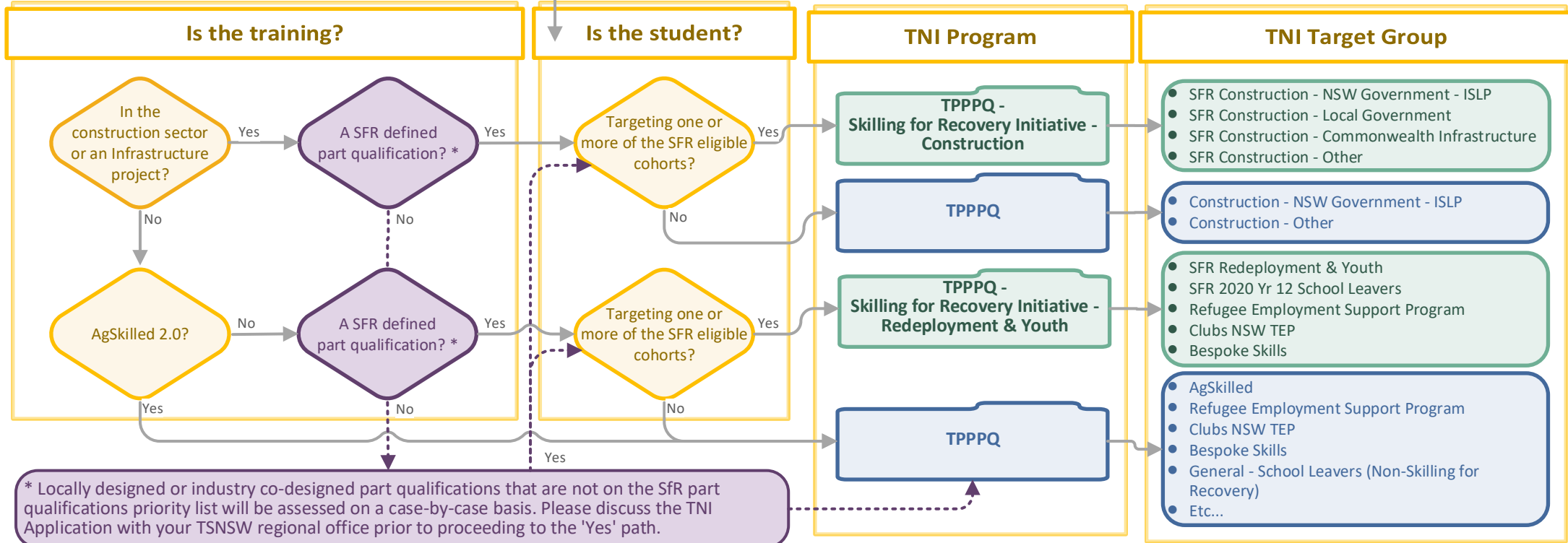
Further Information

If you have any questions, contact the Department on 1300 772 104, or SmartandSkilled.Enquiries@det.nsw.edu.au.

Part Qualification Decision Matrix (v1.1)

Two TNIs will be required for the same training if both SFR and non-SFR students will be enrolled

Step 1: TNI Application



Step 2: PAS Acceptance

Once the TNI application is approved, the PAS must be accepted

- PAS acceptance processes are the same for all part qualification initiatives
- As per the Smart & Skilled Contract, Training Providers must accept the PAS prior to commencing training.

Step 3: Enrolment Notification Process

Select relevant PAS

You must answer "YES" to the question "Is the student being enrolled under Strategy/Initiative?" for all students being enrolled under a PAS for the following two Programs:

- TPPPQ - Skilling for Recovery Initiative - Construction
- TPPPQ - Skilling for Recovery Initiative - Redeployment & Youth

You must then select one of the following strategies to indicate the Skilling for Recovery cohort the student aligns (if eligible for multiple cohorts, in the following priority order):

- SFR Initiative - Youth (17-24)
- SFR Initiative - Commonwealth Benefit Recipient
- SFR Initiative - Unemployed (Not a Commonwealth Benefit Recipient)
- SFR Initiative - People expected to become unemployed
- SFR Initiative - 2020 Yr 12 School Leavers

Strategies are not required for Non-Skilling for Recovery Students

Step 4: Reporting

Once the CID is obtained, commence training

- Reporting requirements are the same for all part qualification initiatives
- As per the Smart & Skilled Contract, Training Providers must report of training activity data within 28 of the student commencing training, and at least once every 28 days after that.

Smart and Skilled

Skilling for Recovery Training Initiative

Full Qualifications Enrolments Process

Provider Factsheet

About the Skilling for Recovery Training Initiative

Skilling for Recovery is part of a matched funding commitment of almost \$320 million between the NSW and Australian governments under the JobTrainer Fund. Skilling for Recovery is a key component of the State's COVID-19 Recovery Plan.

It includes additional fee free training places in Skilling for Recovery priority full qualifications to reskill, retrain and redeploy the workforce to industries where there are skills shortages and emerging employment opportunities. Skilling for Recovery will help job seekers retrain or up-skill to enhance their credentials and support school leavers to enter the workforce for the first time

Who is eligible?

To be eligible for Skilling for Recovery funded full qualifications, a student must:

- meet the eligibility criteria for Smart and Skilled training; and
- meet one of the Skilling for Recovery eligibility categories specified in the *Smart and Skilled Policy for Skilling for Recovery Initiative*.

The evidence requirements to validate student eligibility can be found in the *Smart and Skilled Fee Administration Policy* and also described in **Appendix A** of this fact sheet.

Skilling for Recovery Priority Full Qualification List

Eligible students must undertake a qualification on the Skilling for Recovery Priority Full Qualifications List. Eligible qualifications are indicated with an 'S' or included in Appendix A on the *NSW Skills List*.

Notification of Enrolment

Fee waivers have been set up for Skilling for Recovery eligible students that are not already fee free under existing Smart and Skilled fee free policies to ensure they receive free training.

A fee-waiver must be applied for Skilling for Recovery eligible students who are not otherwise fee free under other Smart and Skilled fee free policies. See section "Students who are already fee-free" below for further details.

When undertaking the Notification of Enrolment (NoE), you should enrol students, who are not otherwise fee-free under other Smart and Skilled fee free policies, in the Skilling for Recovery fee waiver applicable to the student. See the following two sections for the waiver.

Single student process

1. Select “Yes” for the following question when undertaking an online NoE for a single student via the online function.

Is the student being enrolled under a Waiver?*	<input checked="" type="radio"/> Yes	<input type="radio"/> No
--	--------------------------------------	--------------------------

2. Select the relevant waiver from the drop down list.

Select the relevant waiver...
SFR Waiver - Youth (17-24)
SFR Waiver - Commonwealth Benefit Recipient
SFR Waiver - Unemployed (Not a Commonwealth Benefit Recipient)
SFR Waiver - People expected to become unemployed

For detailed instructions, refer to the *Smart and Skilled Provider Calculator User Guide – Single Student Process* available on the Support Documents page in STS Online.

Multiple student process

1. Enter “1” in the ‘Waiver_Strategy’ field and the relevant waiver code in the ‘Fee_or_Waiver_Code’ field when undertaking NoEs for Skilling for Recovery student(s) using the bulk upload.

Select the relevant waiver...	
W241	SFR Waiver - Youth (17-24)
W242	SFR Waiver - Commonwealth Benefit Recipient
W243	SFR Waiver - Unemployed (Not a Commonwealth Benefit Recipient)
W244	SFR Waiver - People expected to become unemployed

If a provider would like to enrol a student under the “People expected to become unemployed”, specifically the “Workers in declining industries” category, they will need to talk to the Department before doing so and provide additional evidence that demonstrates the person is working in an industry that is in decline.

For detailed instructions, refer to the *Smart and Skilled Provider Calculator Data Specifications and User Guide – Multiple Student Process* available on the Support Documents page in STS Online.

Students eligible under multiple categories

The four eligibility categories have been prioritised as below. For students who meet multiple eligibility categories, apply the fee waiver for the highest priority eligibility category the student meets.

1. Youth 17-24 (regardless of employment status)
2. Commonwealth Benefit Recipients **or** Unemployed (Not a Commonwealth Benefit Recipient)
3. People expected to become unemployed.

Examples:

- * The student is 21 years of is age but is also expected to become unemployed. The Youth fee waiver should be applied.
- * The student is 21 years of age and unemployed. The Youth fee waiver should be applied

Students who are already fee free

Some students who are eligible under Skilling for Recovery may already be fee free under existing Smart and Skilled fee free policies. These students should be enrolled as per normal.

Where the Skilling for Recovery eligible student is also entitled to a fee-free place under an existing Smart and Skilled fee waiver (such as Fee Free Apprenticeships and Traineeships, Refugee and Asylum Seeker waiver, Fee Free scholarships for out of home care or domestic and family violence) the student should be enrolled in these existing waivers.

Students undertaking a foundation skills qualification that is on the *Skilling for Recovery Priority Full Qualification List* do not need to be enrolled in a fee waive because foundations skills training is fee free.

Existing Smart and Skilled fee free arrangements include:

- Fee exemptions for:
 - Aboriginal students,
 - Students with a disability,
 - Dependents of a person on a disability support pension
- Fee free scholarships for concession eligible students aged 15 to 30 (up to and including Cert IV training)
- Fee waivers for:
 - Fee Free Scholarships - out of home care students aged 15 to 30 (up to and including Cert IV training)
 - Fee Free Scholarships - domestic and family violence and their dependents (up to and including Cert IV training)
 - Refugee and asylum seekers (up to and including Cert IV training)
 - Mature workers scholarship for mature students at TAFE
- Fee free traineeships/apprenticeships
- Free foundation skills qualifications.

Students who are:

- undertaking a Skilling for Recovery priority full qualification above Cert IV; and
- are aged 25 to 30; and
- are Commonwealth Benefit recipients;

should be enrolled in Waiver *W242 SFR Waiver - Commonwealth Benefit Recipient*, as they are not eligible for a Fee Free Scholarship.

Reporting

As with all other Smart and Skilled subsidised students, the eReporting facility in STS Online should be used to report Smart and Skilled training activity at least every 28 days.

Refer to the *Smart and Skilled eReporting User Guide* and the *Smart and Skilled eReporting Technical Specification and Business Validations*, available on the Support Documents page in STS Online.

Mandatory work placements

Providers must ensure that when they are selecting qualifications for delivery, they consider the impact of qualifications that contain units that have a mandatory work placement component and whether the work placement is able to be undertaken.

Queries

If you have any questions, contact Training Market Customer Support at 1300 772 104, or training.market@det.nsw.edu.au.

Appendix A

Evidence of eligibility

Student eligibility and definitions of each category are detailed in the *Smart and Skilled Policy for Skilling for Recovery Initiative*.

“Youth (17-24)”

As per requirement 6 in *Appendix 3 Proof of Eligibility - Acceptable Evidence of the Smart and Skilled Fee Administration Policy*.

“Commonwealth Benefit Recipient”

As per requirements 11 or 12 in *Appendix 3 Proof of Eligibility - Acceptable Evidence of the Smart and Skilled Fee Administration Policy*.

“Unemployed (Not a Commonwealth Benefit Recipient)”

A letter of separation from the employer at enrolment. If this is not available, the student must sign a declaration at enrolment that they are unemployed.

The 'NAT00080 – Client' file, reported through eReporting, collects employment status. Please ensure that the labour force status is recorded and reported in the data file via eReporting following commencement of training.

VALUE	DESCRIPTION – LABOUR FORCE STATUS IDENTIFIER
Unemployed	
06	Unemployed – seeking full-time work
07	Unemployed – seeking part-time work
Not in the labour force	
08	Not employed – not seeking employment

“People expected to become unemployed”

Evidence indicating current employment as per one of the four categories listed in the *Smart and Skilled Policy for Skilling for Recovery Initiative*.

This could be a letter, email, employment contract, payslip indicating JobKeeper payments, notice of redundancy or other documentation relating to employment.

For the “**Low skilled/unskilled employee**” category, a person will be considered low, or with no, skills if they do not hold a qualification at CERT III or above.

For the “**workers in declining industries**” category, Providers will need approval from the Department for declining industries. Providers should contact their Strategic Relationship Manager.

For a person who meets the “**returning to work (employed for 6 months or less)**” category the evidence of employment will need to show that the start date of employment is no more than 6 months before the training commencement date.

Evidence can be supplied by the student or employer.

If evidence is not available, then a signed declaration by the current employer, confirming the employee meets the relevant “expected to become unemployed” category as per the *Smart and Skilled Policy for Skilling for Recovery Initiative*, will suffice.

Smart and Skilled

Targeted Priorities Pre-Vocational and Part Qualifications Program

Skilling for Recovery – Construction

Provider Factsheet (v1.1)

Skilling for Recovery is part of a matched funding commitment of almost \$320 million between the NSW and Australian governments under the JobTrainer Fund. Skilling for Recovery is a key component of the State's COVID-19 Recovery Plan.

The NSW Government has matched the Australian Government's JobTrainer funding as a key component to the state's COVID-19 recovery plan.

Skilling for Recovery - Construction will support over 40,000 part qualification training places for people skilling for jobs in the construction industry.

Part Qualification Eligibility

Part qualifications delivered under Skilling for Recovery - Construction should lead to employment in the construction industry including infrastructure, construction maintenance, residential, commercial building and pre-fabrication (including off-site manufacturing for construction).

These sectors employ a wide range of occupations that are covered by many training packages including business administration, finance, transport and logistics, surveying, manufacturing, supervision and leadership.

Providers can submit TNIs for funding of part qualifications for construction that are not on the *Skilling for Recovery Priority Part Qualifications List*.

Part qualifications that support a licensing outcome

Training associated with high risk licensing, Workplace Health and Safety (WHS) and White Card training may be supported under this initiative

Training that is required for licencing by the NSW Regulator but not included in a training package will not be funded.

The cost of the licence is not funded under this initiative.

Design of Construction Part Qualifications

Part qualifications for construction should be co-designed with the construction industry.

- Delivery of more than 50 per cent of the units of competency from a single priority full qualification may be considered for funding based on demonstrated industry need.
- The part qualification can include units of competency from multiple training packages to create a part qualification to suit the needs of the construction industry.

The part qualifications must comply with the *Smart and Skilled Policy for Skilling for Recovery Initiative*.

Smart and Skilled providers should check with a Training Service NSW (TSNSW) regional office if unsure of part qualification eligibility.

Student Eligibility

Students must:

- meet Smart and Skilled eligibility criteria

AND

- meet one of the Skilling for Recovery eligibility categories specified in the *Smart and Skilled Policy for Skilling for Recovery Initiative*.

The evidence requirements to validate student eligibility can be found in the *Smart and Skilled Fee Administration Policy* and also described in Appendix A of this fact sheet.

How to access funding

Providers are required to submit a Training Needs Identification (TNI) application for approval by TSNSW and receive a Provider Activity Schedule prior to enrolling participants in part qualification training.

1. Identifying training needs

Part qualifications for the construction industry must be demand driven to meet the needs of the construction industry.

2. Completing a Training Needs Identification (TNI) application

Creating a TNI application for Skilling for Recovery is similar to creating a TPPPQ TNI. Following are the details on creating a Skilling for Recovery Construction TNI.

Field	Select...
Program:	TPPPQ – Skilling for Recovery Initiative - Construction
Program Stream:	Select the relevant Stream
Employment status of student(s):	Select the relevant Employment Status of student(s): <ul style="list-style-type: none"> • Job Seekers • Existing workers • Mixed (Job Seekers and Existing workers)
Target Group type:	'Specific Target Group'
Target Group	Select relevant Target Group: <ul style="list-style-type: none"> • SFR Construction - Commonwealth Infrastructure • SFR Construction - Local Government • SFR Construction - NSW Government & ISLP • SFR Construction - Other

NOTE 1: Target groups with names similar to those above, but with the text *Skills Brokers* in the target group name, will appear in the selection box. These target groups are *For Internal Use Only* and should not be selected in your TNI Application.

NOTE 2: Any TNI Applications where training is intended to be delivered to students in the category 'People expected to become unemployed', must be noted in the comments section of the TNI Application and student names included. As per the *Smart and Skilled Policy for Skilling for Recovery Initiative*, additional supporting evidence will be required if the training will target "Workers in declining industries".

For more information about completing a TNI, refer to the *Smart and Skilled Training Needs Identification User Guide*, available in the Support Documents page in STS Online.

3. Mandatory Work Placements

When selecting units for delivery in a part qualification, providers should consider whether the mandatory work placement can be delivered.

4. Assessing identified needs

The TSNSW Regional Office will assess the TNI application. Training providers will be contacted if further information is required for approval. This process may take up to 21 days.

5. Issuing a Provider Activity Schedule

If the TNI application is approved, TSNSW will issue a Provider Activity Schedule (PAS) via STS Online and advise your Provider's Representative.

If the TNI application is not approved, TSNSW will advise your Provider's Representative that the application has been declined.

6. Accepting an Activity Schedule

An authorised representative of the training provider must accept the PAS on STS Online by the expiry date specified in the email.

Once accepted, the PAS will be activated within two days, and Notification of Enrolment of students within the enrolment period on the PAS can commence.

For more information on how to accept your Activity Schedule, refer to the topic 'Accept or Decline Activity Schedule(s)' in the *How to accept your Smart and Skilled Contract, Review Notice and Variations User Guide*, available on the Support Documents page in STS Online.

Notification of Enrolment

Notification of Enrolment of students cannot begin until the PAS has been accepted.

The PAS number for each approved part qualification can be viewed in the Activity Schedule in STS Online. This is available under the *Smart and skilled Contract Management > Approved Qualifications Activity Schedules* menu.

Note: All Part qualifications are fee-free so Skilling for Recovery fee waivers are not applicable.

The following three sub-sections explain how to do this.

Skilling for Recovery Strategies in the Notification of Enrolment

When completing a Notification of Enrolment for a Skilling for Recovery student undertaking a part qualification, a Skilling for Recovery strategy must be populated. This will record which Skilling for Recovery eligibility category the student meets.

Students eligible under multiple strategies

The four eligibility categories have been prioritised as below. For students who meet multiple eligibility categories, apply the strategy for the highest priority eligibility category the student meets.

1. Youth 17-24 (regardless of employment status)
2. Commonwealth Benefit Recipients **or** Unemployed (Not a Commonwealth Benefit Recipient)
3. People expected to become unemployed.

Examples:

- * The student is 21 years of age but is also expected to become unemployed. The Youth strategy should be applied.
- * The student is 21 years of age and unemployed. The Youth strategy should be applied.

Single student process

1. Select “Yes” for the following question when undertaking an online NoE for a single student via the online function.

Is the student being enrolled under Strategy/Initiative?*

2. Select the relevant strategy from the drop down list.

Select the relevant strategy...
SFR Initiative - Youth (17-24)
SFR Initiative - Commonwealth Benefit Recipient
SFR Initiative - Unemployed (Not a Commonwealth Benefit Recipient)
SFR Initiative - People expected to become unemployed

For detailed instructions, refer to the *Smart and Skilled Provider Calculator User Guide – Single Student Process* available on the Support Documents page in STS Online.

Multiple student process

1. Enter “1” in the ‘Strategy_Initiative’ field and the relevant strategy code in the ‘Strategy_Code’ field when undertaking NoEs for Construction Skilling for Recovery student(s) using the bulk upload.

Code	Description
S100	SFR Initiative - Youth (17-24)
S101	SFR Initiative - Commonwealth Benefit Recipient
S102	SFR Initiative - Unemployed (Not a Commonwealth Benefit Recipient)
S103	SFR Initiative - People expected to become unemployed

For detailed instructions on the Notification of Enrolment process, refer to the *Smart and Skilled Provider Calculator Data Specifications and User Guide – Multiple Student Process* available on the Support Documents page in STS Online.

The enrolment of students under the *SFR Initiative - People expected to become unemployed* strategy should have already been negotiated with Training Services NSW and approved prior to commencing training for this student cohort.

Reporting

The process for reporting Training Activity Data for Skilling for Recovery - Construction students is the same as reporting students under the TPPPQ Program.

Refer to the Smart and Skilled eReporting User Guide and the *Smart and Skilled eReporting Technical Specification and Business Validations*, available on the Support Documents page in STS Online for more information.

Questions

If you have any questions, contact your local Training Services NSW Regional Office.

Region	Telephone	Email
Sydney Region <ul style="list-style-type: none"> Central & Northern Sydney Southern & South Western Sydney Western Sydney & Blue Mountains 	(02) 9242 1700 (02) 8707 9600 (02) 9204 7400	sydneyregion.TNI@det.nsw.edu.au
Hunter & Central Coast	(02) 4926 7300	hunterregion.TNI@det.nsw.edu.au
North Coast & Mid North Coast	(02) 6629 7900	northcoastregion.TNI@det.nsw.edu.au
New England	(02) 5778 5900	newenglandregion.TNI@det.nsw.edu.au
Western NSW	13 28 11	westernregion.TNI@det.nsw.edu.au
Riverina	(02) 6937 7600	riverinaregion.TNI@det.nsw.edu.au
Illawarra & South East NSW	(02) 4240 3700	illawarra.TNI@det.nsw.edu.au

Appendix A

Evidence of eligibility

Student eligibility and definitions of each category are detailed in the *Smart and Skilled Policy for Skilling for Recovery Initiative*.

“Youth (17-24)”

As per requirement 6 in *Appendix 3 Proof of Eligibility - Acceptable Evidence* of the *Smart and Skilled Fee Administration Policy*.

“Commonwealth Benefit Recipient”

As per requirements 11 or 12 in *Appendix 3 Proof of Eligibility - Acceptable Evidence* of the *Smart and Skilled Fee Administration Policy*.

“Unemployed (Not a Commonwealth Benefit Recipient)”

A letter of separation from the employer at enrolment. If this is not available, the student must sign a declaration at enrolment that they are unemployed.

Note: The ‘NAT00080 – Client’ file, reported through eReporting, collects employment status. Please ensure that the labour force status is recorded and reported in the data file via eReporting following commencement of training.

VALUE	DESCRIPTION – LABOUR FORCE STATUS IDENTIFIER
Unemployed	
06	Unemployed – seeking full-time work
07	Unemployed – seeking part-time work
Not in the labour force	
08	Not employed – not seeking employment

“People expected to become unemployed”

Evidence indicating current employment as per one of the four categories listed in the *Smart and Skilled Policy for Skilling for Recovery Initiative*.

This could be a letter, email, employment contract, payslip indicating JobKeeper payments, notice of redundancy or other documentation relating to employment.

For the “**Low skilled/unskilled employee**” category, a person will be considered low, or with no, skills if they do not hold a qualification at CERT III or above.

For the “**workers in declining industries**” category, Providers will need approval from the Department for declining industries. Providers should contact their Strategic Relationship Manager.

For a person who meets the “**returning to work (employed for 6 months or less)**” category the evidence of employment will need to show that the start date of employment is no more than 6 months before the training commencement date.

Evidence can be supplied by the student or employer.

If evidence is not available, then a signed declaration by the current employer, confirming the employee meets the relevant “expected to become unemployed” category as per the *Smart and Skilled Policy for Skilling for Recovery Initiative*, will suffice.

Smart and Skilled

Targeted Priorities Pre-Vocational and Part Qualifications Program

Skilling for Recovery - Redeployment & Youth

Provider Factsheet (v1.1)

Skilling for Recovery is part of a matched funding commitment of almost \$320 million between the NSW and Australian governments under the JobTrainer Fund. Skilling for Recovery is a key component of the State's COVID-19 Recovery Plan.

It includes additional part qualification training places to reskill, retrain and redeploy the workforce to industries where there are skills shortages and emerging employment opportunities. Skilling for Recovery will help job seekers retrain or up-skill to enhance their credentials and support school leavers to enter the workforce for the first time.

Who is eligible?

To be eligible for Skilling for Recovery funded part qualifications, a student must:

- meet the eligibility criteria for Smart and Skilled training;

AND

- meet one of the Skilling for Recovery eligibility categories specified in the *Smart and Skilled Policy for Skilling for Recovery Initiative*.

The evidence requirements to validate student eligibility can be found in the *Smart and Skilled Fee Administration Policy* and also described in **Appendix A** of this fact sheet.

Eligibility will be extended to school students in specific circumstances.

How to access funding

Providers are required to submit a Training Needs Identification (TNI) application for approval by TSNSW and receive a Provider Activity Schedule prior to enrolling participants in part qualification training.

1. Identifying training needs

See the *Smart and Skilled Policy for Skilling for Recovery Initiative* for further information on the type of part qualifications that can be funded.

2. Completing a Training Needs Identification application

Creating a TNI application for Skilling for Recovery is similar to creating a TPPPQ TNI. Following are the details on creating a Skilling for Recovery Redeployment and Youth TNI.

Field	Select...
Program:	TPPPQ - Skilling for Recovery Initiative - Redeployment & Youth
Program Stream:	Select the relevant Stream
Employment status of student(s):	Select the relevant Employment Status of student(s): <ul style="list-style-type: none"> • Job Seekers • Existing workers • Mixed (Job Seekers and Existing workers)
Target Group type:	'Specific Target Group'
Target Group: *	Select the relevant Target Group: <ul style="list-style-type: none"> • SFR Redeployment & Youth • Refugee Employment Support Program • Clubs NSW TEP • Bespoke Skills
Targeting a specific industry:	Select "Yes" if the training will target a specific industry and then choose the relevant industry, otherwise select "No"

* Choosing the right Target Group

- Choose the Target group "Refugee Employment Support Program" if the training has been identified by Settlement Services International (SSI) for delivery to RESP students.
- Choose the Target group "Clubs NSW TEP" if the training has been identified under the Clubs NSW Trainee Employment Program (TEP).
- Choose the target group "Bespoke Skills" if the training has been identified by the 'Bespoke Skilling Solutions' team within TSNSW.

Please make sure you choose the right Skilling for Recovery Program. Skilling for Recovery TNIs submitted via the general TPPPQ will be rejected.

NOTE 1: Target groups with names similar to those above, but with the text *Skills Brokers* in the target group name, will appear in the selection box. These target groups are *For Internal Use Only* and should not be selected in your TNI Application.

NOTE 2: Any TNI Applications where training is intended to be delivered to students in the category 'People expected to become unemployed', must be noted in the comments section of the TNI Application and discussed with the Department prior to submitting the Application. As per the *Smart and Skilled Policy for Skilling for Recovery Initiative*, additional supporting evidence will be required if the training will target "Workers in declining industries".

For more information about completing a TNI, refer to the *Smart and Skilled Training Needs Identification User Guide*, available in the Support Documents page in STS Online.

3. Mandatory Work Placements

When selecting units for delivery in a part qualification, providers should consider whether the mandatory work placement can be delivered.

4. Assessing identified needs

The TSNSW Regional Office will assess the TNI application. Training providers will be contacted if further information is required for approval. This process may take up to 21 days.

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6. Accepting an Activity Schedule

An authorised representative of the Provider must accept the PAS in STS Online by the expiry date specified in the email.

Once accepted, the PAS will be activated within two days, and Notification of Enrolment for students within the enrolment period on the PAS can commence.

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Notification of Enrolment

Notification of Enrolment of students cannot begin until the PAS has been accepted.

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Note: All Part qualifications are fee-free so Skilling for Recovery fee waivers are not applicable.

Skilling for Recovery Strategies in the Notification of Enrolment

When completing a Notification of Enrolment for a Skilling for Recovery student undertaking a part qualification, a Skilling for Recovery strategy must be populated. This will record which Skilling for Recovery eligibility category the student meets.

The next three sub-sections explain how to do this.

Students eligible under multiple strategies

The four eligibility categories have been prioritised as below. For students who meet multiple eligibility categories, apply the strategy for the highest priority eligibility category the student meets.

1. Youth 17-24 (regardless of employment status)
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Examples:

1. The student is 21 years of age but is also expected to become unemployed. The Youth strategy should be applied.
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Single student process

1. Select **“Yes”** for the following question when undertaking an online NoE for a single student via the online function.

Is the student being enrolled under Strategy/Initiative?*

2. Select the relevant strategy from the drop down list.

Select the relevant strategy...
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Multiple student process

1. Enter **“1”** in the ‘Strategy_Initiative’ field and the relevant strategy code in the ‘Strategy_Code’ field when undertaking NoEs for Skilling for Recovery student(s) using the bulk upload.

Code	Description
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For detailed instructions on the Notification of Enrolment process, refer to the *Smart and Skilled Provider Calculator Data Specifications and User Guide – Multiple Student Process* available on the Support Documents page in STS Online.

Note: The enrolment of students under the *SFR Initiative - People expected to become unemployed* strategy should have already been negotiated with Training Services NSW prior to commencing training for this student cohort.

Reporting

The process for reporting Training Activity Data for Skilling for Recovery students is the same as reporting students under the TPPPQ Program.

Refer to the Smart and Skilled eReporting User Guide and the Smart and Skilled eReporting Technical Specification and Business Validations, available on the Support Documents page in STS Online for more information.

Queries

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Hunter & Central Coast	(02) 4926 7300	hunterregion.TNI@det.nsw.edu.au
North Coast & Mid North Coast	(02) 6629 7900	northcoastregion.TNI@det.nsw.edu.au
New England	(02) 5778 5900	newenglandregion.TNI@det.nsw.edu.au
Western NSW	13 28 11	westernregion.TNI@det.nsw.edu.au
Riverina	(02) 6937 7600	riverinaregion.TNI@det.nsw.edu.au
Illawarra & South East NSW	(02) 4240 3700	illawarra.TNI@det.nsw.edu.au

Appendix A

Evidence of eligibility

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Evidence can be supplied by the student or employer.

If evidence is not available, then a signed declaration by the current employer, confirming the employee meets the relevant “expected to become unemployed” category as per the *Smart and Skilled Policy for Skilling for Recovery Initiative*, will suffice.