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## 1. SKILLING FOR RECOVERY – POLICY CHANGES

The following changes have been made to the *Smart and Skilled Policy for Skilling for Recovery Initiative*:

- i. Removal of the requirement for all Skilling for Recovery training to be completed by the end of May 2022.
- ii. An additional requirement that Skilling for Recovery training must commence **no later than 31 December 2021**.
- iii. The addition of a “no deferral” clause unless under exceptional circumstances (see Page 3).

Please refer to the updated policy (Version 1.2) at **Attachment A** for further details. Version 1.2 of the policy is also available for download from STS Online > Smart and Skilled Contract Management > Support Documents.

## 2. SMART AND SKILLED COURSE FINDER SUPPORTING SKILLING FOR RECOVERY

To enable students to access the most current information on training available under Skilling for Recovery, the Department has launched a dedicated “NSW JobTrainer” website, promoting all Skilling for Recovery approved qualifications and the providers that can deliver them, at [education.nsw.gov.au/campaigns/jobtrainer](http://education.nsw.gov.au/campaigns/jobtrainer).

The website links though to the [Smart and Skilled Course Finder](#) for more provider information, including training delivery locations, delivery modes and provider contact details.

These Course Finder details are also provided to the Commonwealth for publishing on the MySkills website, including the NSW JobTrainer website.

**a. Importance of provider data maintenance to ensure currency of Smart and Skilled Course Finder information**

To ensure that both the Department's JobTrainer and the Commonwealth's MySkills sites promote the most current information, it is crucial that providers keep their course and delivery information on the Smart and Skilled Course Finder up to date.

Providers who fail to do so may miss out on opportunities to attract students under Skilling for Recovery and Smart and Skilled more broadly.

To review and update your organisation's Course Finder information, please go to the Smart and Skilled Data Maintenance section of STS Online. Detailed instructions on the Smart and Skilled Data Maintenance function are provided in the *Smart and Skilled Data Maintenance User Guide* available from STS Online > Smart and Skilled Contract Management > Support Documents.

### **3. SKILLING FOR RECOVERY – PRIORITY FULL QUALIFICATIONS FEE WAIVERS**

As the result of an audit of Notifications of Enrolment and reported Training Activity Data for all Skilling for Recovery priority full qualifications, the Department has found that there are still a significant number of students eligible for Skilling for Recovery for whom a fee waiver has **NOT** been applied.

These students have been incorrectly enrolled and are paying a fee when their training should be fee-free.

The Department will apply the appropriate fee waiver to these student enrolments (i.e. adjust the student fee to zero) and adjust the corresponding provider subsidy in line with the relevant qualification prices. Future provider payments will accommodate these changes.

Affected training providers will also be notified of these student enrolment details and will be required to refund the relevant students any and all fees paid to date.

So that no student who is eligible for Skilling for Recovery is disadvantaged by paying a fee when they are entitled to fee-free training, the Department reminds all providers to make sure that all eligible students undertaking Skilling for Recovery full qualifications (and who are not already fee-free due to pre-existing Smart and Skilled policies) are enrolled against the appropriate Skilling for Recovery fee waiver.

Detailed instructions on how to enrol students in a Skilling for Recovery Full Qualification are provided in the *Smart and Skilled – Skilling for Recovery Training Initiative Full Qualifications Enrolments Process – Provider Factsheet* available for download from STS Online > Smart and Skilled Contract Management > Support Documents.

### **4. SKILLING FOR RECOVERY – PRIORITY PART QUALIFICATION STRATEGIES**

The Department has also undertaken an audit of Notification of Enrolment data for all Skilling for Recovery priority part qualifications and found that there are a significant number of students enrolled in these part qualifications for whom a government strategy has **NOT** been selected in the Notification of Enrolment.

This means these students cannot be correctly identified against their Skilling for Recovery eligibility category.

The Department has identified students where no government strategy has been applied and will contact all affected training providers. Affected providers will be required to make the appropriate adjustments to the student's enrolment via the Enrolment Maintenance screen in STS Online.

It is important that the appropriate strategy is selected each time a student is enrolled in a Skilling for Recovery priority part qualification so that the Department can meet its commitment to report eligibility numbers by category to the Commonwealth under the JobTrainer Agreement.

Detailed instructions on how to enrol students in a Skilling for Recovery priority part qualification are provided in both the *Smart and Skilled Targeted Priorities Pre-Vocational and Part Qualifications Program – Skilling for Recovery – Redeployment & Youth – Provider Factsheet Redeployment & Youth* and the *Smart and Skilled Targeted Priorities Pre-Vocational and Part Qualifications Program – Skilling for Recovery – Construction – Provider Factsheet* (Versions 1.2 now available as below).

**Note:** The Department will continue to monitor that all relevant waivers and strategies are correctly applied, so it is important for providers to take extra care when enrolling students in Skilling for Recovery priority full and part qualifications and ensure the correct process is followed. Failure to correctly enrol students entails remedial action for both providers and the Department and may impact on future quality assurance activities as well as Smart and Skilled contract renewals.

## 5. SKILLING FOR RECOVERY – UPDATES TO PART QUALIFICATION PROVIDER FACT SHEETS

The provider fact sheets for *Skilling for Recovery – Redeployment & Youth* and *Skilling for Recovery – Construction* have been updated as follows:

- Clarification on Page 2 regarding specific Skilling for Recovery requirements in TNI Applications related to employment status and evidence requirements for students “expected to become unemployed”.
- Emphasising the requirement that a **Skilling for Recovery strategy must be populated** when completing the Notification of Enrolment for a student in a Skilling for Recovery part qualification.

Versions 1.2 of the fact sheets are provided at **Attachment B** and **Attachment C** and are also available for download from STS Online > Smart and Skilled Contract Management > Support Documents.

## 6. REDEPLOYMENT & YOUTH TRAINING NEEDS IDENTIFICATION (TNI) APPLICATIONS – NEW SKILLS BROKERS TARGET GROUPS – FOR INTERNAL DEPARTMENTAL USE ONLY

The TNI Application system has recently been updated with ‘Target Group’ options which include “Skills Brokers (For Internal Use Only)” at the end of the target group name.

These target group options are for internal Departmental use only and should **NOT** be selected in TNI Applications lodged by providers.

## 7. PROVIDER SURVEY ON SKILLING FOR RECOVERY PART QUALIFICATIONS FOR REDEPLOYMENT & YOUTH AND CONSTRUCTION

With funding for Skilling for Recovery part qualifications training now available, the Department is seeking feedback from providers on their intention of delivering training under this initiative. We are also keen to identify any barriers to participation in the program and any changes that could make it easier for your organisation to access funding and undertake delivery of training.

A link to the survey will be emailed to Smart and Skilled Provider Representatives in the coming days.

The survey is relatively short and provides an opportunity to also give general feedback on areas not covered by the questions.

The Department looks forward to receiving your response.

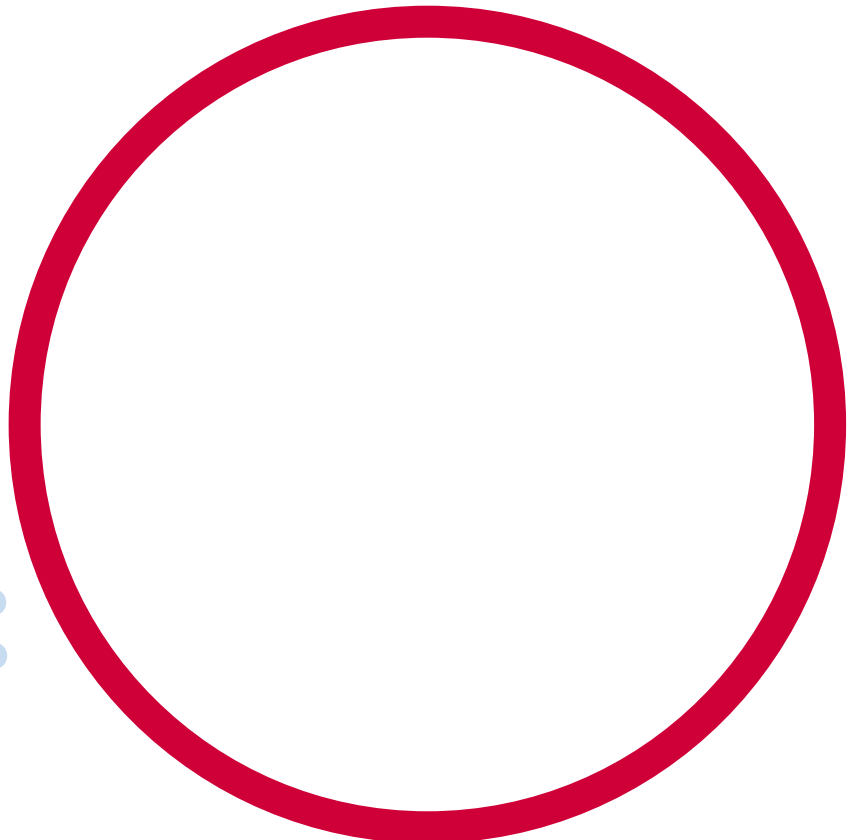
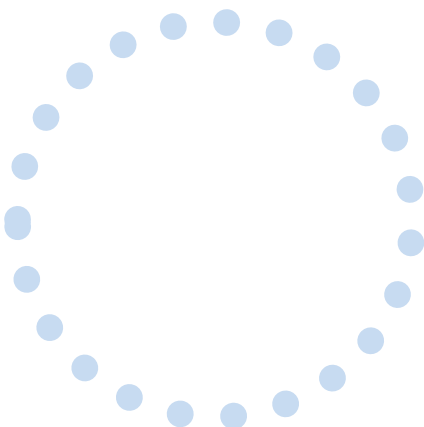
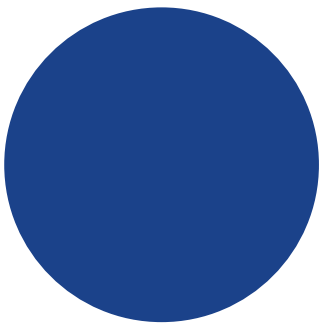
For support with issues such as system/information access and functionality, reporting and other technical matters, please contact Training Market Customer Support at [Training.Market@det.nsw.edu.au](mailto:Training.Market@det.nsw.edu.au). Unless otherwise indicated, please refer enquiries regarding specific operational matters such as Financial Caps and programs/initiatives such as Skilling for Recovery to your Strategic Relationship Manager, as advised in the relevant Smart and Skilled Update.

*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 Policy for the Skilling for Recovery Initiative

**Version 1.2**

Released December 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) Applications 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 competency 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 a Credit Transfer for the units of competency/modules achieved in the part qualification.
- Requests for delivery of more than 50 per cent 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 commence no later than 31 December 2021.

### Deferral of training

Skilling for Recovery is an initiative of short duration that provides training opportunities to improve employment opportunities as the State recovers following the COVID-19 pandemic. Given the intent of the initiative, a student cannot defer training unless the following circumstances are met:

1. The request to defer training is supported by a medical certificate which explains why the student's medical condition prohibits the student from continuing with the training; and
2. The request is for a deferral period of no more than six months; and
3. The student has commenced training prior to seeking the deferral, i.e. a student cannot enrol and then immediately defer.

# 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 remain 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 is 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 and 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.

Requests 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 Skills List apply. Please 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](mailto:SmartandSkilled.Enquiries@det.nsw.edu.au).

# Smart and Skilled

## Targeted Priorities Pre-Vocational and Part Qualifications Program

### Skilling for Recovery – Redeployment and Youth

#### Provider Factsheet (Version 1.2)

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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 are 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 Training Services NSW and receive a Provider Activity Schedule (PAS) 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 (TNI) application

Creating a TNI application for Skilling for Recovery is similar to creating a Targeted Priorities Pre-Vocational and Part Qualifications Program (TPPPQ) TNI. Following are the details on creating a Skilling for Recovery Redeployment and Youth TNI.

Field	Select...
<b>Program:</b>	TPPPQ - Skilling for Recovery Initiative - Redeployment and Youth
<b>Program Stream:</b>	Select the relevant Stream
<b>Employment status of student(s):</b>	Select the relevant Employment Status of student(s): <ul style="list-style-type: none"> <li>Mixed (job seekers and existing workers)</li> </ul>
<b>Target Group type:</b>	'Specific Target Group'
<b>Target Group:*</b>	Select the relevant Target Group: <ul style="list-style-type: none"> <li>SFR Redeployment &amp; Youth</li> <li>Refugee Employment Support Program</li> <li>Clubs NSW TEP</li> <li>Bespoke Skills</li> </ul>
<b>Targeting a specific industry:</b>	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. The employment status of “Mixed” should always be selected to enable training to be delivered to a mixture of Skilling for Recovery eligible students if required.
2. Supporting evidence for students who are in the ‘expected to become unemployed’ category is not required with the TNI Application, but evidence of eligibility is required at the Notification of Enrolment stage. If you are unsure if the participants will meet the eligibility for this category, please contact your local Training Services NSW office.
3. Target groups with names similar to those in the above table, 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.

For more information on 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 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.

For more information on how to accept your PAS, 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 No. 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.

## 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 (aged 17-24 years old) regardless of employment status
2. Commonwealth Benefit Recipients **or** Unemployed (not a Commonwealth Benefit Recipient)
3. People expected to become unemployed.

### Examples:

1. The student is 21 years of age but is also expected to become unemployed. The Youth strategy should be applied.
2. 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 Notification of Enrolment for a single student:

**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 Notification of Enrolment for Skilling for Recovery student(s) using the bulk upload.

Code	Description
<b>S100</b>	SFR Initiative - Youth (17-24)
<b>S101</b>	SFR Initiative - Commonwealth Benefit Recipient
<b>S102</b>	SFR Initiative - Unemployed (Not a Commonwealth Benefit Recipient)
<b>S103</b>	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.

#### 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

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

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

Value	Description – Labour Force Status Identifier
<b>Unemployed</b>	
<b>06</b>	Unemployed – seeking full-time work
<b>07</b>	Unemployed – seeking part-time work
<b>Not in the labour force</b>	
<b>08</b>	Not employed – not seeking employment

#### 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.

### “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 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.

# Smart and Skilled Targeted Priorities Pre-Vocational and Part Qualifications Program

## Skilling for Recovery – Construction

### Provider Factsheet (Version 1.2)

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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 a Training Needs Identification (TNI) application 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 regulator 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 Training Services NSW and receive a Provider Activity Schedule (PAS) 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 Targeted Priorities Pre-vocational and Part Qualifications Program (TPPPQ) TNI.

Following are the details on creating a Skilling for Recovery Construction TNI.

## Skilling for Recovery - Construction Provider Factsheet (v1.2)

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

### Note:

- The employment status of "Mixed" should always be selected to enable training to be delivered to a mixture of Skilling for Recovery eligible students if required.
- Supporting evidence for students who are in the 'expected to become unemployed' category is not required with the TNI Application, but evidence of eligibility is required at the Notification of Enrolment stage. If you are unsure if the participants will meet the eligibility for this category, please contact your local Training Services NSW office.
- Target groups with names similar to those in the above table, 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.

For more information on 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 PAS, 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.

### 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 following 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 (aged 17-24 years old) regardless of employment status
2. Commonwealth Benefit Recipients **or** Unemployed (not a Commonwealth Benefit Recipient)

3. People expected to become unemployed.

### Examples:

1. The student is 21 years of age but is also expected to become unemployed. The Youth strategy should be applied.
2. 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 Notification of Enrolment for a single student:

**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 Notification of Enrolment for Skilling for Recovery student(s) using the bulk upload.

Code	Description
<b>S100</b>	SFR Initiative - Youth (17-24)
<b>S101</b>	SFR Initiative - Commonwealth Benefit Recipient
<b>S102</b>	SFR Initiative - Unemployed (Not a Commonwealth Benefit Recipient)
<b>S103</b>	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.

### 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 - 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.

## Queries

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

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

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