

Smart & Skilled

As a Smart and Skilled provider Macquarie Community College (RTO 90033) is able to offer a suite of qualifications and traineeships subsidised by the NSW Government.

Programs include:

1. Smart and Skilled Entitlement Foundation Skills Program

The core skills of reading, writing, numeracy and oral communication along with employability and learning skills that are critical for learning and work.

2. Smart and Skilled Entitlement Full Qualifications Program and Smart and Skilled Targeted Priorities Full Qualifications Program

Eligible students may enrol in selected Macquarie Community College qualifications and apply for training subsidised under Smart and Skilled.

3. Smart and Skilled Entitlement Apprenticeships and Traineeship Program

Macquarie Community College is approved to offer traineeships under Smart and Skilled. Traineeships combine work-based training with an employer and formal training through Macquarie Community College. They are established under training contracts between the employer and the trainee and are regulated by government. They're a great way to be paid for work, learn and earn a qualification.

Most new-entrant trainees are eligible for a government subsidy under Smart and Skilled for the qualification that supports their traineeship.

For a list of qualifications available for each of the above Programs see below.

Prior to enrolling

Prospective students may be eligible to receive Subsidised Training under Smart and Skilled. Each program has its own eligibility criteria. Prior to enrolling please check with Macquarie Community College to determine your eligibility.

Unique Student Identifier

As a condition of your enrolment you are required to give Macquarie Community College your Unique Student Identifier number. You may apply directly by visiting www.usi.gov.au. [Find out more about USI's.](#)

Personal information

For all approved Smart and Skilled programs and qualifications Macquarie Community College must first obtain the consent of the prospective student to the department's use of student's information. You will be asked to complete a *Consent to use and disclosure of Personal Information* form as part of your enrolment.

With your Personal Information and details of your proposed course, including details of any Credit Transfers or Recognition of Prior Learning, Macquarie Community College will be able to calculate and notify you of your fee contribution prior to you deciding whether to enrol.

How to enrol

Prior to enrolling please read the following information to determine your eligibility as well as to be informed of the Smart and Skilled requirements. This includes:

1. Smart and Skilled eligibility criteria and evidence required
2. Fees, withdrawals, transfers and refunds
3. Credit transfer/recognition of prior learning
4. Deferring or continuing subsidised training
5. Consumer protection information
6. Support services

You may be required to undertake a Language Literacy and Numeracy assessment to qualify you into your proposed course.

1. Smart and Skilled eligibility criteria

To be eligible for training for all Smart and Skilled programs, you must:

- Be aged 15 years or older, and
- Live or work in New South Wales, and
- No longer be at school, and
- Be an Australian citizen, permanent resident, New Zealand citizen, humanitarian visa holder or a partner visa holder whose sponsor is a current or past humanitarian visa holder.

Aboriginal and Torres Strait Islander students who do not live or work in NSW but live in specific defined interstate NSW border areas are eligible for government-subsidised training under Smart and Skilled.

For eligibility criteria for Smart & Skilled Program, please refer to the [Smart & Skilled Eligibility Policy](#).

To assist us in assessing your eligibility, you will need to provide:

1. A completed [enrolment pack](#)
2. Eligibility evidence and consents - this information is in Section 3 of the [Smart & Skilled Eligibility Policy](#)
3. Your USI number. If you do not already have a USI Macquarie Community College may, with your consent, apply for your USI or you may apply directly by visiting www.usi.gov.au. [Find out more about USI's.](#)

2. Fees, withdrawals, transfers and refunds

Under Smart and Skilled, a student contributes towards the cost of training through the payment of a student fee. The fee amount you pay and the government contribution is dependent on your personal circumstances and the Smart and Skilled program.

Fees have been set by the NSW Government for training providers and Macquarie Community College must charge the student as determined from the data you have provided to us.

Fees are determined based on your personal circumstances. Please view *Appendix 1* below for more information.

Fee-free training is available for prospective students who fall into one of the below categories:

- Australian Aboriginal and Torres Strait Islander
- Student with a disability(ies)
- Dependent 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 Smart and Skilled, all apprenticeship and most traineeship qualifications are now 100% subsidised.

For further information and evidence that the student must provide see *Appendix 2, 3, 4 and 5* below.

The schedule of fees can be accessed at: www.training.nsw.gov.au/smartandskilled/prices_fees.html

If you apply for Recognition of Prior Learning or Credit Transfer the qualification price will be adjusted and a new student fee will be determined.

For fee paying students, a deposit of 10% or a minimum of \$40 is required upon enrolment with the remainder of the fees to be paid in full or by means of a payment plan.

View the [Fees, Withdrawal and Refund Policy](#).

Exemptions and fee-free training

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

- An Aboriginal or Torres Strait Islander person.
- A student with a disability.
- Dependent child, spouse or partner of a recipient of a Disability Support Pension.
- Refugee or Asylum seeker (and eligible partners) – for training up to and including Certificate IV.
- Recipient of a Fee-Free Scholarship – for training up to and including Certificate IV.
- Studying a qualification under the Entitlement Foundation Skills (EFS) Program.

Under the Skilling for Recovery Initiative, students who meet the eligibility criteria will also be eligible for fee-free training. Please refer to the Smart & Skilled Policy for the Skilling for Recovery Initiative at <https://www.macquarie.nsw.edu.au/skilling-for-recovery> for information and eligibility requirements.

For further information, please refer to *Appendix 6* below.

3. Credit Transfer/Recognition of Prior Learning

The College can assist with Credit Transfer (CT) and Recognition of Prior Learning (RPL).

Credit Transfer (CT) is granted as a result of identifying learning outcomes already achieved through formal training. Credit outcomes may allow for entry into a qualification and/or provide credit towards the qualification.

Credit Transfer given may reduce the time required for a student to achieve the qualification.

To apply for Credit Transfer the prospective student will need to provide original or certified copies of certificates previously attained through formal training prior to completing the enrolment process.

Recognition of Prior Learning (RPL) is granted as a result of identifying and assessing previous and current informal education and training, work experience and/or life experience and knowledge. Previous learning and the evidence supplied is measured against pre-determined performance standards contained within the Units of Competency.

To apply for recognition of prior learning the prospective student should indicate their decision to apply for recognition as soon as possible after enrolment and the induction program.

We will be happy to provide you with an RPL kit after speaking directly with you to ensure you understand the requirements of this process.

4. Deferring or discontinuing subsidised training

If you wish to defer your course you may do so for up to 12 months from when we have received notification from you.

- It is hoped that you should not need to discontinue your course. If you wish to discontinue your course we ask that you inform Macquarie Community College in writing. Any refunds owing will be remitted according to our [Refund Policy](#).

If you wish to defer or discontinue your course please write, with your reasons, to:

Attn: Training Administration

<mailto:trainingadmin@macquarie.nsw.edu.au>

5. Consumer protection information

Your feedback is important to us at Macquarie Community College. To protect your rights as a student please refer to the following documents:

[Consumer Protection Policy](#)

[Smart and Skilled Consumer Protection Strategy](#)

Alternatively, you may wish to contact the NSW Smart and Skilled Customer Support Centre directly at 1300 772 104 or visit www.smartandandskilled.nsw.gov.au

6. Support services for Students

Macquarie Community College is committed to creating an environment where our students feel welcome, respected and supported.

Macquarie Community College caters to diverse client learning needs and aims to identify and respond to the learning needs of all students. All students are encouraged to express their views about their learning needs at all stages of their learning experience, from the initial enrolment and induction stage to completion stage. Macquarie Community College is committed to providing students with additional support, advice or assistance while training. To achieve this and to ensure the quality delivery of training and education, Macquarie Community College will assist and support students as appropriate and/or refer them to qualified counsellors. Staff will respond to and attempt to alleviate any signs of distress or discomfort of students.

Macquarie Community College staff members understand the principles of [access and equity](#) and are familiar with learning options available to accommodate a variety of pathways to completing qualifications, which are identified within the Training and Assessment Strategy.

A learner experiencing genuine difficulties experienced in completing a program in the allotted time is encouraged to alert their Trainer and/or bring this to the attention of the Lead Trainer at the first available opportunity.

Our continuous improvement processes gather feedback to monitor and improve services to meet student needs.

Read more about our [Support Services for Students](#).

Academic Support:

Course Program Manager/Lead Trainer
1300 845 888

Student Support:

Customer Service/Course Program Manager/Lead Trainer
1300 845 888

Language, Literacy and Numeracy Support:

Course Program Manager/Lead Trainer
1300 845 888

Should you require an interpreter:

Translating and Interpreting Service (TIS National)
131 450

Qualifications

All the qualifications delivered and assessed by Macquarie Community College are competency based. You will be assessed and be deemed Competent or Not Yet Competent for each unit of competency. You need to be deemed Competent in all units of your course to be issued with your qualification. You have the opportunity to re-submit. Please refer to the [Student Handbook](#) for further details.

Macquarie Community College is approved to deliver the following qualifications (please refer to the website, www.macquarie.nsw.edu.au, for individual course information):

Smart and Skilled Entitlement Foundation Skills Program
FSK10119 Certificate I in Access to Vocational Pathways
FSK10219 Certificate I in Skills to Vocational Pathways
FSK20119 Certificate II in Skills for Work and Vocational Pathways
22476VIC Certificate I in General Education for Adults (Introductory)
22472VIC Certificate I in General Education for Adults
22473VIC Certificate II in General Education for Adults

Smart and Skilled Entitlement Full Qualifications Program
ICT20120 Certificate II in Applied Digital Technologies
SIT20316 Certificate II in Hospitality
CHC22015 Certificate II in Community Services
BSB20120 Certificate II in Workplace Skills
BSB30120 Certificate III in Business
BSB30220 Certificate III in Entrepreneurship and New Business
CHC33015 Certificate III in Individual Support (Aged care, HACC & Disability specialities)
CHC30121 Certificate III in Early Childhood Education and Care

Smart and Skilled Targeted Priorities Full Qualifications Program
CHC43015 Certificate IV in Ageing Support
CHC43115 Certificate IV in Disability
CHC50121 Diploma of Early Childhood Education and Care
BSB40120 Certificate IV in Business
BSB40520 Certificate IV in Leadership and Management
BSB50420 Diploma of Leadership and Management

Smart and Skilled Entitlement Traineeship Program
SIT20316 Certificate II in Hospitality
CHC22015 Certificate II in Community Services
BSB20120 Certificate II in Workplace Skills
BSB30120 Certificate III in Business
CHC33015 Certificate III in Individual Support (Aged Care, HACC & Disability specialities)
CHC30121 Certificate III in Early Childhood Education and Care
CHC43015 Certificate IV in Ageing Support
CHC43115 Certificate IV in Disability
CHC50121 Diploma of Early Childhood Education and Care
BSB40120 Certificate IV in Business
BSB40520 Certificate IV in Leadership and Management
BSB50420 Diploma of Leadership and Management



Macquarie Community College (RTO 90033)

Appendix

Information from the Smart & Skilled Fee Administration Policy

Appendix 1: Student fee arrangements

Eligible for Program:	No Post-School Qualification Held* Fee Payable:	Post-School Qualification Held* Fee Payable:	Concession Available	Exemption Available	
 Meets Smart and Skilled eligibility (excluding Smart and Skilled Entitlement Apprenticeships and Traineeships)	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	
 Meets Smart and Skilled Entitlement Apprenticeships and Traineeships program eligibility	Apprenticeships and Traineeships Eligible for Fee-free Apprenticeships Initiative or Fee-free Traineeships Initiative	Fee-free	Fee-free	N/A	N/A
	Not Eligible for Fee-free Apprenticeships Initiative or Fee-free Traineeships Initiative	Apprenticeship or Traineeship Fee	Apprenticeship or Traineeship Fee	✓	✓
 Does not meet Smart and Skilled eligibility	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.

education.nsw.gov.au



Appendix 2: Acceptable evidence for fee exemptions and concessions

(Should be read in conjunction with **Section 3: Fee categories and eligibility**)

Note:

The **Smart and Skilled Eligibility Policy** outlines the acceptable evidence for Smart and Skilled 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
Previous qualification vs first qualification fee		
1. 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
Concession fee eligibility:		
2. 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
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

Requirement	Evidence	Evidence requirements
Exemptions, waivers and fee-free training eligibility:		
4. Fee Exemption: Aboriginal person or Torres Strait Islander person	N/A	Student declaration/signature
5. Fee Exemption: Person with 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; a completed NSW School Leaver Individual Transition Plan that clearly identifies the student's disability; 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
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 Waiver: Refugee or Asylum Seeker (and their Partners)	<ul style="list-style-type: none"> Relevant visa documentation; or ImmiCard (where appropriate) <p>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.</p> <p>Note: eligible Partners must also provide evidence that their visa <i>sponsor holds or held</i> one of the eligible humanitarian visas</p> <ul style="list-style-type: none"> For additional information, refer to Appendix 1: Refugees and asylum seekers in the Smart and Skilled Eligibility Policy. 	Evidence sighted or collected by Provider

Requirement	Evidence	Evidence requirements
0. Fee-free training - Fee-free Scholarship (Concession eligible)	<ul style="list-style-type: none"> As per requirement 2 or 3, Concession Fee A concession student who meets the requirements for Social housing status will be given priority. 	Student declaration/signature at enrolment
9. 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
10. 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
11. Fee-free training - Entitlement Foundation Skills	N/A	Student enrolment in the Program
12. 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 5: Fee-free Apprenticeships</p>	Student declaration/signature at enrolment
13. 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 6: Fee-free Traineeships</p>	Student declaration/signature at enrolment
14. Fee-free training – Skilling for Recovery Initiative	<p>For evidence requirements, refer to the Smart and Skilled Policy for the Skilling for Recovery Initiative.</p>	Student declaration/signature at enrolment

Requirement	Evidence	Evidence requirements
Loading to Provider: Evidence Requirements		
15.	Needs Loading: Aboriginal person or Torres Strait Islander person	<ul style="list-style-type: none"> A student that meets eligibility/evidence requirements for a fee exemption based on being Aboriginal or Torres Strait Islander person will automatically attract a loading (as per requirement 4)
16.	Needs Loading: Person with 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 5). <p>Dependants of a recipient of a Disability Support Pension do not attract a loading.</p>
17.	Needs: Long-term unemployed person – over 12 months	<ul style="list-style-type: none"> A letter from Employment Service Provider is required.
18.	Location Loading: Residential address – regional or remote	<ul style="list-style-type: none"> Evidence sighted or collected of any Commonwealth or NSW Government issued document providing evidence of living location

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 identifies themselves as an Aboriginal or Torres Strait Islander person 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
 - 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
 - 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 3: 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:

- 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 4: 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 5: 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). 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 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 and/or RPL and be subject to reduced fees due to CT and/or 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 6

3.5 Exemptions and fee-free training

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

- an Aboriginal or Torres Strait Islander person.
- a student with a disability.
- dependant child, spouse or partner of a recipient of a Disability Support Pension.
- Refugee or Asylum seeker (and *eligible* Partners) – for training up to and including Certificate IV.
- recipient of a Fee-Free Scholarship – for training up to and including Certificate IV.
- studying a qualification under the Entitlement Foundation Skills (EFS) Program.

Under the Skilling for Recovery Initiative, students who meet the eligibility criteria will also be eligible for fee-free training. Please see refer to the **Smart and Skilled Policy for the Skilling for Recovery Initiative** for further information and eligibility requirements.

Fee exemption for an Aboriginal or Torres Strait Islander student

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

Fee exemption for a student with a disability

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
- documentary evidence that is assessed by the provider and demonstrates a clear additional need as a result of the student's disability.

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

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.

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 (and their Partner – if applicable) hold one of the visas specified in **the Smart and Skilled Eligibility Policy**.

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 – Entitlement Foundation Skills (EFS) program

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