

Smart and Skilled Student Information Booklet



Contents

Smart & Skilled Program Overview	4
Approved Qualifications.....	4
Entitlement Apprenticeships & Traineeships Program	4
School-Based Apprenticeships and Traineeship Program	5
Entitlement Full Qualifications.....	5
Targeted Priorities Full Qualifications	5
Targeted Priorities Prevocational and Part Qualifications Program	5
Eligibility for Smart & Skilled Subsidised Training	6
Entitlement Apprenticeships & Traineeships Program.....	6
School Based Apprenticeships and Traineeships Program	6
All Smart & Skilled Programs (Excluding Entitlement Apprenticeships & Traineeships)	7
Skilling for Recovery	7
Proof of Eligibility: Supporting Document Requirements	8
Unique Student Identifier	8
Overview	8
Obtaining a Unique Student Identifier	9
Finding your Unique Student Identifier	9
Enrolment Process	9
Pre-enrolment.....	9
Notification of Enrolment	10
Consent	10
Subcontractor Arrangements.....	10
Provider Calculator.....	10
Notification of Enrolment Report – Provider Copy	11
Prospective Student Declaration.....	11
Enrolment.....	11
Recognition of Previous Training	12
Recognition of Prior Learning.....	12
Credit Transfer	12

Deferring or Discontinuing Your Studies	12
Deferrals	13
Withdrawals	13
Student Fee Information	13
Collection & Levying of Student Fees	13
Recognition of Prior Learning & Credit Transfer	13
Cooling-off Period & Refund Policy	14
Repeat Attempts Policy	14
Smart and Skilled Fee Administration Policy	14
Training Plans	14
Consumer Protection Information	15
Appendix 1: Accepted Documents for Eligibility (excluding School Based Apprenticeships and Traineeships)	16
Appendix 2: Accepted Documents for Eligibility (School Based Apprenticeships and Traineeships Only)	20

Smart & Skilled Program Overview

The Smart and Skilled funding framework is an NSW Government initiative designed with the purpose of reforming the NSW Vocation Education and Training (VET) System. Through this initiative the NSW Government focus on strengthening the VET system to improve the quality of training, career outcomes and to ensure people in NSW obtain the necessary high-level skills required for the advancement of their careers.

Foundation Education is an approved NSW Smart & Skilled Provider, delivering high-quality support and subsidised training to eligible NSW students for the development of high-level knowledge, skills, and abilities.

The qualifications and skill sets listed in this handbook are delivered through the NSW Government Smart & Skilled funding initiative for eligible students. ***Note this training is subsidised by the NSW Government.***

Approved Qualifications

Entitlement Apprenticeships & Traineeships Program

This program refers to training delivered through either a Traineeship or Apprenticeship Delivery mode. Foundation Education is approved to deliver the following Traineeships:

Qualification Code	Qualification Name	Status
HLT33015	Certificate III in Allied Health Assistance	Current
BSB30120	Certificate III in Business	Current
HLT35015	Certificate III in Dental Assisting	Superseded
HLT35021	Certificate III in Dental Assisting	Current
HLT37315	Certificate III in Health Administration	Current
BSB40120	Certificate IV in Business	Current
HLT45015	Certificate IV in Dental Assisting	Superseded
HLT45021	Certificate IV in Dental Assisting	Current
HLT47315	Certificate IV in Health Administration	Current
SIT40416	Certificate IV in Hospitality	Current
BSB50120	Diploma of Business	Current
CHC30213	Certificate III in Education Support	Superseded
CHC40213	Certificate IV in Education Support	Superseded

Specific course information, including units, timeframes and delivery modes can be found on our [website here](#). Alternatively, feel free to contact Foundation Education on **1300 616 197** or at info@foundationeducation.edu.au.

School-Based Apprenticeships and Traineeship Program

This program refers to subsidised training delivered as a Schools Based Traineeship or Apprenticeship delivery mode. Foundation Education is approved to deliver the following Traineeships through the School-Based Traineeship Program:

Qualification Code	Qualification Name	Status
BSB30120	Certificate III in Business	Current
HLT35015	Certificate III in Dental Assisting	Superseded
HLT35021	Certificate III in Dental Assisting	Current
CHC30213	Certificate III in Education Support	Current
SIR30216	Certificate III in Retail	Current
SIT30116	Certificate III in Tourism	Current

Specific course information, including units, timeframes and delivery modes can be found on our [website here](#). Alternatively, feel free to contact Foundation Education on **1300 616 197** or at info@foundationeducation.edu.au.

Entitlement Full Qualifications

This program refers to qualifications generally at a Certificate I to III level.

Note that under the Entitlement Full Qualifications program, Foundation Education can only enrol a set number of students based on a Financial Cap. Foundation Education are not currently accepting any new enrolments into this program for this Activity Period.

Targeted Priorities Full Qualifications

This program refers to subsidised training for qualifications at a Certificate IV, Diploma or Advanced Diploma level.

Note that under the Targeted Priorities Full Qualifications Program, Foundation Education can only enrol a set number of students based on a Financial Cap. Foundation Education are not currently accepting any new enrolments into this program for this Activity Period.

Targeted Priorities Prevocational and Part Qualifications Program

This program is designed to support and enable the industry and training organisations to rapidly respond and adjust to changes in the workforce and presented skill needs. Foundation Education are not currently delivering any qualification under this program.

Eligibility for Smart & Skilled Subsidised Training

Entitlement Apprenticeships & Traineeships Program

An individual who is eligible to receive and access subsidised training through the Smart & Skilled Entitlement Apprenticeships and Traineeships Program is someone who:

- a) At the time of Commencement is a NSW Apprentice or New Entrant Trainee and has an approved Training Contract in NSW; **AND**
- b) The qualification that is being undertaken is on the NSW Skills List*; **AND**
- c) The qualification that is being undertaken is shown on their Training Contract.

**For a NSW New Entrant Trainee to be eligible, the qualification undertaken must be listed on the NSW Skills List. All NSW apprenticeship qualifications are on the NSW Skills List.*

Note that if a person is approved or registered as an Existing Worker Trainee, they will not be eligible to receive subsidised training in a Smart and Skilled Qualification that is associated with the Training Contract for their existing worker traineeship, in relation to any Smart and Skilled Program.

Further to this, the Department (NSW Government) may, in its absolute discretion, allow a training provider to treat a person who does not meet the eligibility criteria as eligible to receive subsidised training.

School Based Apprenticeships and Traineeships Program

An individual who is eligible to receive and access subsidised training through the School Based Apprenticeships and Traineeships Program is someone who:

- a) Is undertaking a qualification listed on the NSW Skills List as an apprenticeship or traineeship qualification, **AND**
- b) Is an approved or registered School Based Apprentice or School Based Trainee in NSW at the time of commencing the qualification, **AND**
- c) Has the qualification shown on their Training Contract

All Smart & Skilled Programs (Excluding Entitlement Apprenticeships & Traineeships)

For an individual to be eligible to receive Subsidised Training in all Smart and Skilled Programs (except for the Smart and Skilled Entitlement Apprenticeship and Traineeships Program) they must, at the time of their enrolment in a qualification on the NSW Skills List or a short course (a skill set through the Targeted Priorities Prevocational and Part Qualifications Program) with a Smart and Skilled provider, meet the following:

- be an Australian citizen, a permanent Australian resident, a humanitarian visa holder, a partner visa holder whose sponsor is a humanitarian visa holder or a New Zealand citizen; **AND**
- be aged 15 years or older; **AND**
- live or work in NSW; **AND**
- no longer be in secondary education or equivalent (excluding registered home school students)

**Note that Aboriginal and Torres Strait Islander students who may not live or work in NSW may still be eligible for government subsidised training under Smart and Skilled if they live in a specific defined interstate NSW border. Please contact Foundation Education for further information.*

***Additional eligibility criteria may apply for specific Smart and Skilled Programs (e.g., Skilling for Recovery), which may be found below.*

Skilling for Recovery

For an individual to be eligible to receive Subsidised Training through the Skilling for Recovery program, they must:

- Meet the general eligibility criteria for Smart and Skilled Programs (Excluding Entitlement Apprenticeships & Traineeships)

and be:

- A youth aged 17-24 years; **OR**
- A Commonwealth Benefit Recipient; **OR**
- Unemployed (Not a Commonwealth Benefit Recipient); **OR**
- Employed and expected to become unemployed

Note that ability to enrol into a program such as the Smart and Skilled Skilling for Recovery program is also dependent on the availability of Government allocated funds to the Smart and Skilled Training provider. Foundation Education are not currently accepting new enrolments into the Skilling for Recovery program.

Proof of Eligibility: Supporting Document Requirements

Under Smart and Skilled policy, Foundation Education must sight and/or collect proof of your eligibility prior to your enrolment. As per the [Smart and Skilled Fee Administration Policy](#), [School Based Apprenticeships and Traineeships Student Eligibility Policy](#) and [Smart and Skilled Student Eligibility Policy](#), where evidence provided by a student is a copy of the original, the copy must be certified by a person who is on an approved list of witnesses able to verify documents. A list is available at <http://www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx>.

Foundation Education will request you provide certain types of evidence to support your eligibility to access Smart and Skilled funding, training, fee exemptions and concessions where relevant. You can find a list of acceptable evidence for different Smart and Skilled criteria in Appendix 1 and Appendix 2 (for School Based Apprentices and Trainees only). It is recommended you review Appendices 1 & 2 when reviewing the above eligibility criteria.

The full scope and requirements regarding the types of evidence required are also detailed in the [Smart and Skilled Fee Administration Policy](#), [School Based Apprenticeships and Traineeships Student Eligibility Policy](#) and [Smart and Skilled Student Eligibility Policy](#).

Unique Student Identifier

Overview

A Unique Student Identifier (USI) is a lifelong education reference number that consists of ten numbers and letters unique to you. A USI provides you with an online record of your nationally recognised training in the form of a VET transcript which can be used for:

- Applying for a job; **OR**
- Seeking a credit transfer; **OR**
- Demonstrating pre-requisites when undertaking further training

A USI is required if you are:

- New student undertaking nationally recognised training; **OR**
- Continuing student undertaking nationally recognised training; **OR**
- Higher education student in a Commonwealth supported place or graduating in 2023 and beyond

Without a USI, you will also not be able to receive any statement of attainments, qualifications, or awards. A USI is also required for the Notification of Enrolment process.

You can access further information regarding the USI initiative on the [USI Government website](#).

Obtaining a Unique Student Identifier

A USI is free and easy to create: if you do not already have a USI, you can obtain one directly through the [Office of Student Identifiers Registrar](#). This process should take less than five (5) minutes.

You will generally need one form of identification to create and obtain a USI. Below are the acceptable [forms of ID](#) as directed by the Office of the Student Identifiers Registrar/USI:

- [Australian passport](#)
- [Non-Australian passport \(with Australian visa\)](#)
- [Australian birth certificate](#)
- [Australian driver's licence](#)
- [Medicare card](#)
- [Certificate of registration by descent](#)
- [Centrelink concession cards](#)
- [Citizenship certificate](#)
- [ImmiCard](#)

Alternatively, Foundation Education can also create and obtain a USI on your behalf. You will need to provide the necessary authorisation documentation and ID to Foundation Education before we can do this.

Finding your Unique Student Identifier

A USI is a lifelong education number and only needs to be created once –if you have undertaken any VET training since 2015, you may already have a USI.

If you are not sure if you already have a USI, you can use the Office of the Student Identifiers Registrar's [online tool](#).

Enrolment Process

Before you are formally enrolled with Foundation Education through the Smart and Skilled program, you will undertake an enrolment process. An overview of this process has been provided below.

Pre-enrolment

Prior to your enrolment into your Smart and Skilled training, you will be provided with a pre-enrolment information pack which will contain important information regarding your chosen qualification, including your Student Handbook Terms and Conditions, Smart and Skilled Student Information Booklet, Enrolment Form and Smart and Skilled Declaration Form.

At this stage of your enrolment process, you will be requested to provide the necessary evidence and documentation to support your eligibility into your chosen Smart and Skilled

funding program. Foundation Education will then verify and review the provided documentation and evidence to confirm your eligibility to access training through the Smart and Skilled program.

You will also need to complete, sign and return all required forms (i.e. your enrolment form and any required Smart and Skilled declaration forms) during this part of your enrolment stage.

Notification of Enrolment

Once all completed documentation has been returned and you have been deemed as eligible to access Smart and Skilled funding, we will commence the Notification of Enrolment Process. Foundation Education will carry out the notification of enrolment process prior to your formal enrolment and the commencement of your training. Successful completion of the Notification of Enrolment process results in the issuance of a Commitment ID and a calculation of any fees payable by the student (accounting for any RPL or Credit Transfers applied).

You will find the Notification of Enrolment Process stages below for your reference.

Consent

Before we commence the Notification of Enrolment, Foundation Education must first obtain your consent for the use of your Student information. We will have obtained your consent through the Smart & Skilled Declaration Form completed and signed during the Pre-Enrolment phase. This consent form includes the wording set out in Schedule 1 of the [Smart and Skilled Operating Guidelines](#).

Please note, if you choose not to provide your consent, Foundation Education cannot proceed with the Notification of Enrolment process and you may not be able to access Smart & Skilled funding.

Subcontractor Arrangements

Should Foundation Education have approval from the NSW Department to utilise a subcontractor to deliver any part of the Approved Qualification, we will notify you prior to the Notification of Enrolment process.

Provider Calculator

Foundation Education must also use the Provider Calculator, available through NSW STS Online, to validate eligibility, input details of any Credit Transfers or Recognition of Prior Learning to generate details of any tuition fees payable, total subsidy and any applicable loadings. Foundation Education will provide you with the details of any fees payable for your training.

Should your tuition fee differ from the initial fee quoted to you prior to your decision to enrol, you will be provided with an updated tuition fee generated through the Provider Calculator.

You will then be required to provide confirmation in writing that you received, read, and agree to the tuition fees quoted.

Notification of Enrolment Report – Provider Copy

Foundation Education will then generate and maintain an electronic copy of the Notification of Enrolment Report – Provider Copy. It will be referred to where the fee and subsidy are adjusted after the Commitment ID is issued.

Prospective Student Declaration

Before submitting the Notification of Enrolment for completion, Foundation Education will confirm the prospective student has signed or electronically accepted a declaration confirming the following:

- All information provided by the Prospective Student to us in connection with the Notification of Enrolment Process is true, accurate, complete, and not misleading in any way.
- A Notification of Enrolment process has not concurrently been completed for the same qualification and/or the same units of competency for the same or other qualification(s)
- The Prospective Student is aware of any subcontracting arrangements (where applicable).
- The Prospective Student has been provided with the details of the Fee chargeable and the Student Information.

Successful completion of the Notification of Enrolment process will result in the issuance of a Commitment ID.

Enrolment

Once your Notification of Enrolment process has been successfully finalised, your enrolment will then be formally processed. You will receive a confirmation once your enrolment has been finalised and provided with login details and access to your learning portal.

If you have any questions regarding your enrolment at any stage of the process, do not hesitate to contact your Career's Advisor.

Recognition of Previous Training

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is a process available to assess your competency, skills and abilities acquired through both formal and informal learning. This assessment process is available to all students to determine if they meet the requirements of a unit of study which within their chosen qualification.

A variety of documentation may be requested for the assessment of RPL. These include, but are not limited to:

- records of completed training
- assessment items
- assessment records
- declarations from your employer and/or
- a copy of your student records provided by the Australian Skills Quality Authority (ASQA)

If you think you may be eligible for RPL, please contact Foundation Education and to discuss the process in greater detail.

Credit Transfer

Credit Transfer is the recognition of academic/training credits obtained through formal training. As explained in the Australian Qualifications Framework (AQF), credit transfer is:

“a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.”

If you already hold a qualification(s) or statement(s) of attainment obtained from a previous Training provider which covers the same units as those in your chosen qualification, you may be eligible for a Credit Transfer.

If you wish to discuss your Credit Transfer options, do not hesitate to reach out and let us know. You will be requested to provide a certified copy of any transcripts, qualifications or statements of attainment that are relevant to your request.

Deferring or Discontinuing Your Studies

Foundation Education aims to support and encourage you to continue and complete your studies. We do, however, understand that unexpected circumstances can make it difficult to focus on your studies and training. The Smart & Skilled program allows for the deferral and withdrawal from your studies should the need arise.

Deferrals

Should you wish to defer your Smart and Skilled training, you must submit your written request and reason to student.services@foundationeducation.edu.au. A deferral request will only be accepted due to extenuating circumstances in which additional support strategies are insufficient in allowing you to continue your studies. Note that where a deferral is approved, we can only allow a deferral totalling no more than 12 months.

Should you not recommence your subsidised training within 12 months, you will be automatically withdrawn and considered a discontinued student. Should you then wish to recommence training after your withdrawal, you will then be treated as a new student.

Withdrawals

Should you wish to formally withdraw from your studies, you will be required to submit your written request alongside your reason for withdrawal via email to student.services@foundationeducation.edu.au.

Note that no refunds will be provided to students who withdraw outside of the cooling-off period. You can find further information in the Student Fee Information section of this booklet.

Student Fee Information

Collection & Levying of Student Fees

As a student accessing Smart and Skilled training, Foundation Education will provide you with all information regarding fees and payment arrangements prior to your enrolment. Note that regardless of which payment arrangement you elect to utilise, all fees must be paid to Foundation Education by the time you complete your subsidised training.

Recognition of Prior Learning & Credit Transfer

Where an eligible learner is granted an RPL or credit transfer, the qualification price is adjusted, and a new student fee is determined (where applicable). Adjustments are made to both the fixed and variable components of the qualification price set by the NSW Government. As RPL and credit transfer generally reduced the amount of learning to be undertaken, your student fee may be reduced.

Where a credit transfer or RPL has been granted before your enrolment, Foundation Education will use the Smart & Skilled provider calculator to determine the student fee after any applicable adjustments.

Should you be granted an RPL or credit transfer after your enrolment or commencement of your qualification, the Department will adjust the student fee. You will then be advised of the adjusted fee with any amendments to your fee schedule made, where applicable. If you elected to pay your student fee through a payment plan, your future payment schedules will be

adjusted accordingly. Where a full upfront payment was made toward your student fee and the adjusted student fee is lower, a partial refund of the difference is issued.

Cooling-off Period & Refund Policy

A cooling-off period is a set timeframe within which you can elect to discontinue your studies without financial penalty. As a student of Foundation Education, the same cooling-off period, as outlined in the [Student Handbook Terms and Conditions](#), applies. Please ensure you read through the Student Handbook Terms and Conditions and familiarise yourself with this information.

Foundation Education's refund policy is based around the five (5) day cooling-off period. Note that for unsolicited consumers, a ten (10) day cooling-off period may apply. You may find the full information contained within your Student Handbook Terms and Conditions.

Repeat Attempts Policy

Students are provided with three (3) attempts for any assessment item within their chosen Approved Qualification. Should an assessment item be deemed not competent three (3) times, your MyeCampus will lock submissions for that assessment item. You will need to contact our Faculty for additional attempts to discuss assessment feedback and consolidate your learning. Note that Foundation Education does not currently charge you for any additional attempts you may require to submit an assessment item.

Smart and Skilled Fee Administration Policy

As an approved Smart and Skilled provider, Foundation Education has designed its fee policies in accordance with the Smart and Skilled Fee Administration Policy. You can freely access this policy at your own convenience [here](#). A specific Fee Administration Policy applies to School Based Apprentices and Trainees which can be located [here](#).

Training Plans

All Foundation Education Students accessing subsidised training through the NSW Smart and Skilled program are provided with a Training Plan. Foundation Education will develop this Training Plan in liaison with and your employer (if applicable). This Training Plan contains information regarding all units of your chosen qualification, assessment methods & delivery mode and will provide you with a structured guideline on how to approach and progress through your studies. This will enable you to plan and manage your time effectively and increase your chances of success.

Consumer Protection Information

Under Smart and Skilled Operating Guidelines, Foundation Education are required to develop and implement consumer feedback and complaints handling policies, procedures, and systems. Foundation Education has developed and implemented these policies, procedures and systems for your protection, and you can find information within our [Grievance, Complaints and Appeals Policy and Procedure](#).

Within the Grievance, Complaints and Appeals Policy and Procedure document you will find information on the following:

- A student's rights relevant to consumer protection
- How we manage and respond to queries, complaints, grievances, and allegations
- The timeframe by which a student can expect a response
- A student's options should a resolution not be reached between them and Foundation Education
- Contact details for a resolutions officer for feedback, grievances, complaints and appeals
- Contact details for Faculty and the Student Support Services Team

Should you have any queries regarding the information contained within this Student Information Booklet or the Smart and Skilled program, please do not hesitate to contact Foundation Education at student.services@foundationeducation.edu.au.

Appendix 1: Accepted Documents for Eligibility (excluding School Based Apprenticeships and Traineeships)

Requirement		Evidence
Proof of Identity:		
1.	Proof of identity	Unique Student Identifier *Foundation Education will ensure the validity of the USI
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
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.
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.
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
6.	Date of birth	<ul style="list-style-type: none"> Government issued Photo ID with date of birth listed *USI data will also confirm and validate your date of birth
7.	Registration as NSW apprentice or new entrant trainee	<ul style="list-style-type: none"> Training Contract identifier (TCID) number verified on STS Online
8.	Previous qualification	<ul style="list-style-type: none"> Declaration and signature on enrolment form and S&S Declaration form Department's system may check against Smart and Skilled records and/or USI academic transcript records.
9.	Year 10 completion or equivalent (if under 17)	<ul style="list-style-type: none"> Declaration and signature on enrolment form and S&S Declaration form Evidence that student has met school leaving age requirement (e.g., ID listing date of birth)
10.	Postcode for Australian Aboriginal or Torres Strait Islander on borders	<ul style="list-style-type: none"> Declaration and signature on enrolment form and S&S Declaration form
Concession fee eligibility		

Requirement		Evidence
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
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>
Exemptions, waivers and fee-free training eligibility		
13.	Fee Exemption: Australian Aboriginal or Torres Strait Islander	Declaration and signature on enrolment form and S&S Declaration form
14.	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).
15.	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>
16.	Fee Waiver: Refugee or Asylum Seeker	As per requirement 4
17.	Fee-free training - Fee-free Scholarship (Concession eligible)	<ul style="list-style-type: none"> Student declaration and signature at enrolment As per requirement 11 or 12, Concession Fee A concession student who meets the requirements for Social housing status will be given priority.
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

	Requirement	Evidence
		<ul style="list-style-type: none"> 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.
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 Staying Home, Leaving Violence 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).
20.	Fee-free training - Entitlement Foundation Skills	<ul style="list-style-type: none"> N/A
21.	Fee-free training - Fee-free Apprenticeships	<ul style="list-style-type: none"> Student declaration and signature on enrolment form and S&S declaration form <p>*Date of commencement of Smart and Skilled training must be 1 July 2018 or later</p>
22.	Fee-free training – Fee-free Traineeships	<ul style="list-style-type: none"> Student declaration and signature on enrolment form and S&S declaration form <p>*Date of commencement of Smart and Skilled training must be 1 January 2020 or later</p>
23.	Fee-free training – Skilling for Recovery Initiative	<ul style="list-style-type: none"> Student declaration and signature on enrolment form and S&S declaration form
24.	Unemployed (Not a Commonwealth Benefit Recipient)	<ul style="list-style-type: none"> A letter of separation from the employer at point of enrolment If not available – a signed declaration at enrolment confirming you are unemployed
25.	Employed and expected to become unemployed	<p>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:</p> <ul style="list-style-type: none"> 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

Requirement		Evidence
		become unemployed” category as per the Smart and Skilled Policy for Skilling for Recovery Initiative, will suffice.
Loading to Provider: Evidence Requirements		
26.	Needs Loading: Australian Aboriginal or Torres Strait Islander	<ul style="list-style-type: none"> As per Requirement 13
27.	Needs Loading: Disability	<ul style="list-style-type: none"> As per Requirement 14
28.	Needs: Long-term unemployed – over 12 months	<ul style="list-style-type: none"> Letter from Employment Service Provider
29.	Location Loading: Residential address – regional or remote	<ul style="list-style-type: none"> As per requirement 2

Appendix 2: Accepted Documents for Eligibility (School Based Apprenticeships and Traineeships Only)

Requirement		Evidence
Proof of Identity		
1.	Proof of identity	<ul style="list-style-type: none"> School Enrolment
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 – Foundation Education can obtain this through the NSW STS portal.
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><i>The evidence must clearly show the CRN of the benefit or Commonwealth Government benefit recipient.</i></p>
Exemptions, waivers, and fee-free training eligibility		
4.	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><i>The evidence must clearly show the CRN of the benefit or Commonwealth Government benefit recipient.</i></p>
5.	Fee Exemption: Australian Aboriginal or Torres Strait Islander	Declaration and signature on enrolment form and S&S Declaration form
6.	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).
7.	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>
8.	Fee-free training - Fee-free Apprenticeships	<ul style="list-style-type: none"> Student declaration and signature on enrolment form and S&S declaration form <p>*Date of commencement of Smart and Skilled training must be 1 July 2018 or later</p>

Requirement		Evidence
9.	Fee-free training – Fee-free Traineeships	<ul style="list-style-type: none"> Student declaration and signature on enrolment form and S&S declaration form *Date of commencement of Smart and Skilled training must be 1 January 2020 or later
10.	Fee-free training – Skilling for Recovery Initiative	<ul style="list-style-type: none"> Student declaration and signature on enrolment form and S&S declaration form
Loading to Provider: Evidence Requirements		
11.	Needs Loading: Australian Aboriginal or Torres Strait Islander	<ul style="list-style-type: none"> As per Requirement 5
12.	Needs Loading: A student with Disability	<ul style="list-style-type: none"> As per Requirement 6
13.	Location Loading: Residential address – regional or remote	<ul style="list-style-type: none"> Commonwealth or NSW Government issued document providing evidence of living location.