

Smart and Skilled

Skilling for Recovery Training Initiative

Full Qualifications Enrolments Process

Provider Factsheet

About the Skilling for Recovery Training Initiative

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

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

Who is eligible?

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

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

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

Skilling for Recovery Priority Full Qualification List

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

Notification of Enrolment

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

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

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

Single student process

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

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

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

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

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

Multiple student process

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

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

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

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

Students eligible under multiple categories

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

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

Examples:

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

Students who are already fee free

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

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

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

Existing Smart and Skilled fee free arrangements include:

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

Students who are:

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

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

Reporting

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

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

Mandatory work placements

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

Queries

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

Appendix A

Evidence of eligibility

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

“Youth (17-24)”

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

“Commonwealth Benefit Recipient”

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

“Unemployed (Not a Commonwealth Benefit Recipient)”

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

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

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

“People expected to become unemployed”

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

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

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

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

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

Evidence can be supplied by the student or employer.

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