

# Smart and Skilled

## Targeted Priorities Pre-Vocational and Part Qualifications Program

### Skilling for Recovery - Redeployment & Youth

#### Provider Factsheet (v1.1)

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

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

## Who is eligible?

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

- meet the eligibility criteria for Smart and Skilled training;

**AND**

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

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

Eligibility will be extended to school students in specific circumstances.

## How to access funding

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

### 1. Identifying training needs

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

## 2. Completing a Training Needs Identification application

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

Field	Select...
<b>Program:</b>	TPPPQ - Skilling for Recovery Initiative - Redeployment & 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>• Job Seekers</li> <li>• Existing workers</li> <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:** Target groups with names similar to those above, but with the text *Skills Brokers* in the target group name, will appear in the selection box. These target groups are For Internal Use Only and should not be selected in your TNI Application.

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

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

### 3. Mandatory Work Placements

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

### 4. Assessing identified needs

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

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

## Notification of Enrolment

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

The PAS 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 17-24 (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 NoE for a single student via the online function.

Is the student being enrolled under Strategy/Initiative?\*

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

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

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

## Multiple student process

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

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

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

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

## 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 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.

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
<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

#### “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.