



Nepean Community College

**Smart and Skilled Student Declaration Form and
Information**

1. SMART AND SKILLED STUDENT DECLARATION.....	3
2. SMART AND SKILLED - INFORMATION SHEET ELIGIBILITY	5
3. OTHER ELIGIBILITY CONDITIONS.....	5
3.1 PROOF OF ELIGIBILITY FOR PERSONS EXEMPT FROM THE CERTIFICATE IV OR HIGHER QUALIFICATION RULE UNDER THE ENTITLEMENT.	5
4. TRAINEES	6
5. FEES	6
5.1 FEE EXEMPTIONS - AUSTRALIAN ABORIGINAL AND/OR TORRES STRAIT ISLANDER	6
5.2 FEE EXEMPTIONS - DISABILITY	6
5.3 CONCESSION.....	6
5.4 TARGETED PRIORITIES PREVOCATIONAL & PART QUALIFICATIONS	7
5.5 RECOGNITION OF PRIOR LEARNING (RPL) AND CREDIT TRANSFER (CT)	7
5.6 REFUND POLICY	7
6. CONSUMER INFORMATION AND ADVICE	7
7. NOTIFICATION OF ENROLMENT PROCESS	7
8. SMART AND SKILLED ELIGIBILITY REQUIREMENTS EVIDENCE GUIDE.....	8

1. Smart and Skilled Student Declaration

As part of enrolling to complete a Smart and Skilled qualification with Nepean Community College (NCC) (RTO Code: 1223), you are required to meet certain criteria and disclose information to assist in the eligibility process.

Please read this document and provide the details required. After completion, please sign and date the final declaration on the last page.

I declare that:

- I am no longer enrolled in school.
- I am aged 15 years and above.
- I am living or working in New South Wales.
- I am an Australian citizen, New Zealand citizen, or Australian permanent humanitarian visa holder.
- I have read and understand my responsibilities and obligations as set out in the Code of Practice as outlined in the student handbook.
- I have provided Nepean Community College with information for the Notification of Enrolment process and this is true, accurate, complete and not misleading in any way.
- I have been provided with the details of the Fee chargeable and Student Information.
- I will communicate cancellation of the training agreement in writing to **reception@ncc.nsw.edu.au**
- The information provided by myself at the enrolment session is true and correct at the date of the signing of this declaration, and I acknowledge that I must inform Nepean Community College of any changes to my details or status throughout the duration of the training.
- I understand and agree that personal information (information or an opinion about me), collected from me, my parent or guardian, such as my name, Unique Student Identifier, date of birth, contact details, training outcomes and performance, or sensitive personal information (including my ethnicity or health information) (together Personal Information) collected by Nepean Community College Group may be disclosed to NSW Department of Industry, Skills and Regional Development.
- NSW Department of Industry, Skills and Regional Development may disclose my Personal Information to other Australian government agencies, including those located in States and Territories outside New South Wales.
- The above government agencies may use my Personal Information for any purpose relating to the exercise of their government functions, including but not limited to the evaluation and assessment of my training, the determination of my eligibility to receive subsidised training or for any Fee Exemptions or Concessions. My Personal Information may also be disclosed to other third parties if required by law.
- I consent to the collection, use and disclosure of my Personal Information in the manner outlined above.
- I also acknowledge and agree that NSW Department of Industry, Skills and Regional Development may contact me by telephone, email or post during or after I have ceased subsidised training with Nepean Community College Training Group for the purposes of evaluating and assessing my subsidised training.

Name:		
Date of Declaration:		
Signature:		
Date of Birth:		
<input type="checkbox"/> I understand that I may receive a National Centre for Vocational Education Research (NCVER) or Australian Skills Quality Authority (ASQA) student survey.		
Note: <i>If under 18 years of age at the time of giving consent, then the consent of their guardian is required.</i>		
Guardian Name:		
Signature:		
OFFICE USE ONLY		
Correct ID collected	Initials & Date:	
Student declaration signed and dated	Initials & Date:	
Document uploaded to student file	Initials & Date:	
Student Handbook Issued	Initials & Date:	

2. Smart and Skilled - Information Sheet Eligibility

To be eligible for government-subsidised training under the Smart and Skilled, the following must be met:

- 15 years old or over.
- No longer at school.
- Living or working in NSW; and
- An Australian citizen, Australian permanent resident, humanitarian visa holder or New Zealand citizen

Types of courses eligible for: Eligibility for a government-subsidised Smart and Skilled course no longer depends on previous qualifications:

- From 2016, all students, regardless of the level of any previous qualifications held, are able to access subsidised Smart and Skilled training up to Certificate III level. This means that even if you have a higher-level qualification, you may still be eligible to re-train to enter (or re-enter) the workforce.
- Can enrol in subsidised training at Certificate IV, Diploma or Advanced Diploma level, depending on the availability of funding for these courses.

Previous qualifications do not affect eligibility, but may affect the student fee.

3. Other eligibility conditions

Eligibility is not affected if you have completed a vocational education and training (VET) course, including a school-based apprenticeship or traineeship, as part of your high school education.

There are also some exceptions to the eligibility conditions described above, such as for Aboriginal people who live in specific, defined areas outside the NSW border.

Individuals who hold a Certificate IV or above qualification, who have acquired an injury or disability following the achievement of their qualification and need to retrain in a new career, are exempt from the eligibility criterion “does not hold a Certificate IV or above” under the Smart and Skilled Entitlement Full Qualifications and Foundation Skills Programs.

3.1 Proof of eligibility for persons exempt from the Certificate IV or higher qualification rule under the entitlement.

If a student has a Certificate IV or higher qualification, the student will not be eligible for subsidised training under the entitlement (Smart and Skilled Entitlement Foundation Skills and Smart and Skilled Entitlement Full Qualifications).

An exception to this rule is for a student with an acquired disability. A person seeking an exemption from this rule will need to provide evidence from a medical practitioner that their disability was acquired after achieving their post school Certificate IV or higher qualification.

The person will also need to provide documentary evidence that the new qualification for which they are enrolling is necessary as part of a rehabilitation program.

Such evidence can include a letter or a statement from one of the following:

- A medical practitioner
- An appropriate government agency or TAFE NSW teacher consultant for students with a disability, a school counsellor or special education coordinator, Centrelink, a Disability Service Provider, or a Job Capacity Assessor

- A specialist allied health professional (including a rehabilitation counsellor, psychologist, speech pathologist, or occupational therapist)

4. Trainees

A New Entrant Trainee is an employee who is enrolled in a nationally recognised course of study, within three months of commencement of employment.

For more information on eligibility, visit the Smart and Skilled website:

<https://smartandskilled.nsw.gov.au/are-you-eligible>

5. Fees

5.1 Fee Exemptions - Australian Aboriginal and/or Torres Strait Islander

Australian Aboriginal and/or Torres Strait Islander students prove their status and eligibility for a fee exemption through self-identification. Students will need to declare their status and be able to provide documentary evidence of community identification, if required.

5.2 Fee Exemptions - Disability

A student who seeks a fee exemption on the basis of disability will need to provide one of the following:

- A letter from Centrelink confirming receipt of the Disability Support Pension. The letter should clearly show the Centrelink Reference Number (CRN)
- A current Disability Pensioner Concession Card that shows the CRN
- 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
- Any other evidence that clearly shows the CRN and confirms receipt of the Disability Support Pension
- Documentary evidence of support needs due to the student's disability. This evidence must be a letter or statement from one of the following:
 - A medical practitioner
 - An appropriate government agency such as Veteran's Affairs or a TAFE NSW teacher consultant (for students with a disability)
 - A school counsellor or special education coordinator
 - Centrelink
 - Disability Service Provider
 - Job Capacity Assessor
 - A specialist allied health professional (including a rehabilitation counsellor, psychologist, speech pathologist, or occupational therapist)

5.3 Concession

The recipient of a specified Commonwealth benefit or allowance must provide one of the following proof of eligibility for a concession:

- A letter from the Department of Human Services (Centrelink) confirming receipt of the benefit. The letter should clearly show the Centrelink Reference Number (CRN)

- A current concession card that shows the CRN
- A current Centrelink income statement that clearly shows the benefit or allowance category and the CRN
- Any other evidence that clearly shows the CRN and the benefit or allowance category
- Documentary evidence from the Department of Veterans' Affairs stating their pension/benefits status
- For people applying for Austudy or Newstart 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

An individual seeking concession as a dependent child, spouse or partner of someone who is receiving a specified Commonwealth benefit or allowance must provide documentary evidence that Centrelink recognises the individual as the dependant. The evidence should clearly show the CRN of the benefit or welfare recipient.

5.4 Targeted Priorities Prevocational & Part Qualifications

There are no fees attached to Target Priority Part Qualifications.

5.5 Recognition of Prior Learning (RPL) and Credit Transfer (CT)

Where an eligible student is granted RPL or CT for one or more units of competency, the qualification price will be adjusted and a new student fee determined.

5.6 Refund Policy

All *withdrawals require the student to complete a cancellation form.

- Withdrawals prior to the training commencing, will be able to withdraw without penalty and receive a full refund of fees paid.
- Withdrawals after course commencement will receive a pro-rata refund, which will be calculated based on the progress of the individual student.

6. Consumer Information and Advice

Students are covered by Smart and Skilled consumer protection measures. All training providers approved to deliver training under Smart and Skilled are required to have a process to protect consumers and handle complaints.

Information on consumer rights and obligations relating to Smart and Skilled are available on the Smart and Skilled website enquiries@smartandskilled.nsw.gov.au or over the phone on 13 28 11.

7. Notification of Enrolment Process

Once a student has completed the Smart and Skilled Enrolment Pack, NCC will complete the notification of enrolment process via the online portal in accordance with the following:

1. Obtain consent from the prospective student for NSW Department of Industry, Skills and Regional Development's use of the prospective student's information. Consent is obtained through the completion of the Smart and Skilled Student Declaration contained within this Enrolment Pack.
2. A Unique Student Identifier (USI) must be obtained/created.

3. Any Credit Transfer or RPL information must be supplied and will be reviewed.
4. The Planned training start date confirmed.
5. Use the Provider Calculator to validate eligibility, input details of any Credit Transfers or Recognition of Prior Learning and generate details of the Fee chargeable and the applicable Subsidy together with any Loadings (if applicable).
6. Provide the Prospective Student with details of the Fee chargeable (as outlined within enrolment pack).
7. Generate and maintain a hard copy or electronic copy of the Notification of Enrolment Report – Provider Copy that can be referred to where the Fee and Subsidy is adjusted after the Commitment ID is issued.
8. Must confirm that the Prospective Student has signed the declaration confirming:
 - All information provided by the Prospective Student to the Provider, in connection with the Notification of Enrolment Process is true, accurate, complete and not misleading in any way.
 - The Prospective Student is aware of any subcontracting arrangements (if applicable); and
9. The Prospective Student had been provided with the details of the Fee chargeable and the Student Information. If the Prospective Student does not provide their consent, Nepean Community College must not proceed with the Notification of Enrolment Process.

8. Smart and Skilled Eligibility Requirements Evidence Guide

Collect and retain at least ONE suitable piece of evidence for each eligibility category requirement that applies. Evidence must be legible and clearly read.

Evidence List	Date of Birth	Live or Work in NSW	Aust/NZ Citizen or Permanent Resident
NSW Driver's Licence	✓	✓	
Australian Passport	✓		✓
New Zealand Passport	✓		✓
Proof of Age Card	✓		
Australian Birth Certificate	✓		✓
Other Birth Certificate	✓		
Citizenship Certificate			✓
Permanent Humanitarian Visa			✓

Evidence List	Date of Birth	Live or Work in NSW	Aust/NZ Citizen or Permanent Resident
Current Medicare Card (green only*)			
Recent NSW Utility Bill (less than 3 months)		✓	
Current NSW Employer Letter		✓	
Current NSW Employment Payslip		✓	
Letter from Employment Service Provider			

*Where a Medicare Card is being used as part of evidence, it must be received in colour.

Please return this Student Declaration form to the Nepean Community College for processing.

END OF DOCUMENT