



SMART AND SKILLED APPLICATION

This form is to be completed for any students whom are wishing to apply for subsidised funding from the Department of Education and Communities under Smart and Skilled from January 2015. This applies to:

- **Traineeships**
- **Full qualifications**
- **Fee-Free Scholarships**

This application is required in addition to the NORTEC Enrolment Application. Please supply both completed forms upon your enrolment plus supporting evidence and other documentation requested in these forms with your application.

A list of qualifications NORTEC Employment and Training has been approved to deliver under Smart and Skilled (full qualifications, traineeships and Fee-Free Scholarships) can be found on our website. Please contact NORTEC Training on (02) 6686 6077 to find out if we are able to provide these qualifications under this arrangement for you.

Further information regarding Smart and Skilled can be found on:

www.smartandskilled.nsw.gov.au or by contacting 1300 772 104.

Additional information can also be located on our NORTEC Training website www.nortectraining.com.au



ELIGIBILITY

All of the information you provide in this application applies to Department of the “Notification of Enrolment Process” and eligibility for prospective students applying for subsidised funding under Smart and Skilled.

The completion of the application does not guarantee your enrolment under this funding. The required information will be used to check your eligibility for subsidised funding via our portal for our Smart and Skilled allocation.

General eligibility

To be eligible for Smart and Skilled funding at the time of enrolment in approved qualification you must either:

- Live or work in NSW (determined by postcode of the usual place of residence or place of work)
- **OR**
- Live in a defined interstate NSW border area (as identified by a postcode in the list set out in the Operating Guidelines) and is Australian Aboriginal or Torres Strait Islander; and

Are:

- An Australian citizen; or
- A permanent Australian resident or:
- A humanitarian visa holder; or
- A New Zealand citizen; and
- Are Aged 15 years or older; and
- Are no longer in secondary education; and
- Complies with any relevant program eligibility criteria outline

Full Qualification Eligibility

In addition to the general eligibility to be able to receive subsidised funding under Smart and Skilled Entitlement Full Qualification Program you must:

- not completed a post-school Qualification at Certificate IV level or higher

Note: If a person acquires a disability after completion of Post-school qualification at Certificate IV level or higher and needs retraining in a new entry level career and provides sufficient evidence that the Qualification is necessary as part of a rehabilitation program and that the injury was sustained post school qualification then with person will be eligible to receive Subsidised Training in that Qualification.



Apprenticeships and Traineeships Program Eligibility

In addition to the general eligibility to be able to receive subsidised funding under Smart and Skilled Entitlement Apprenticeship and Traineeship Program you must:

- At the time of Commencement in an Approved Qualification is an Apprentice or New Entrant Trainee and has a Training Contract; and
- Has the Approved Qualification shown on their Training Contract

Please note: those whom are approved or registered as Existing Worker trainees are not eligible for subsidised training under Smart and Skilled Program.

Smart and Skilled Fee-Free Scholarships Eligibility

Fee-Free Scholarships commenced on the 1 July as part of the NSW Government's Reskilling NSW initiative. If you meet the requirements you will not need to pay a fee for your qualification.

To be eligible for Free-Free Scholarships a student must:

- meet the Smart and Skilled personal and program eligibility rules
- be aged between 15-30 years old when the start training
- be wanting to study a Smart and Skilled subsidised Certificate 1 -Certificate IV level qualification on the NSW Skills List that begins on or after 1 July 2015 (see www.smartandskilled.nsw.gov.au)

Priority guaranteed will be given to students whom meet the above criteria and whom as also living in or currently on the waiting list for NSW Social Housing. Please refer to the Concession/Eligibility section of this form for additional information.

APPLICATION PROCESS (NOTIFICATION OF ENROLMENT)

Once you have submitted your NORTEC Enrolment Application Pack and this Smart and Skilled Application to NORTEC Training your eligibility for subsidised funding will be determined.

If you are eligible NORTEC Training will issue you with a quote showing the student fee you will be required to pay and any subsidy received from the government. This quote remains a valid for 7 days from the quote date, if you do not pursue this quote in this timeframe it will expire and you will need to reapply. Please ensure you retain this for your records.

If you wish to proceed with your enrolment you will need to notify NORTEC Training within 7 days' notice of quote date provided and your notification of enrolment will be processed. You will be provided with a Notification of Enrolment/Commitment ID for your records. This means you have been approved for subsidised funding for your nominated qualification. If you do not commence this qualification within 6 weeks of the Notification of Enrolment/Commitment ID it will expire.

Please refer to the Notification of Enrolment Process in the NORTEC Learner Handbook for more information.



CHECKLIST/PROCESS:

Please contact the NORTEC Training on (02) 6686 6077 to discuss our availability to provide subsidised funding for your nominated qualification in your location.

- Please complete all sections in the “Personal Information” section.
- Read through the “Smart and Skilled Fee Administration Policy” provided to you with this application, available via our website or by visiting: www.smartandskilled.nsw.gov.au
- If you wish to apply for Credit Transfer or Recognition of Prior Learning (RPL) for any of your units please advise which units you wish to apply for as part of this qualification (you can advise of these at a later date if needed). RPL and Credit Transfer forms are available on our website or you can contact NORTEC Training on (02) 6686 6077 for information and assistance with completing these forms.
- Complete the “Student Declaration. Agreement and Consent”
- Please read and complete the “Consent to use and disclosure of personal information to the Department of Education & Communities and other Government Agencies”. We will be unable to process your application without you agreeing to and completing this consent.
- Provide evidence of your identity/proof of citizenship – suitable evidence list can be found in this application.
- You may be eligible for fee exemption or concession. A list of suitable evidence for both can be found on the back of this application. Please ensure you provide this with your application. Please note you are only eligible for concession for enrolment in qualifications up to and including Certificate IV.
- If you want to apply for Fee-Free Scholarships please complete this section.
- NORTEC Enrolment Application Pack and Smart and Skilled Application have both been completed, including payment section showing student fee required to be paid (as shown on quote/Commitment ID provided to you from NORTEC Employment and Training)
- Please forward all your documentation (including identification and exemption/concession evidence as indicated) to:

Via email to:

trainingservicesadmin@nortec.org.au

OR Post to: NORTEC Training
PO BOX 1020
BALLINA NSW 2478



DATE OF APPLICATION:	
YOU ARE APPLYING FOR FUNDING AS A (please select one of the below):	
<input type="checkbox"/> Full Qualification <input type="checkbox"/> New Entrant Traineeship	
<i>TSU Admin Section only: Below is required if applicant has selected New Entrant Traineeship</i>	
Training Plan Proposal received from Australian Apprenticeship Centre <input type="checkbox"/> YES <input type="checkbox"/> NO (TCID: _____)	
PERSONAL INFORMATION	
FIRST NAME:	
SURNAME:	
OTHER NAME:	
DATE OF BIRTH:	
GENDER: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Does the student live in NSW? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If you have answered "Yes" to the above please provide the below details:	
Employer's organisation name:	
Organisation's postcode (of your physical work location):	
Organisation's suburb:	
RESIDENTIAL POSTCODE (at time of training):	
SUBURB:	
Is the student still at school: <input type="checkbox"/> Yes <input type="checkbox"/> No	
What is the students residency status:	<input type="checkbox"/> Australian Citizen <input type="checkbox"/> New Zealand Citizen <input type="checkbox"/> Australian Permanent resident <input type="checkbox"/> Humanitarian Visa <input type="checkbox"/> None of the above
Has the student achieved any qualifications since turning 17?	<input type="checkbox"/> Yes, while still at school <input type="checkbox"/> Yes, after leaving school (post school qualification) <input type="checkbox"/> No



<p>If you answered "Yes" to the above question, Please indicate you highest level of qualification</p>	<input type="checkbox"/> Foundation <input type="checkbox"/> Certificate I <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate III <input type="checkbox"/> Certificate IV or above
<p>Is the student registered or intending to be registered in an apprenticeship or traineeship for this qualification in NSW?</p>	<input type="checkbox"/> Yes, registered <input type="checkbox"/> Yes, intending to be registered <input type="checkbox"/> No
<p>If you answered "Yes" to the above question please select which type</p>	<input type="checkbox"/> New Entrant Traineeship <input type="checkbox"/> Apprenticeship <input type="checkbox"/> Existing Worker Traineeship <input type="checkbox"/> School Based Apprenticeship <input type="checkbox"/> School Based Traineeship
<p>Is the student Aboriginal or Torres Strait Islander?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Please indicate your disability status</p>	<input type="checkbox"/> Student has a disability <input type="checkbox"/> Student is dependent child or spouse of a person in receipt of a disability support pension <input type="checkbox"/> No disability
<p>For students indicating they have a disability please indicate which assessment type</p>	<input type="checkbox"/> Receipt of disability support pension <input type="checkbox"/> Assessed by specialist support professional as a student with disability
<p>Please indicate your welfare status</p>	<input type="checkbox"/> Student is a welfare recipient <input type="checkbox"/> Dependent child or spouse of a welfare recipient <input type="checkbox"/> Not a welfare recipient
<p>If you selected that you have a in receipt of or dependent child or spouse in receipt of welfare, please specify from the list:</p>	<input type="checkbox"/> Age Pension <input type="checkbox"/> Austudy <input type="checkbox"/> Carer Payment <input type="checkbox"/> Exceptional Circumstances Relief Payment <input type="checkbox"/> Family Tax Benefit A – Maximum Rate <input type="checkbox"/> Farm Household Allowance <input type="checkbox"/> Newstart Allowance



	<input type="checkbox"/> Parenting Payment (Single) <input type="checkbox"/> Sickness Allowance <input type="checkbox"/> Special Benefit <input type="checkbox"/> Veteran’s Affairs Pensions <input type="checkbox"/> Veteran’s Children Education Scheme <input type="checkbox"/> Widow Allowance <input type="checkbox"/> Widow B Pension <input type="checkbox"/> Wife Pension <input type="checkbox"/> Youth Allowance
Has the student undertaken any other Smart and Skilled qualification this calendar year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Planned Start Date:	Planned End Date:
Indicate delivery mode:	<input type="checkbox"/> Classroom <input type="checkbox"/> Work based <input type="checkbox"/> Online/Correspondence <input type="checkbox"/> Mixed Mode/Blended
Students Unique Student Identifier (USI):	
Is the student an Employment Services Provider (Jobactive) client?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If you have answered “Yes” to the above questions please provide the following details</i>	
Employment Services (Jobactive) Provider name/ID:	
Employment Services (Jobactive) Provider Client ID:	
Has the student been referred to this training by an Employment Services (Jobactive) Provider? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If you have answer “Yes” to the above question please Provider your Employment Service (Jobactive) Provider referral ID:	
Enrolling student has appropriate evidence of long term unemployed status?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the student wishing to apply for any RPL for units in this qualification?	<input type="checkbox"/> Yes – You will need to complete a RPL Application for this qualification (please attach to your application) <input type="checkbox"/> No <input type="checkbox"/> Unsure – will need to advise at later date



STUDENT DECLARATION , AGREEMENT AND CONSENT

I hereby state the all the information provided in this application to be true and correct. I understand that if the information provided is found to be false it may affect my enrolment as per NORTEC Employment and Trainings policies and procedures outlined in the NORTEC Training Handbook.

I have received, read and understood the “Smart and Skilled Fee Administration Policy” and agree to pay the student fee contribution (as shown on quote/Commitment ID provided by NORTEC Employment and Training) advised upon successful submission of application. I have completed the payment details on the NORTEC Enrolment Application Pack showing the amount quoted.

I have completed and attached details/forms related to any units I wish to receive RPL or Credit Transfer for as part of my application.

I understand my USI below will be used in the Notification of Enrolment Process and used when reporting Training Activity Data to the Department and I consent for my USI to be used for these purposes.

USI:

I understand and consent for the information provided in this application may be disclosed to the following:

- Department of Human Services (Centrelink)
- Department of Industry NSW
- Department of Education and Communities (State Training NSW)
- The Australian Skills Quality Authority (ASQA)
- National Centre for Vocational Education Research (NCVER)
- Jobactive/Employment Services provider

As a Registered Training Organisation (RTO) NORTEC Employment and Training are required under the *Apprenticeships and Traineeships Act 2001* to disclose information to the following:

- Your employer
- Australian Apprenticeship Centres (AAC)
- NSW State Training Services (Department of Education and Communities)

I understand that any information provided in this application may be provided to the abovementioned parties

APPLICANT NAME: _____

SIGNATURE OF APPLICANT: _____ **DATE:** ___/___/___

If under 18 years of age guardian to sign to give consent:

GUARDIAN NAME: _____

GUARDIAN SIGNATURE: _____ **DATE:** ___/___/___



**CONSENT TO USE AND DISCLOSURE OF PERSONAL INFORMATION TO THE
DEPARTMENT OF EDUCATION & COMMUNITIES AND OTHER GOVERNMENT
AGENCIES**

I, _____

(First, middle and last Name)

of _____

(current residential address)

with date of birth _____

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 NORTEC Employment and Training Ltd may be disclosed to the Department of Education and Communities (**Department**).

The Department 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 the Department may contact me by telephone email or post during or after I have ceased subsidised training with NORTEC Employment and Training Ltd for the purposes of evaluating and assessing my subsidised training.

PRINT FULL NAME: _____

SIGNATURE: _____ **DATE:** ____/____/____

NOTE: If under 18 years of age at the time of giving consent, then the consent of their guardian is required

PRINT FULL NAME OF GUARDIAN: _____

SIGNATURE OF GUARDIAN: _____ **DATE:** ____/____/____



IDENTIFICATION

At least one of the below forms of evidence must be able provided with this application.

- Australian or New Zealand Birth Certificate;
- Australian or New Zealand passport;
- Green Medicare card;
- Naturalisation Certificate

OR

- A Certificate of Evidence of Resident Status (CERS), which confirms status as an Australian permanent resident; or
- Humanitarian visa

I declare/confirm that I will provide the evidence indicated above as proof of citizenship upon request

APPLICANT SIGNATURE: _____

TSU Admin Use only:

Identification evidence indicated above has been provided with this application form.

Identification details: _____

Accepted Not Accepted If not accepted date applicant notified: ____/____/____

Entered in VETtrak by _____ Date: ____/____/____

EXEMPTION/CONCESSION

EXEMPTION

ABORIGINAL/TORRES STRAIT ISLANDER

By signing the below you are declaring that you:

- Identify as Aboriginal and/or Torres Strait Islander (this has been indicated in the personal details on section on this form)
- Are an Australian Citizen

By completing the above and signing below this will support the proof of your Aboriginality and citizenship.

APPLICANT SIGNATURE: _____



STUDENTS WITH A DISABILITY

I have a disability and I have provided the following evidence below with my application:

- Centrelink evidence (letter or income statement); proof Disability Support Pension (including DSP Concession Card). Please note these must clearly show your CRN;

- A letter or statement from one of the following support need for training support
 - A medical practitioner; or
 - An appropriate government agency; or
 - Relevant specialist allied health professional

- Centrelink evidence – dependent child of a recipient of a Disability Support Pension

I have indicated on my NORTEC Enrolment Application and this form that I identify myself as having a disability and have provided relevant details

APPLICANT SIGNATURE: _____

CONCESSION

You may be eligible for a concession fee if you are currently receiving a benefit from Department of Human Services (Centrelink) or are a dependent child of a specified welfare recipient. The evidence you provide must show that the evidence dated within two weeks of enrolment commencing (e.g commencement date of traineeship). Concessions are available only to those whom meet the Smart and Skilled eligibility requirements and for qualifications up to and including Certificate IV. Evidence for concession must be provided at the time of enrolment and cannot be adjusted.

Please select from one of the options below:

- OPTION 1** - I am currently in receipt of one of the below benefits:
 - Age Pension
 - Austudy
 - Disability Support Pension
 - Carer Payment
 - Exceptional Circumstances Relief Payment
 - Family Tax Benefit A – Maximum Rate
 - Farm Household Allowance
 - Newstart Allowance (*not eligible for concession*)
 - Special Benefit
 - Veteran’s Affairs Pensions
 - Veteran’s Children Education Scheme
 - Widow Allowance
 - Widow B Pension
 - Wife Pension
 - Youth Allowance
 - Parenting Payment (Single)



Sickness Allowance

I have provided (please select one of the following) as evidence of receipt of the above benefit:

- Letter from the Department of Human Services (Centrelink)
- Current Pension Concession Card
- Current Department of Human Services (Centrelink) Income Statement

OPTION 2 - I am currently a dependent child, spouse or partner of a recipient of an eligible Entitlement. Please select from the list below:

- I am a dependant child of a Beneficiary (excluding the Disability Support Pension)
- I am a spouse or partner of a Beneficiary (excluding the Disability Support Pension)
- I am a child of a Disability Support Pension (Centrelink/Veterans Affairs) Beneficiary
- I am a dependant spouse or partner of a Disability Support Pension (Centrelink/Veteran's Affairs)

Evidence must be provided at the time of enrolment. A letter or income statement from Centrelink/Veteran's Affair must show CRN and clearly state the applicant is a dependant of the beneficiary.

FEE-FREE SCHOLARSHIPS

I wish to apply for Fee-Free Scholarships and I:

- meet the Smart and Skilled personal and program eligibility rules
- am aged between 15-30 years old at the time of this enrolment
- want to study a Smart and Skilled subsidised Certificate I-IV qualification (listed on the NSW Skills List)
- am eligible for Smart and Skilled Concession Fee (I am currently a recipient listed under Option 1 or Option 2 as indicated in the Concession benefits and evidence listed above)

OR

- a student with a disability (or their dependent) whom are concession eligible undertaking their second Smart and Skilled qualification in the calendar year

Priority guarantee will be given to students whom meet both the above criteria and whom are also living in or currently on the waiting list for NSW Social Housing. To meet the requirements you must meet one of the below.

- I currently am a tenant of (please tick below which applies to you current situation):
 - public housing (owned and managed by NSW Government or managed by a community housing provider)
 - community housing (owned and/or managed by community housing provider)



- Aboriginal housing (owned and/or managed by the Aboriginal Housing Office (AHO) and Aboriginal Community Housing Providers)
- client receiving crisis accommodation/support accommodation (Specialist Homelessness Services)
- client receiving private rental assistance funded by Family and Community Services (e.g. private rental subsidy, rental bond loans, tenancy guarantees)

OR

- I am not currently a tenant of any of the above but I am currently on the waiting list and meet the eligibility for social housing

By signing below you are declaring that the information you have provided in regards to your eligibility for Fee-Free Scholarships and social housing status is true and correct

APPLICANT SIGNATURE: _____

TSU Admin Use only:

- Evidence for exemption or concession has been provided with this application
- USI has been received and verified as valid in VETtrak
- RPL and/or Credit Transfer applications received (if applicable)

NORTEC Rep name: _____

NORTEC Rep signature: _____

Date received application: ____/____/____

Any comments or follow ups entered into VETtrak Date: ____/____/____

ELIGIBILITY

DATE CHECKED: ____/____/____ CHECKED BY: _____

- ELIGIBLE NOT ELIGIBLE

DATE APPLICANT NOTIFIED: ____/____/____

NOTIFIED BY: _____



QUOTE

DATE QUOTE PROVIDED TO APPLICANT: ___/___/___

Received notification from applicant they wish to proceed with enrolment YES NO

DATE ADVISED OF ACCEPTANCE OF QUOTE: ___/___/___

COPY OF QUOTE ATTACHED TO THIS FORM

NOTIFICATION OF ENROLMENT/COMMITMENT ID

DATE COMMITMENT ID PROVIDED TO APPLICANT: ___/___/___ PROVIDED BY: _____

COPY OF COMMITMENT ID ATTACHED TO THIS FORM