

Smart and Skilled – Factsheet

Targeted Priorities

Prevocational and Part Qualifications Program

This program focuses on training to help people develop the skills they need to get a job, undertake entry level qualifications or transition to a new job.

This fact sheet contains information about:

- target areas for the Target Priorities Prevocational and Part Qualifications Program
- types of training available under the program
- Program eligibility criteria and fees
- impact of undertaking Prevocational and Part Qualifications training on program eligibility and fees for Smart and Skilled full qualifications programs
- how the program works
- reporting requirements.

Target areas for Prevocational and Part Qualifications

The three target areas for the program are:

- Prevocational training
- Pre-apprenticeship and pre-traineeship training
- Priority groups and industries.

Skills and Industry Policy may offer subsidised training only in circumstances where an individual or industry has no other source of funding available.

Prevocational training

Prevocational training is targeted to help individuals to get a job or continue training to achieve a full qualification.

Pre-apprenticeship and pre-traineeship training

This training is targeted to help individuals gain an apprenticeship or traineeship.

Priority groups and industries

There are two priority areas for part qualifications:

Priority groups:

- Long term unemployed
- Students living in rural or remote areas
- Job seekers, including:
 - Centrelink benefit recipients
 - Underemployed workers who need further training to work more hours
 - Mature aged workers returning to the workforce
 - Retrenched workers and those at risk of retrenchment.
- School leavers
- People with a disability
- Aboriginal and Torres Strait Islanders
- Disadvantaged youth or youth at risk
- Inmates in NSW Correctional Centres, including Juvenile Justice Centres
- Unemployed volunteers, to support pathways to employment and/or community service
- NDIS workforce
- Humanitarian visa holders.

Priority industries:

- Industries undergoing economic structural change, needing to retain or up-skill workers to adapt to changing markets or to remain viable
- Industry sectors that can demonstrate the need for entry level skills, rather than full qualifications
- Emerging industry areas in a thin market where the training supports industry expansion into new areas, creates new jobs or permanent employment, or supports growth in a local or regional economy
- Industries experiencing skill shortages.

Priority industries must be willing to:

- partner with government and other stakeholders
- participate in candidate selection
- offer relevant work experience linked to the training, and
- offer actual job opportunities.

Types of training

Skills and Industry Policy may approve vocational and foundation skills training under the Smart and Skilled Targeted Priorities Prevocational and Part Qualifications Program:

- Prevocational courses comprising units of competency from:
 - qualifications on the current NSW Skills List
 - qualifications not on the current NSW Skills List where there is a demonstrated industry or individual need
 - under certain circumstances, it might include full qualifications on the NSW Skills List for Foundation Skills (at Certificate I and II level).
- Introductory units of competency from apprenticeship and traineeship qualifications on the current NSW Skills List
- Nationally recognised vocational short courses and Statements of Attainment
- Vocational skill sets as defined in Training Packages
- Units of competency from Foundation Skills qualifications on the current NSW Skills List
- Where need can be demonstrated, units from higher level language, literacy and numeracy qualifications (Certificate II and above) may be approved to support students undertaking higher level vocational qualifications.

Personal and program eligibility

Smart and Skilled personal and program eligibility criteria apply to this Program. These are set out in Schedule 2 of the *Smart and Skilled Contract Terms and Conditions*. This is available on **STS Online**.

Fees

Currently, there are no fees for training in the Prevocational and Part Qualifications Program. Providers will receive a subsidy for the full price of the training.

Impact on Smart and Skilled Full Qualifications Eligibility and Fees

Undertaking a part qualification under the Prevocational and Part Qualifications program does not affect:

- the student's eligibility to apply for Smart and Skilled full qualifications programs, or
- the fees the student will be required to pay if they undertake a Smart and Skilled full qualifications program.

However, if a student, as a result of undertaking two or more part qualifications under this program, or in combination with any other program, is awarded a full qualification, the student must pay the Standard Student – Subsequent Qualification Fee to undertake a full qualification under the *Smart and Skilled Entitlement Full Qualifications* or *Targeted Priorities Full Qualifications* programs.

How the program works

Smart and Skilled Providers who have been approved for this program should work with an employer to jointly identify training needs for job seekers and other priority groups, as well as work experience linked to training and job opportunities.

A training need can be identified by:

- Local employer(s)
- Training providers
- Industry Training Advisory Body, Industry Skills Council, industry association and/or a local/regional association
- Community organisations
- NSW Department of Industry and Skills and Industry Policy staff
- Other government agencies (e.g., local government)
- Individuals (e.g., prospective students).

While the priority is for job seekers, training can be considered for existing workers where one or more of the requirements for priority industries are met.

The following steps are required:

1. Identifying training needs

Providers should engage with employers, industry, community groups and *jobactive* providers, where applicable, to determine training needs and select the units of competency that meet the training need. This can include customising training to suit students and industry.

Skills and Industry Policy Regional Offices should be contacted to discuss identified training needs.

2. Completing a Training Needs Identification (TNI) form

A *Training Needs Identification* (TNI) form is available from your local Skills and Industry Policy Regional Office or from www.training.nsw.gov.au/forms_documents/nofollow/tni_form.docx.

The TNI form assists in the identification of training need. The form must include:

- Employer name, address and contact details of the work placement organisation
- Support from the employer highlighting the extent of the training need
- Information on how the training links to employment outcomes and/or pathways into an apprenticeship or traineeship for the student, and
- If submitted for existing workers, the requirements for the priority industry identified.

Once completed, the TNI form should be submitted by email to the Skills and Industry Policy Regional Office closest to where the training is to be delivered.

The TNI form is an application only and does not guarantee subsidised training under the program.

The Smart and Skilled Part Qualification Calculator is a tool that you can use to help you calculate an estimate of the price of a part qualification. This tool is available at:

www.training.nsw.gov.au/forms_documents/nofollow/smart_and_skilled_part_qualification_calculator.xlsm

The Smart and Skilled Part Qualification Calculator should be used as a guide only. Final prices will be confirmed in the Activity Schedule.

3. Assessing identified needs

Skills and Industry Policy determines whether there is an identified need and if it will provide subsidies to meet this identified need. Skills and Industry Policy takes into account any information it considers relevant including whether the provider is the appropriate provider to deliver the required training.

As part of the assessment, a representative from the local Skills and Industry Policy Regional Office contacts the provider and the employer regarding the need for training and requests any further information.

If the Department determines that the identified training need meets the assessment criteria and is a priority, a pricing exercise is undertaken. This is based on the Independent Pricing and Regulatory Tribunal's (IPART) methodology for Smart and Skilled.

You should allow a minimum of 21 days for review and a response from Skills and Industry Policy.

4. Issuing an Activity Schedule

If the *Training Needs Identification* form is approved, Skills and Industry Policy sends the provider an *Activity Schedule* by email. The *Activity Schedule* lists details of the training that can be delivered as part of the Smart and Skilled Targeted Priorities Prevocational and Part Qualifications Program.

5. Accepting an Activity Schedule

To activate an *Activity Schedule*, an authorised representative of the Smart and Skilled Provider must reply to the email received, accepting the details of the schedule. Once accepted, the *Activity Schedule* becomes active, and enrolment of students can commence.

Note: Training approved as part of the Smart and Skilled Targeted Priorities Prevocational and Part Qualifications program does NOT appear on the Smart and Skilled **Course Finder**.

6. Enrolling students

When the *Activity Schedule* has been activated, the provider can enrol students and commence the **Notification of Enrolment** in the **Provider Calculator** on **STS Online**.

Note: The enrolment of students cannot occur until the *Activity Schedule* has been activated.

Note: Commitment IDs must be issued and training have commenced before the end date of the training commencement period specified on the Activity Schedule.

Some of the details for enrolling students in this program are different from other Smart and Skilled full qualifications programs. **STS Online** user guides should be checked for further information. The *Smart and Skilled Provider Calculator User Guide – Single student process* is available on: STS Online under *Smart and Skilled Contract Management > Support Documents*.

Reporting

The *eReporting* facility in **STS Online** should be used to report on Smart and Skilled training activity at least every 28 days.

Although the process is the same, some of the details for reporting training activity data for this program are different from other Smart and Skilled full qualifications programs. The **STS Online** user guides

should be checked for further information. Detailed information on how to use *eReporting* is available on STS Online under *Smart and Skilled Contract Management > Support Documents*.

Details of the technical specification for training activity data files are available on STS Online under *Smart and Skilled Contract Management > Support Documents*.

Queries

If you have any questions, contact your local Skills and Industry Policy Regional Office.

Skills and Industry Policy Regional Offices

Region	Telephone	Email
Sydney Region		
Chatswood	(02) 9242 1700	sydneyregion.TNI@industry.nsw.gov.au
Bankstown	(02) 8707 9600	
Parramatta	(02) 9204 7400	
Hunter & Central Coast	(02) 4974 8570	hunterregion.TNI@industry.nsw.gov.au
North Coast & Mid North Coast	(02) 6627 8400	northcoastregion.TNI@industry.nsw.gov.au
New England	(02) 6755 5099	newenglandregion.TNI@industry.nsw.gov.au
Western NSW	(02) 6392 8500	westernnswregion.TNI@industry.nsw.gov.au
Riverina	(02) 6937 7600	riverinaregion.TNI@industry.nsw.gov.au
Illawarra & South East NSW	(02) 4224 9300	illawarraregion.TNI@industry.nsw.gov.au

STS Online user guides

The following table includes a list of **STS Online** user guides, mentioned in this document, to help you manage your Smart and Skilled Targeted Priorities Prevocational and Part Qualifications training, and related notification and reporting tasks.

STS Online user guides	Contains...	Location
<i>Smart and Skilled Provider Calculator User Guide – Single student process</i>	<ul style="list-style-type: none"> ▪ Notification of Enrolment (single student process) ▪ Maintaining and updating enrolment data 	<ul style="list-style-type: none"> ▪ STS Online under <i>Smart and Skilled Contract Management > Support Documents</i>
<i>Smart and Skilled Provider Calculator Data Specifications and User Guide – Multiple student process</i>	<ul style="list-style-type: none"> ▪ Using Microsoft Excel for bulk upload (Notification of Enrolment: multiple student process) ▪ Data file specifications 	
<i>Smart and Skilled eReporting – Technical Specifications and Business Validations</i>	<ul style="list-style-type: none"> ▪ Technical specifications for Training Activity data files (AVETMISS) ▪ <i>eReporting</i> validations 	
<i>Smart and Skilled eReporting User Guide</i>	<ul style="list-style-type: none"> ▪ Submitting data files ▪ Updating student information ▪ Viewing payment information 	

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