

2025 NSW Eligibility Assessment and Fee Quotation

MP Training and Recruitment (MP) is required to assess a learner's eligibility for the Smart and Skilled program through an informative discussion with the learner and collect the necessary supporting evidence. This form must be completed by the Authorised RTO Delegate in conjunction with the learner.

Important note: Whilst a quote is provided to the learner on completion of this form this quote must be confirmed through the Smart and Skilled Provider Calculator and all evidence must be sighted as listed on this form.

The Notification of Enrolment cannot be processed until the consent and learner and RTO declarations are complete and signed by all relevant parties.

Program details				
Program	<input type="checkbox"/> S&S Entitlement Full Qualifications (Cert III) <input type="checkbox"/> Targeted Priorities Full Qualifications (Cert IV +) <input type="checkbox"/> S&S Entitlement A&T Qualification <input type="checkbox"/> Targeted Priorities Prevocational and Part Qual			
Training Package		AQF Level		
Qualification	Code		Title	
Location/Region	<input type="checkbox"/> Murray <input type="checkbox"/> Riverina <input type="checkbox"/> Other (please specify):			
Does MP have a subsidised place for this qualification in this location (refer to the General Manager)? <input type="checkbox"/> Yes – continue to question section 'Learner details' <input type="checkbox"/> No – record the enquiry, offer FFS, or assist with alternative option/s if possible				

Learner details					
First name		Other name		Surname	
Date of birth		Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Not specified <input type="checkbox"/> Indeterminate/Intersex/Unspecified		
USI (Unique Student Identifier)					
Residential Address					
Suburb		State		Postcode	

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Proof of Identity/ Learner Eligibility		Evidence Requirements		
1. What is your age bracket? <input type="checkbox"/> Under 15 years – not eligible <input type="checkbox"/> 15 years or over		Evidence has been sighted in the form of a Commonwealth or NSW Government issued document which verifies the learners full name and date of birth. Evidence type _____		
2. Do you live or work in NSW? I live in NSW <input type="checkbox"/> Yes – eligibility applies <input type="checkbox"/> No or I work in NSW <input type="checkbox"/> Yes – eligibility applies <input type="checkbox"/> No If you answered NO to living and working in NSW, move to question 3		<input type="checkbox"/> Evidence has been sighted and collected in the form of any Commonwealth or NSW Government issued document providing evidence of living location. Evidence type _____ <input type="checkbox"/> Evidence has been sighted and collected in the form of an employer-issued document confirming employment in NSW. Evidence type _____ Organisation: Name _____ Postcode: _____ Suburb _____		
3. If you do <u>not</u> live or work in NSW, do you identify as Aboriginal or Torres Strait Islander? <input type="checkbox"/> Yes and I live in one of the defined interstate NSW border areas listed in Table 1. Move to question 4 <input type="checkbox"/> No – not eligible for funding under Smart and Skilled Training.		<input type="checkbox"/> Evidence has been sighted in the form of any Commonwealth or NSW Government issued document providing evidence of living location. Post code of defined interstate NSW border area: _____ Evidence type _____		
Jervis Bay Territory	Goondiwindi 4390	Victoria	Echuca 3564	Ulupna 3641
Wreck Bay 2540	Hebel 4486	Nangiloc 3494	Koondrook 3580	Cobram 3644
Queensland	Bollon 4488	Red Cliffs 3496	Shepparton 3630	Chiltern 3683
Elanora 4221	Bungunya 4494	Irymple 3498	Yalca 3637	Rutherglen 3685
Currumbin 4223	Talwood 4496	Mildura 3500	Kotupna 3638	Barnawartha 3688
Coolangatta 4225	Thallon 4497	Hattah 3501	Barmah 3639	Wodonga 3690
Tallegudgera 4228	Kioma 4498	Cabarita 3505	Katunga 3640	Bonegilla 3691
Texas 4385				Bandiana 3694

Table 1: Defined instate NSW border areas

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<p>4. Social housing Is the student living in NSW social housing; or are they or their household on the NSW Housing Register?</p> <p><input type="checkbox"/> Yes – Specify social housing type</p> <p><input type="checkbox"/> No</p>	<p>Learner declaration on enrolment form.</p> <p>For the purpose of Smart and Skilled, social housing is defined as:</p> <p><input type="checkbox"/> public housing owned and managed by the NSW Government or managed by a community housing provider</p> <p><input type="checkbox"/> community housing owned and/or managed by community housing providers</p> <p><input type="checkbox"/> Aboriginal housing owned and/or managed by the Aboriginal Housing Office (AHO) and Aboriginal Community Housing Providers.</p> <p><input type="checkbox"/> clients receiving crisis accommodation/supported accommodation (Specialist Homelessness Services)</p> <p><input type="checkbox"/> clients receiving private rental assistance funded by Family and Community Services (for example: private rental subsidy, rental bond loans, tenancy guarantees)</p>
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Eligibility Waivers/NSW Fee Free/ Fee Free Scholarships Choose which one of the following applies	Evidence Requirements
<p>5. Are you a Humanitarian visa holder (Refugee or asylum seeker)? (Up to Cert IV)</p> <p><input type="checkbox"/> Yes and I hold one of the visa types specified in Table 2. (If Yes, move to Q11)</p> <p><input type="checkbox"/> No</p>	<p>Evidence has been sighted and collected in the form of a Visa listed in table 2</p>

Permanent visas		Temporary visas		
<input type="checkbox"/> Emergency rescue visa (Subclass 203)	<input type="checkbox"/> Protection visa (Subclass 866)	<input type="checkbox"/> Bridging Visa A (BVA)	<input type="checkbox"/> Bridging Visa D (BVD)	<input type="checkbox"/> Temporary Humanitarian Concern visa (Subclass 786)
<input type="checkbox"/> Global special humanitarian programme visa (Subclass 202)	<input type="checkbox"/> Refugee visa (Subclass 200)	<input type="checkbox"/> Bridging Visa B (BVB)	<input type="checkbox"/> Bridging Visa E (BVE)	<input type="checkbox"/> Temporary Humanitarian Stay visa (Subclass 449)
<input type="checkbox"/> In-country special humanitarian programme visa (Subclass 201)	<input type="checkbox"/> Woman at Risk visa (Subclass 204).	<input type="checkbox"/> Bridging Visa C (BVC)	<input type="checkbox"/> Safe Haven Enterprise visa (Subclass 790)	<input type="checkbox"/> Temporary Humanitarian Stay visa (Subclass 785)
<input type="checkbox"/> ImmiCard (where appropriate). If the learner holds a Bridging Visa, the student must provide a document from the Department of Immigration and Border Protection acknowledging that the bridging visa is linked to an application for humanitarian visa				
Table 2: Visa types eligible for Smart and Skilled				

<p>6. Are you a partner of a Humanitarian visa holder (Refugee or Asylum seeker)? (30/6/25)</p> <p><input type="checkbox"/> Yes and I hold one of the visa types specified in table 3 & my partner holds one of the visa types on table 2. (If Yes, move to Q11)</p> <p><input type="checkbox"/> No</p>	<p><input type="checkbox"/> Evidence has been sighted in the form of the Visa's listed in Table 2 & 3</p>		
<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Partner (Provisional and Migrant) Visa (subclass 309 100)</td> <td style="width: 50%;"><input type="checkbox"/> Partner Visa (subclass 820 801)</td> </tr> </table> <p>Table 3: Visa types eligible for Smart and Skilled</p>		<input type="checkbox"/> Partner (Provisional and Migrant) Visa (subclass 309 100)	<input type="checkbox"/> Partner Visa (subclass 820 801)
<input type="checkbox"/> Partner (Provisional and Migrant) Visa (subclass 309 100)	<input type="checkbox"/> Partner Visa (subclass 820 801)		

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Eligibility Waivers/NSW Fee Free/ Fee Free Scholarships Choose which one of the following applies	Evidence Requirements
<p>7. Fee Free Traineeship incentive (30/6/25)</p> <p><input type="checkbox"/> Yes. (If Yes, move to Q11)</p> <p><input type="checkbox"/> No</p>	<p><input type="checkbox"/> Trainee – Evidence is trainee contract</p>
<p>8. Fee Free Scholarship: Other circumstances/ Domestic and Family Violence eligibility (30/6/25)</p> <p>People who have experienced or are experiencing domestic and family violence or their dependants may be eligible for a Smart and Skilled Fee Free Scholarship.</p> <p>Have you or your dependants experienced or are experiencing domestic family violence?</p> <p><input type="checkbox"/> Yes.(If Yes, move to Q11)</p> <p><input type="checkbox"/> No</p>	<p><input type="checkbox"/> Evidence has been sighted in the form of a letter of recommendation from a domestic and family violence service, refuge or other support agency such as, but not limited to:</p> <ul style="list-style-type: none"> • Legal Aid NSW through their Women's • Domestic Violence Court Advocacy Services • Organisations who provide Integrated • Domestic Family Violence Services <p>Organisations who provide <i>Staying Home, Leaving Violence</i> services.</p>
<p>9. Fee Free Scholarship: Out-of-Home-Care (30/6/25)</p> <p>Do you currently, or have you lived in an Out-of-Home-Care?</p> <p>For the purpose of Smart and Skilled, out-of-home-care refers to children or young people who are cared for by a person other than their parent, in a place that is not their usual home.</p> <p><input type="checkbox"/> Yes. (If Yes, move to Q11)</p> <p><input type="checkbox"/> No</p>	<p>For students currently in out-of-home care evidence which may be requested includes:</p> <ul style="list-style-type: none"> – the Children's Court Care Order, or – the 'Confirmation of Placement' letter, or – a letter from Family and Community Services or the Out-of-Home Care Designated Agency verifying that the student is in statutory or supported care, or any other evidence which clearly shows that the student is in out-of-home care. <p>For students previously in out-of-home care:</p> <ul style="list-style-type: none"> – the expired Children's Court Care Order, or – the 'leaving care' letter, or – A letter from Family and Community Services verifying the student was previously in statutory or supported care, or <p>Any other evidence which clearly shows that the student was previously in out-of-home care.</p>
<p>10. Fee Free scholarship – Home schooled student (30/6/25)</p> <p><input type="checkbox"/> Yes. (If Yes, move to Q11)</p> <p><input type="checkbox"/> No</p>	<p><input type="checkbox"/> Evidence has been sighted and copy made of current certificate of home schooling registration, which clearly indicates the period of time for which the learner will be home schooled.</p>

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Proof of Identity/ Learner Eligibility	Evidence Requirements
<p>Move question 12 if you are 17 years old or over.</p> <p>11. Are you still at school?</p> <p><input type="checkbox"/> No. Please provide evidence.</p> <p><input type="checkbox"/> Yes - not eligible</p>	<p><input type="checkbox"/> Evidence has been sighted in the form of a school issued document confirming withdrawal from secondary education.</p> <p><input type="checkbox"/> Evidence has been sighted and copy made of current certificate of home schooling registration, which clearly indicates the period of time for which the learner will be home schooled.</p> <p><input type="checkbox"/> Year 10 or equivalent competition.</p>
<p>12. Residency status:</p> <p><input type="checkbox"/> Australia Citizen or</p> <p><input type="checkbox"/> Australian Permanent Resident</p> <p><input type="checkbox"/> Humanitarian Visa</p> <p><input type="checkbox"/> New Zealand Citizen</p> <p><input type="checkbox"/> None of the above</p>	<p>Evidence has been sighted in the form of <u>one</u> of the following original, or certified documents:</p> <p><input type="checkbox"/> Australian Birth Certificate or</p> <p><input type="checkbox"/> New Zealand Birth Certificate, or</p> <p><input type="checkbox"/> Australian Passport or</p> <p><input type="checkbox"/> New Zealand Passport, or</p> <p><input type="checkbox"/> Green Medicare card, or</p> <p><input type="checkbox"/> Naturalisation Certificate (Certificate of Australian Citizen), or</p> <p>Permanent Australian Resident;</p> <p><input type="checkbox"/> a Certificate of Evidence of Resident Status (CERS), which confirms status as an Australian permanent resident and</p> <p><input type="checkbox"/> use the Department of Immigration and Border Protection's Visa Entitlement Verification Online (VEVO) facility to confirm status as Australian permanent resident and check passport and</p> <p><input type="checkbox"/> Green Medicare card</p>
<p>13. Have you achieved any qualifications since turning 17? (Trainees do not need to answer this question)</p> <p><input type="checkbox"/> No – First Qualification Fee may apply</p> <p><input type="checkbox"/> Yes (but are not applicable as they were Certificate I qualifications, foundation skills qualifications or the learner is between 15-17 years old) – First Qualification Fee may apply</p> <p><input type="checkbox"/> Yes – Second or Further Qualification Fee may apply</p> <p>If yes, what was the qualification level?</p> <p><input type="checkbox"/> Certificate II</p> <p><input type="checkbox"/> Certificate III</p> <p><input type="checkbox"/> Certificate IV or above</p>	<p>The Department checks against Smart and Skilled records in the Department's database and checks against USI transcript.</p>
<p>14. Are you registered or intending to be registered in an apprenticeship or traineeship for this qualification in NSW? (Existing Worker Trainees are not eligible)</p> <p><input type="checkbox"/> New Entrant Trainee – eligibility may apply</p> <p><input type="checkbox"/> Apprenticeship – eligibility may apply</p> <p><input type="checkbox"/> No</p>	<p>Evidence has been verified in the form of a:</p> <p><input type="checkbox"/> Training Contract Identifier (TCID) number</p> <p>Training Contract Identifier (TCID) number _____</p>
Fee Exemption	Evidence Requirements
<p>15. Fee Exemption: Are you an Aboriginal or Torres Strait Islander?</p> <p><input type="checkbox"/> Yes – Fee Exemption applies <input type="checkbox"/> No</p>	<p>Student declaration on enrolment form.</p>
Prior Learning	
<p>16. Has the student undertaken any other Smart and Skilled qualification this calendar year?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

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Disability status	Evidence Requirements
<p>17. Fee exemption: disability Do you have a disability(ies)?</p> <p><input type="checkbox"/> Yes – fee exemption may apply <input type="checkbox"/> No</p>	<p>Evidence has been sighted in the form of:</p> <ul style="list-style-type: none"> <input type="checkbox"/> a letter from Centrelink confirming receipt of the Disability Support Pension that shows the CRN; or <input type="checkbox"/> current Disability Pensioner Concession Card that shows the CRN; or <input type="checkbox"/> current Centrelink income statement for the Disability Support Pension, which clearly shows that income is for the disability pension and also shows the CRN; or <input type="checkbox"/> a completed NSW School leaver individual Transition plan that clearly identifies the student's disability;, or <input type="checkbox"/> any other evidence that clearly shows the CRN and confirms receipt of the Disability Support Pension; or <input type="checkbox"/> documentary evidence of support demonstrating a clear additional need as a result of the student's disability. This evidence must be a letter or statement from: <ul style="list-style-type: none"> • a medical practitioner; or • an appropriate government agency such as Veteran's Affairs or a TAFE NSW teacher consultant (for a student with a disability), a school counsellor or special education coordinator, Centrelink, a Disability Service Provider, or a Job Capacity Assessor; or • a specialist allied health professional (including a rehabilitation counsellor, psychologist, speech pathologist, or occupational therapist)
<p>18. Fee exemption: disability Are you a dependent child or spouse of a person in receipt of a disability support pension?</p> <p><input type="checkbox"/> Yes – fee exemption may apply <input type="checkbox"/> No</p>	<p><input type="checkbox"/> Evidence has been sighted in the form of documentary evidence where Centrelink recognises the individual as a dependant and clearly shows the CRN of the Disability Pension Recipient.</p> <p>Evidence type _____</p>

Concession	Evidence Requirements		
<p>19. Concession: Commonwealth Government Welfare Recipient Are you a recipient of a Commonwealth Government benefit or allowance listed in Table 4?</p> <p><input type="checkbox"/> Yes – concession fee may apply <input type="checkbox"/> No</p> <p>Are you a dependent child or spouse of a welfare recipient in receipt of a Commonwealth Government benefit or allowance listed in Table 4?</p> <p><input type="checkbox"/> Yes – concession fee may apply <input type="checkbox"/> No</p>	<p><input type="checkbox"/> Welfare recipient: Evidence has been sighted and retained in the form of an original or certified copy of the Commonwealth Government benefit or allowance listed in Table 4.</p> <p><input type="checkbox"/> Dependent child or spouse of a welfare recipient: Evidence has been sighted in the form of an original or certified copy of the Commonwealth Government benefit or allowance listed in Table 4.</p> <p>Evidence type _____</p>		
<p>Table 4: Commonwealth Government benefits and allowances</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Age Pension <input type="checkbox"/> Austudy <input type="checkbox"/> Carer Payment (see comment below) <input type="checkbox"/> Exceptional Circumstances Relief Payment <input type="checkbox"/> Family Tax Benefit Part A (maximum rate) <input type="checkbox"/> Farm Household Allowance <input type="checkbox"/> JobSeeker Payment <input type="checkbox"/> Parenting Payment (Single) </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Sickness Allowance <input type="checkbox"/> Special Benefit <input type="checkbox"/> Veterans' Affairs Pensions <input type="checkbox"/> Veterans' Children Education Scheme <input type="checkbox"/> Widow Allowance <input type="checkbox"/> Widow B Pension <input type="checkbox"/> Wife pension <input type="checkbox"/> Youth Allowance </td> </tr> </tbody> </table>		<input type="checkbox"/> Age Pension <input type="checkbox"/> Austudy <input type="checkbox"/> Carer Payment (see comment below) <input type="checkbox"/> Exceptional Circumstances Relief Payment <input type="checkbox"/> Family Tax Benefit Part A (maximum rate) <input type="checkbox"/> Farm Household Allowance <input type="checkbox"/> JobSeeker Payment <input type="checkbox"/> Parenting Payment (Single)	<input type="checkbox"/> Sickness Allowance <input type="checkbox"/> Special Benefit <input type="checkbox"/> Veterans' Affairs Pensions <input type="checkbox"/> Veterans' Children Education Scheme <input type="checkbox"/> Widow Allowance <input type="checkbox"/> Widow B Pension <input type="checkbox"/> Wife pension <input type="checkbox"/> Youth Allowance
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Needs loading	Evidence Requirements
20. Are you an Employment Service Provider client? <input type="checkbox"/> No. Go to 22 <input type="checkbox"/> Yes	Employment Service Provider Client ID:..... Name of Employment services provider:.....
21. Have you been referred to this training by an Employment Service Provider client? <input type="checkbox"/> No. <input type="checkbox"/> Yes	Employment Service Provider referral ID.....
22. Long term unemployed - Do you have evidence of long term unemployed status? <input type="checkbox"/> No. <input type="checkbox"/> Yes	Student must have proof from the Commonwealth that they have been unemployed for 52 or more consecutive weeks at the time of enrolment

Proposed Quotation: Subject to confirmation of evidence					
Planned start date					
Planned end date					
Delivery mode	<input type="checkbox"/> Classroom <input type="checkbox"/> Work based <input type="checkbox"/> Online/correspondence <input type="checkbox"/> Mixed mode				
Region where training located	Postcode		Suburb		Region
Do you have any Credit Transfers? If yes, evidence must be provided before the enrolment fee can be quoted.					<input type="checkbox"/> Yes <input type="checkbox"/> No
Is recognition of prior learning applicable?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Fee Quotation Based on the information and evidence provided, the learner's eligible for the following fee: Refer to 2025 NSW Fees Schedule Note: Credit Transfers may reduce the quoted fee	First Qualification Fee		\$		
	Second or Further Qualification Fee		\$		
	Apprenticeship or Traineeship Fee		\$		
	Concession Fee		\$		
	Exemption Fee		\$		
	Fee-Free Scholarship		\$		

Privacy Statement & Student Declaration

Under the Data Provision Requirements 2012, MP Training and Recruitment is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by MP Training and Recruitment for statistical, regulatory and research purposes. MP Training and Recruitment may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

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Consent to use and disclosure of personal information to the NSW Department of Industry 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 MP Training and Recruitment may be disclosed to the NSW Department of Industry (**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 MP Training and Recruitment for the purposes of evaluating and assessing my subsidised training.

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Print full name		Signature [or electronic acknowledgement]		Date	
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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 [or electronic acknowledgement]	
Date	

RTO Authorised Delegate Declaration

Based on discussion with the learner, the above evidence I have sighted, and the information provided to me by the learner I believe that the above individual satisfies the eligibility criteria as set out in the Smart and Skilled Contract and is eligible for funding for the qualification they wish to enrol in.

I confirm that the learner has been informed of the eligibility requirements for government subsidised training with Smart and Skilled, and that the learner is aware of the consequences arising from a false, misleading or incomplete declaration, including withdrawal of any government subsidised training offer and/or cancellation of enrolment.

Delegate name			
Signature		Date	