

2022 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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Prior Learning																																												
Has the student undertaken any other Smart and Skilled qualification this calendar year? <input type="checkbox"/> Yes <input type="checkbox"/> No																																												
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 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 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 _____																																											
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4. Are you an Australia Citizen, a permanent Australian resident, or a New Zealand citizen? <input type="checkbox"/> Yes – move to question 6 <input type="checkbox"/> No – move to question 5	Evidence has been sighted in the form of <u>one</u> of the following original, or certified documents: <input type="checkbox"/> Australian or New Zealand Birth Certificate, or <input type="checkbox"/> Australian or New Zealand Passport, or <input type="checkbox"/> Green Medicare card, or <input type="checkbox"/> Naturalisation Certificate, or <input type="checkbox"/> a Certificate of Evidence of Resident Status (CERS), which confirms status as an Australian permanent resident																																											

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<p>5. Are you a Humanitarian visa holder (Refugee or asylum seeker)?</p> <p><input type="checkbox"/> Yes and I hold one of the visa types specified in Table 2</p> <p><input type="checkbox"/> No – not eligible for funded training</p>	<p><input type="checkbox"/> Evidence has been sighted in the form of a Visa listed in Table 2.</p>																				
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<p>6. Are you a partner of a Humanitarian visa holder (Refugee or Asylum seeker)?</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</p> <p><input type="checkbox"/> No – not eligible for funded training</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 50%; padding: 5px;"><input type="checkbox"/> Partner (Provisional and Migrant) Visa (subclass 309 100)</td> <td style="width: 50%; padding: 5px;"><input type="checkbox"/> Partner Visa (subclass 820 801)</td> </tr> </table>	<input type="checkbox"/> Partner (Provisional and Migrant) Visa (subclass 309 100)	<input type="checkbox"/> Partner Visa (subclass 820 801)	<p><input type="checkbox"/> Evidence has been sighted in the form of the Visa's listed in Table 2 & 3</p>																		
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<p>Move question 8 if you are 17 years old or over.</p> <p>7. Have you left secondary school?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No - 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>8. Are you registered in an apprenticeship or traineeship? (note: 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>																				

Proof of Identity/ Learner Eligibility	Evidence Requirements
<p>9. Have you achieved any qualifications since turning 17?</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>
Fee Exemption	Evidence Requirements

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<p>10. Fee Exemption: Are you an Aboriginal or Torres Strait Islander? <input type="checkbox"/> Yes – Fee Exemption applies <input type="checkbox"/> No</p>	<p>Student declaration on enrolment form.</p>
<p>11. Fee exemption: disability Do you have a disability(ies)? <input type="checkbox"/> Yes – fee exemption may apply <input type="checkbox"/> No</p>	<p>Evidence has been sighted in the form of: <input type="checkbox"/> a letter from Centrelink confirming receipt of the Disability Support Pension <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"/> any other evidence that clearly shows the CRN and confirms receipt of the Disability Support Pension, or <input type="checkbox"/> documentary evidence demonstrating the student's disability from a medical practitioner, an appropriate government agency such or a specialist allied health professional.</p>
<p>12. Fee exemption: disability Are you a dependent of a person with a disability(ies)? <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. Evidence type _____</p>
<p>13. Fee exemption: disability Are you a school leaver with a disability? <input type="checkbox"/> Yes – fee exemption may apply <input type="checkbox"/> No</p>	<p>Evidence has been sighted in the form of: <input type="checkbox"/> NSW School leaver individual transition plan (disability)</p>
<p>14. Fee exemption: Are you a Refugee or Asylum Seeker or a partner? <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 relevant Visa documentation listed in Table 2. Evidence type _____</p>

Concession	Evidence Requirements
<p>15. Concession: Commonwealth Government Welfare Recipient Are you a recipient of a Commonwealth Government benefit or allowance listed in Table 4? <input type="checkbox"/> Yes – concession fee may apply <input type="checkbox"/> No Are you a dependent child or spouse of a welfare recipient in receipt of a Commonwealth Government benefit or allowance listed in Table 4? <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. <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. Evidence type _____</p>
<p>Table 4: Commonwealth Government benefits and allowances</p>	
<p><input type="checkbox"/> Age Pension <input type="checkbox"/> Austudy <input type="checkbox"/> Carer Payment (see comment below) <input type="checkbox"/> Disability Support Pension <input type="checkbox"/> Farm Household Allowance <input type="checkbox"/> Family Tax Benefit Part A (maximum rate) <input type="checkbox"/> JobSeeker Payment</p>	<p><input type="checkbox"/> Parenting Payment (Single) <input type="checkbox"/> Special Benefit <input type="checkbox"/> Veterans' Children Education Scheme <input type="checkbox"/> Veterans' Affairs Pensions <input type="checkbox"/> Widow Allowance <input type="checkbox"/> Youth Allowance</p>

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Fee Free Scholarship	Evidence Requirements
<p>16. Fee Free Scholarship: Social housing status Do you live in NSW social housing? <input type="checkbox"/> Yes – Specify social housing type below <input type="checkbox"/> No For the purpose of Smart and Skilled, social housing is defined as:</p> <ul style="list-style-type: none"> – public housing owned and managed by the NSW Government or managed by a community housing provider – community housing owned and/or managed by community housing providers – Aboriginal housing owned and/or managed by the Aboriginal Housing Office (AHO) and Aboriginal Community Housing Providers. – clients receiving crisis accommodation/supported accommodation (Specialist Homelessness Services) – clients receiving private rental assistance funded by Family and Community Services (for example: private rental subsidy, rental bond loans, tenancy guarantees) 	<p>Learner declaration on enrolment form.</p>
<p>17. Fee Free Scholarship: Out-of-Home-Care Do you currently, or have you lived in an Out-of-Home-Care? <input type="checkbox"/> Yes <input type="checkbox"/> No 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>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 – Any other evidence which clearly shows that the student was previously in out-of-home care.

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Fee Free Scholarship	Evidence Requirements
<p>18. Fee Free Scholarship: Domestic and Family Violence eligibility</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 <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 • Organisations who provide <i>Staying Home, Leaving Violence</i> services.
<p>19. Fee-Free Scholarship - Smart and Skilled</p> <p>– Based upon questions 16, 17 and 18, has learner eligibility been identified for a Smart and Skilled Fee-Free Scholarship?</p> <p><input type="checkbox"/> Yes – eligibility for a fee-free scholarship may apply</p> <p><input type="checkbox"/> No – move to question 20</p> <p>and</p> <p>– Is the qualification up to and including Certificate IV?</p> <p><input type="checkbox"/> Yes – eligibility for a fee-free scholarship may apply</p> <p><input type="checkbox"/> No – move to question 20</p> <p>and</p> <p>– Is the prospective learner aged between 15 and 30 (inclusive) at the start date for training and eligible for a concession fee?</p> <p><input type="checkbox"/> Yes – eligibility for a fee-free scholarship may apply</p> <p><input type="checkbox"/> No – move to question 20</p>	

Needs loading	Evidence Requirements
<p>20. Long term unemployed – have you been unemployed for over 12 months?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input type="checkbox"/> Evidence has been sighted in the form of a letter from an Employment Service Provider.</p>

Job Trainer	
<p>21. Are you seeking to enrol in a course under the JobTrainer initiative? Note: You can only enrol in one course under the JobTrainer initiative</p> <p>YES NO (circle answer) (If 'NO', proceed to Privacy Statement & Student Declaration)</p>	
<p>22. If you answered 'YES' to Q20, have you previously started a course under the JobTrainer initiative?</p> <p>YES NO (circle answer) (If 'NO', proceed to Q23)</p>	
<p>23. If you answered 'YES' to Q22, are you applying to recommence in the same course that you already started under the JobTrainer initiative?</p> <p>YES NO (circle answer) (Proceed to Privacy Statement & Student Declaration)</p>	
<p>24. Are you 16 to 24 years old?</p> <p>YES NO (circle answer) (If 'YES', proceed to Privacy Statement & Student Declaration)</p>	
<p>24 Are you a job seeker?</p> <p>YES NO (circle answer) (If 'NO', proceed to Privacy Statement & Student Declaration)</p>	
<p>25. If you answered 'YES' to Q24, tick any of these boxes if they apply to you:</p> <p><input type="checkbox"/> I have a current and valid Health Care Card, Pensioner Concession Card or Veteran's Gold Card</p> <p><input type="checkbox"/> I have a letter from my employer or a company receiver on company letterhead that says I have been, or will be, made redundant or retrenched</p> <p><input type="checkbox"/> I have a separation certificate from my employer</p> <p>(If you ticked a box, proceed to Learner Declaration)</p>	
<p>26. If you did not tick any of the boxes in Q25, you can make a declaration that you are a job seeker by ticking this box and signing this form.</p> <p><input type="checkbox"/> I declare that I am currently unemployed.</p>	

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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"/> Mixed mode <input type="checkbox"/> Online/correspondence				
Training location	Suburb		Postcode		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 2017 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					
<p>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).</p> <p>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:</p> <ul style="list-style-type: none"> • 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. <p>Personal information disclosed to NCVER may be used or disclosed for the following purposes:</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <p>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).</p>					

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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	
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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	
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Signature		Date	
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