

Smart and Skilled Subsidised Training Eligibility Form

Student Details							
Student Name:							
Date of Birth:							
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female						
Address:							
Telephone:							
Email:							
Course Details							
Course Code and Title:							
Course Commencement Date							
Eligibility Criteria							
All Smart and Skilled Programs (except Apprenticeships and Traineeships)	<p><i>Please tick the relevant boxes in all sections a) to d) to identify if you meet the criteria to receive Smart and Skilled Subsidised Training:</i></p> <p>a) Do you: <input type="checkbox"/> Live or work in NSW (determined by postcode of the usual place of residence or place of work); or <input type="checkbox"/> Live in a defined NSW border area as identified by a postcode in the list in Attachment 2 and are Australian Aboriginal or Torres Strait Islander: and</p> <p>b) Are you: <input type="checkbox"/> An Australian Citizen; or <input type="checkbox"/> A permanent Australian Resident; or <input type="checkbox"/> A humanitarian visa holder; or <input type="checkbox"/> A New Zealand citizen; and</p> <p>c) Are you: <input type="checkbox"/> Over 15 years old; and</p> <p>d) Are you: <input type="checkbox"/> No longer in secondary school</p>						
	<p>Evidence attached</p> <input type="checkbox"/> no <input type="checkbox"/> yes (please specify)						
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Smart and Skilled Entitlement Apprenticeships and Traineeships Program	<p><i>Both boxes must be ticked and evidence provided to meet eligibility requirements:</i></p> <p>a) Do you: <input type="checkbox"/> At the time of commencement in an Approved Qualification is an Apprentice or New Entrant Trainee and have an Approved Contract in NSW; and</p> <p>b) Do you: <input type="checkbox"/> Have the Approved Qualification shown on their Training Contract</p>						
	<p>Evidence attached</p> <input type="checkbox"/> no <input type="checkbox"/> yes (please specify)						
Concession Eligibility <i>(where relevant)</i>	<p>Do you receive any of the following Commonwealth Government Benefits and allowances:</p> <input type="checkbox"/> Age Pension <input type="checkbox"/> Carer Payment <input type="checkbox"/> Farm Household Allowance <input type="checkbox"/> Carer Payment <input type="checkbox"/> Newstart Allowance <input type="checkbox"/> Special Benefit <input type="checkbox"/> Veterans' Children Education Scheme <input type="checkbox"/> Widow B Pension <input type="checkbox"/> Wife Pension <input type="checkbox"/> Austudy <input type="checkbox"/> Disability Support Pension <input type="checkbox"/> Family Tax Benefit Part A (maximum rate) <input type="checkbox"/> Parenting Payment (single) <input type="checkbox"/> Sickness Allowance <input type="checkbox"/> Veterans' Affairs Pensions <input type="checkbox"/> Widow Allowance <input type="checkbox"/> Youth Allowance						
	<p>Evidence attached</p> <input type="checkbox"/> no <input type="checkbox"/> yes (please specify)						
Fee Free Scholarship Eligibility <i>(where relevant)</i>	<p><i>Please complete the following if your application could be assessed for a fee-free scholarship:</i></p> <p>a) Are you:</p> <input type="checkbox"/> Aged between 15 and 30 (inclusive) at the start date for training and eligible for a concession fee (i.e.: Commonwealth Government welfare recipient); or <input type="checkbox"/> Commencing in training from 1 January and meet the Out-of-Home Care definition at the time of enrolment and are: <ul style="list-style-type: none"> ○ Aged 15 to 17 years and currently in out-of-home care, or ○ Aged 18 to 30 years and previously in out-of-home care; or <input type="checkbox"/> Aged 15 and over, commencing in training 1 July 2016 and be able to disclose (self-declare) at enrolment that they meet the domestic and family violence definition						
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	<p>Evidence attached</p> <input type="checkbox"/> no <input type="checkbox"/> yes (please specify)
<p>Fee Exemption Eligibility (where relevant)</p>	<p>Are you:</p> <input type="checkbox"/> Aboriginal and Torres Strait Islander people <input type="checkbox"/> Person with a disability <ul style="list-style-type: none"> <input type="checkbox"/> meets disability fee exemption criteria <input type="checkbox"/> may include dependent child, spouse or partner of a recipient of a Disability Support Pension <input type="checkbox"/> Refer to section on Proof of Eligibility for Fee Status <input type="checkbox"/> Refugee and asylum seekers <ul style="list-style-type: none"> <input type="checkbox"/> meets refugee and asylum seeker eligibility and exemption criteria <input type="checkbox"/> Recipients of Fee-Free Scholarships <ul style="list-style-type: none"> <input type="checkbox"/> Refer to section on Proof of Eligibility for Fee Status <input type="checkbox"/> Refer to “Eligibility for Smart and Skilled Fee Free Scholarships”
	<p>Evidence attached</p> <input type="checkbox"/> no <input type="checkbox"/> yes (please specify)
<p>Special Support Eligibility</p>	<p>Needs loading may be applied to any of the following:</p> <input type="checkbox"/> Aboriginality <input type="checkbox"/> Disability <input type="checkbox"/> Long term unemployed – over 12 months <input type="checkbox"/> Residential address – regional or remote
	<p>Evidence attached</p> <input type="checkbox"/> no <input type="checkbox"/> yes (please specify)
<p>Exceptions</p>	<p><i>Please complete the following if your application could be assessed as an exception:</i></p> <p>a) Are you:</p> <input type="checkbox"/> A person approved or registered as an Existing Worker Trainee, you will not be eligible to receive Subsidised Training in an Approved Qualification that is associated with the Training Contract for your existing worker traineeship, in relation to any Smart and Skilled Program; and <p>b) Could:</p> <input type="checkbox"/> The Department, in its discretion, allow Pivotal Training and Development to treat a person who does not fit any criteria set out in clauses 1 or 2 of this Schedule 2 as eligible to receive Subsidised Training
	<p>Evidence attached</p> <input type="checkbox"/> no <input type="checkbox"/> yes (please specify)

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Consents:	<p>I agree to provide the following:</p> <p><input type="checkbox"/> I declare that I have been informed of the Consumer Protection Strategy and understand my rights and obligations as well as Pivotal Training and Development consumer protection responsibilities and obligations</p> <p><input type="checkbox"/> I have signed the Consent to the Disclosure of Personal Information to the Department of Industry, Skills and Regional Development and Other Government Agencies</p> <p><input type="checkbox"/> I authorise Pivotal Training and Development and the Department of Industry, Skills and Regional Development to have appropriate access to USI records</p>
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Student Eligibility Declaration

I declare that:

1. The information I have provided is true, accurate, complete and not misleading in any way
2. I am a NSW resident or worker including where specified in an approved border area (Aboriginal and Torres Strait Islander only)
3. I have completed and signed this Smart and Skilled Subsidised Training Eligibility Form required to determine program, fee and eligibility for subsidies, concessions or exemptions
4. I agree to pay the fees payable as per itemised fees list generated by the Provider Calculator based on the information I have provided to Pivotal Training and Development
5. I understand that the Fee may be adjusted by the Department of Industry, Skills and Regional Development if the information I have given regarding RPL or Credit Transfer changed after training has commenced and that the changes will be advised to me
6. In the event that Pivotal Training and Development enters into a subcontracting arrangement, I will be provided with the details prior to the subcontracting taking place.

Student Name: _____

Signature: _____ Date: ____ / ____ / ____

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Proof of Eligibility – Acceptable Evidence

Requirement	Evidence	Evidence Requirements
Proof of Identity/ Student Eligibility		
1. Proof of Identity	USI: the Provider must ensure validity of the USI; the Department will also check it validity with the USI Registry	Valid USI at enrolment
2. Living or working in NSW	Any Commonwealth or NSW Government issued document providing evidence of living location, or employer-issued document confirming employment in NSW	Student declaration/ signature at enrolment. Note: Evidence may be requested at the provider's and/or at the Department's discretion
3. Citizenship: Australian citizen, and permanent resident/New Zealand citizen	<ul style="list-style-type: none"> • Australian or New Zealand birth certificate; or • Australian or New Zealand Passport; or • Green Medicare Card; or • Naturalisation Certificate; or • A Certificate of Evidence of Resident Status (CERS), which confirms status as an Australian permanent resident; or • Use the Department of Immigration and Border Protection Visa Entitlement Verification Online (VEVO) facility to confirm status as Australian permanent resident and check passport 	Student declaration/ signature at enrolment Note: Evidence may be requested at the provider's discretion and/or at the Department's discretion
4. Humanitarian Visa holder (Refugee or asylum seeker)	<ul style="list-style-type: none"> • Relevant Visa documentation; or • ImmiCard (where appropriate) <p>For additional information, refer to Appendix 7 (<i>Attachment 4</i>)</p>	Evidence sighted or collected by provider Note: At the Department's discretion, the Department may request a copy of the evidence or proof that the evidence has been sighted
5. Home Schooled Students	Copy of current certificate of home schooling registration, which clearly indicates the period of time for which the student will be home schooled.	Evidence sighted or collected by provider Note: At the Department's discretion, the Department may request a copy of the evidence or proof that the evidence has been sighted.
6. Date of Birth	USI data	USI checks date of birth
7. Registration as NSW apprentice or new entrant trainee	Training Contract identifier (TCID) number	Department system check against details of approved or registered Training Contract stored in Training Services NSW database
8. Previous qualification	(Department's system checks against Smart and Skilled records in the	Student declaration/ signature at enrolment

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	Department's database and checks against USI transcript)	Note: In the future system checks may also be undertaken against Smart and Skilled records and USI academic transcript
9. Year 10 completion or equivalent (if under 17)	Evidence that student has met school leaving age requirement	Student declaration/ signature at enrolment Note: Evidence may be requested at the provider's and/or at the Department's discretion
10. Postcode for ATSI on borders	N/A	Student declaration/ signature at enrolment
Concessions/exemptions		
11. Fee Exemption: Aboriginality	N/A	Student declaration/ signature This declaration also covers proof of Australian Citizenship
12. Fee Exemption: Disability	<ul style="list-style-type: none"> • Centrelink evidence proof of Disability Support Pension; or • Documentary evidence of support demonstrating a clear additional need as a result of the student's disability: A letter or statement from; <ul style="list-style-type: none"> ○ A medical practitioner; or ○ An appropriate government agency (for See Proof of eligibility for fee status section in this Policy for more information); or ○ Relevant specialist allied health professional; or • Centrelink evidence – dependent child, partner or spouse of a recipient of a Disability Support Pension 	Yes for all types of evidence Evidence sighted or collected by provider Note: At the Department's discretion, the Department may request a copy of the evidence or proof that the evidence has been sighted
13. Fee Exemption: Refugee or Asylum Seeker	<ul style="list-style-type: none"> • Relevant visa documentation; or • ImmiCard (where appropriate) <p>For additional information, refer to appendix 7 (<i>Attachment 4</i>)</p>	Evidence sighted or collected by provider Note: At the Department's discretion, the Department may request a copy of the evidence or proof that the evidence has been sighted
14. Concession: Commonwealth Government Welfare Recipient	<ul style="list-style-type: none"> • Centrelink evidence – Proof of benefit; or • Centrelink evidence – dependent child, partner or spouse of a specified Commonwealth Government welfare recipient 	Yes for all types of evidence
15. Social housing status Fee-Free Scholarship)	<ul style="list-style-type: none"> • N/A 	Student declaration/ signature at enrolment

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<p>16. Out-of-Home Care status (Fee-Free Scholarship)</p>	<p>For students currently in out-of-home care:</p> <ul style="list-style-type: none"> • A copy of the Children’s Court Care Order, or • A copy of 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 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"> • A copy of the expired Children’s Court Care Order, or • A copy of the ‘leaving care’ letter from the Minister for Family and Community Services, 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 	<p>Student declaration/ signature at enrolment</p> <p>Note: Evidence may be requested at the provider’s and/or the Department’s discretion</p>
<p>17. Domestic and Family Violence eligibility (Fee-Free Scholarship)</p>	<p>A letter of recommendation may be required from a domestic and family violence service, refuge or other support agency such as:</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 Staying Home, Leaving Violence Services • Organisations who deliver Specialist Homelessness Services (i.e. refuges and crisis accommodation) • Domestic Violence NSW • Any other organisation which clearly shows that the student is or has been previously receiving support services for domestic and family violence (for example a non-government organisation or charity that is self-funded) 	<p>Student declaration/ signature</p> <p>Note: Evidence may be requested at the provider’s and/or at the Department’s discretion</p>
<p>Loading to Provider: Evidence Requirements</p>		

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18. Needs Loading: Aboriginality	Students that meet eligibility/evidence requirements for fee exemption based on Aboriginality will automatically attract a loading (See point 9 above)
19. Needs Loading: Disability	<p>Students that provide evidence of the following for eligibility for fee exemption/concession based on Disability will automatically attract a loading:</p> <ul style="list-style-type: none"> • Centrelink evidence proof of Disability Support Pension: or • Documentary evidence of support demonstrating a clear need as a result of the student's disability: A letter or statement from: <ul style="list-style-type: none"> ○ A medical practitioner: or ○ An appropriate government agency: or ○ Relevant specialist allied health professional <p>(See Proof of eligibility for fee status section in this Policy for more information)</p> <p>Note: Dependants of a recipient of a Disability Support Pension do not attract a loading</p>
20. Needs Loading: Long term unemployed – over 12 months	Letter from Employment Service Provider is required
21. Location Loading: Residential address – regional or remote	As per requirement 2

Comments:

- Students may identify as any one of the following at any time in which they are undertaking training and Pivotal Training and Development makes every effort to ensure students correctly identify at the time of enrolment
 - An Australian Aboriginal or Torres Strait Islander
 - A student with a disability
 - Long Term Unemployed
 - Recipient of a specified Commonwealth Government welfare benefit or allowance
- Where evidence is sighted but not kept, a record that confirms sighting of the evidence, dated and signed by a person authorised by the Provider, must be maintained
- Where the evidence, provided by the student, is a copy of the original, the copy must be certified by a person who is on the list of approved witnesses who can verify documents. A list of which is available at the Commonwealth Attorney General's Department website at:
<http://www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx>

“Smart and Skilled Fee Administration Policy excerpt: Appendix 3: Proof of Eligibility – Acceptable Evidence” (pp.18-23)

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