

## Adult and Community Education (ACE) Program

As an ACE provider, Macquarie Community College (RTO 90033) is able to offer a suite of short courses subsidised by the NSW Government.

The NSW Government's Adult and Community Education (ACE) Program provides additional support to disadvantaged students who have barriers to studying a full qualification. The ACE Program aims to promote access and increase vocational education and training outcomes for those who experience significant barriers to training and employment.

This may include students who are:

- Aboriginal and Torres Strait Islanders
- living with a disability
- long-term unemployed
- Commonwealth welfare recipients and their dependants
- migrants/refugees who are unemployed or underemployed
- experiencing other barriers to the Smart and Skilled entitlement program living in regional and remote communities where training under the Smart and Skilled entitlement program cannot easily be accessed.

### Prior to enrolling

Prospective students may be eligible to receive Subsidised Training under the ACE program. Prior to enrolling please check with Macquarie Community College to determine your eligibility.

### Unique Student Identifier

As a condition of your enrolment you are required to give Macquarie Community College your Unique Student Identifier number. You may apply directly by visiting [www.usi.gov.au](http://www.usi.gov.au). [Find out more about USI's.](#)

### Personal information:

For the ACE program Macquarie Community College must first obtain the consent of the prospective student to the department's use of student's information. You will be asked to complete a *Consent to use and disclosure of Personal Information* form as part of your enrolment.

With your Personal information and details of your proposed course, including details of any Credit Transfers or Recognition of Prior Learning, Macquarie Community College will be able to calculate and notify you of your fee contribution prior to you deciding whether to enrol.

## How to enrol

Prior to enrolling please read the following information to determine your eligibility as well as to be informed of the ACE program requirements. This includes:

1. ACE eligibility criteria
2. Fees, withdrawals, transfers and refunds
3. Credit Transfer/recognition of prior learning
4. Discontinuing subsidised training
5. Consumer protection information
6. Support services

You will be required to undertake a Language Literacy and Numeracy assessment to qualify you into your proposed course.

### 1. ACE eligibility criteria:

To be eligible for training for the ACE program, you must:

- Be aged 15 years or older, and
- Live or work in New South Wales, and
- No longer be at school, and
- Be an Australian citizen, a permanent Australian resident, a humanitarian visa holder or a New Zealand citizen

Aboriginal and Torres Strait Islander students who do not live or work in NSW but live in specific defined interstate NSW border areas are eligible for government-subsidised training under the ACE program.

To assist us in assessing your eligibility, you will need to provide:

1. A completed enrolment pack
2. Your USI number. If you do not already have a USI, Macquarie Community College may, with your consent, apply for your USI or you may apply directly by visiting [www.usi.gov.au](http://www.usi.gov.au). [Find out more about USI's.](#)

For ACE programs there are additional eligibility requirements (evidence will be required). These include:

- a. Disadvantaged Student ie is one of the following:
  - An Australian Aboriginal or Torres Strait Islander
  - Someone with a disability or is the dependent child, spouse or partner of someone with a disability
  - A recipient of an Applicable Benefit, or is the dependent child, spouse or partner of a recipient of an Applicable Benefit
  - Someone who is experiencing significant hardship as verified by a government agency, medical professional or support agency

### AND

- b. Is experiencing one of the following barriers to participation in training under a Smart and Skilled Entitlement Program or other Smart and Skilled program:

- Very low literacy, language and/or numeracy skills
- Limited employability skills where students require considerable additional support
- Persistent and ongoing personal issues impacting on educational achievement; and
- Significant educational disadvantage impacting upon student's ability to succeed in training

## 2. Fees, withdrawals, transfers and refunds

Fees under the ACE Program are aligned with Smart and Skilled.

### Part qualifications

All Part Qualifications under Smart and Skilled, including the ACE Program, are fee free for those who are eligible.

**Full qualifications - Available only under some circumstances, the following criteria applies:**

(a) (Fee Exempt) who are:

*an Australian Aboriginal or Torres Strait Islander; or*

*(i) someone with a disability or is the dependent child, spouse or partner of someone with a disability; or*

*(ii) Recipients of Fee-Free Scholarships*

*are eligible for a Fee Exemption (that is, they do not need to pay any Fees);*

(b) (Concession) who are:

*(i) not eligible for a Fee Exemption under (a) above; and*

*(ii) Recipients of Applicable Benefits (or is the dependent child, spouse or partner of a recipient of Applicable Benefits),*

*will pay the relevant Concession Fee as set out in the relevant Smart and Skilled: Prices, fees and subsidies document located at [https://www.training.nsw.gov.au/smartandskilled/prices\\_fees.html](https://www.training.nsw.gov.au/smartandskilled/prices_fees.html).*

(c) (Full Fee) who are:

*(i) not eligible for a Fee Exemption under (a) above; and*

*(ii) not eligible for a Concession Fee under (b) above,*

*will pay the relevant Fee for the Full Qualification as set out in the relevant Smart and Skilled: Prices, fees and subsidies document located at [https://www.training.nsw.gov.au/smartandskilled/prices\\_fees.html](https://www.training.nsw.gov.au/smartandskilled/prices_fees.html)*

*having regard to whether this is the student's first post school qualification or is a second or further post school qualification.*

For fee paying students, a deposit of 10% or a minimum of \$40 is required upon enrolment with the remainder of the fees to be paid in full or by means of a payment plan.

View the [Fees, Withdrawal and Refund Policy](#).

### **3. Credit Transfer/Recognition of Prior Learning:**

The College can assist with Credit Transfer (CT) and Recognition of Prior Learning (RPL).

Credit Transfer (CT) is granted as a result of identifying learning outcomes already achieved through formal training. Credit outcomes may allow for entry into a qualification and/or provide credit towards the qualification.

Credit Transfer given may reduce the time required for a student to achieve the qualification.

To apply for Credit Transfer the prospective student will need to provide original or certified copies of certificates previously attained through formal training prior to completing the enrolment process.

Recognition of Prior Learning (RPL) is granted as a result of identifying and assessing previous and current informal education and training, work experience and/or life experience and knowledge. Previous learning and the evidence supplied is measured against pre-determined performance standards contained within the Units of Competency.

To apply for recognition of prior learning the prospective student should indicate their decision to apply for recognition as soon as possible after enrolment and the induction program.

We will be happy to provide you with an RPL kit after speaking directly with you to ensure you understand the requirements of this process.

### **4. Discontinuing subsidised training:**

It is hoped that you should not need to discontinue your course. If you wish to discontinue your course we ask that you inform Macquarie Community College in writing. Any refunds owing will be remitted in accordance with our Refund Policy.

If you wish to defer or discontinue your course please write, with your reasons, to:

Attn: Training Administration  
[info@macquarie.nsw.edu.au](mailto:info@macquarie.nsw.edu.au)

### **5. Consumer protection information:**

Your feedback is important to us at Macquarie Community College. To protect your rights as a student please refer to the following documents:

[Consumer Protection Policy](#)

[Smart and Skilled Consumer Protection Strategy](#)

Alternatively, you may wish to contact the NSW Smart and Skilled Customer Support Centre direct at 1300 772 104 or visit [www.smartandandskilled.nsw.gov.au](http://www.smartandandskilled.nsw.gov.au)

**6. Support Services:**

Macquarie Community College provides support services during your training:

Academic Support:

Course Program Manager/Lead Trainer  
1300 845 888

Student Support:

Customer Service/Course Program Manager/Lead Trainer  
1300 845 888

Language, Literacy and Numeracy Support:

Course Program Manager/Lead Trainer  
1300 845 888

Should you require an interpreter:

Translating and Interpreting Service (TIS National)  
131 450