

## Smart & Skilled

As a Smart and Skilled provider Macquarie Community College (RTO 90033) is able to offer a suite of qualifications and traineeships subsidised by the NSW Government.

Programs include:

### **1. Smart and Skilled Entitlement Foundation Skills Program**

The core skills of reading, writing, numeracy and oral communication along with employability and learning skills that are critical for learning and work.

### **2. Smart and Skilled Entitlement Full Qualifications Program and Smart and Skilled Targeted Priorities Full Qualifications Program**

Eligible students may enrol in selected Macquarie Community College qualifications and apply for training subsidised under Smart and Skilled.

### **3. Smart and Skilled Entitlement Apprenticeships and Traineeship Program**

Macquarie Community College is approved to offer traineeships under Smart and Skilled. Traineeships combine work-based training with an employer and formal training through Macquarie Community College. They are established under training contracts between the employer and the trainee and are regulated by government. They're a great way to be paid for work, learn and earn a qualification.

Most new-entrant trainees are eligible for a government subsidy under Smart and Skilled for the qualification that supports their traineeship.

For a list of qualifications available for each of the above Programs see below.

## **Prior to enrolling**

Prospective students may be eligible to receive Subsidised Training under Smart and Skilled. Each program has its own eligibility criteria. 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 all approved Smart and Skilled programs and qualifications 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 Smart and Skilled requirements. This includes:

1. Smart and Skilled eligibility criteria and evidence required
2. Fees, withdrawals, transfers and refunds
3. Credit transfer/recognition of prior learning
4. Deferring or continuing subsidised training
5. Consumer protection information
6. Support services

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

### 1. Smart and Skilled eligibility criteria

To be eligible for training for all Smart and Skilled programs, 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, permanent resident, New Zealand citizen, humanitarian visa holder or a partner visa holder whose sponsor is a current or past humanitarian visa holder.

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 Smart and Skilled.

For eligibility criteria for Smart & Skilled Program, please refer to the [Smart & Skilled Eligibility Policy](#).

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

1. A completed [enrolment pack](#)
2. Eligibility evidence and consents - this information is in Section 3 of the [Smart & Skilled Eligibility Policy](#)
3. 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.](#)

## **2. Fees, withdrawals, transfers and refunds**

Under Smart and Skilled, a student contributes towards the cost of training through the payment of a student fee. The student fee and the subsidy from the government make up the qualification price.

Student fees are:

- set for the whole qualification (they are not annual or semester fees)
- lower for a student doing their first post-school qualification
- set for the student and the qualification, and will be the same regardless of choice of Provider

Fees have been set by the NSW Government for training providers and Macquarie Community College must charge the student as determined from the data you have provided to us.

The Standard Student fee applies to a student who is not doing an apprenticeship or traineeship or who does not qualify for a concession fee or one of the fee-free categories.

The student is required to declare any qualifications to assess eligibility for a First or Subsequent Qualification Standard Student fee.

Smart and Skilled data and data from the USI may also be used as evidence of a previous post-school qualification achieved by the student to assess the appropriate Standard Student fee.

In addition to fee free training arrangements for apprentices and trainees through the Fee Free Apprenticeship and Fee Free Traineeship Initiatives (see sections 3.2 and 3.3), fee free training is also available at the course and program level for:

- the Targeted Priorities Pre-Vocational and Part Qualifications (TPPPQ) program
- identified foundation skills full qualifications on the NSW Skills List
- identified full qualifications on the NSW Skills list that are funded under the [NSW Fee Free initiative](#)

If you apply for Recognition of Prior Learning or Credit Transfer the qualification price will be adjusted and a new student fee will be determined.

### Fee Categories and eligibility

The student fee categories are:

1. Standard Student
  - a. First Qualification
  - b. Subsequent Qualification
2. Apprenticeship
3. Traineeship
4. Concession
5. Exemptions and fee-free scholarships for eligible student cohorts
6. Fee-free training (for specific programs such as the [NSW Fee Free](#) initiative)

For further information on fee categories and acceptable evidence, visit the [Smart and Skilled Fee Administration 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. Deferring or discontinuing subsidised training

If you wish to defer your course you may do so for up to 12 months from when we have received notification from you.

- 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 according to our [Refund Policy](#).

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

Attn: Training Administration

<mailto:trainingadmin@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 directly at 13 28 11 or visit <https://skills.education.nsw.gov.au/>

#### 6. Support services for Students

Macquarie Community College is committed to creating an environment where our students feel welcome, respected and supported.

Macquarie Community College caters to diverse client learning needs and aims to identify and respond to the learning needs of all students. All students are encouraged to express their views about their learning needs at all stages of their learning experience, from the initial enrolment and induction stage to completion stage. Macquarie Community College is committed to providing students with additional support, advice or assistance while training. To achieve this and to ensure the quality delivery of training and education, Macquarie Community College will assist and support students as appropriate and/or refer them to qualified counsellors. Staff will respond to and attempt to alleviate any signs of distress or discomfort of students.

Macquarie Community College staff members understand the principles of [access and equity](#) and are familiar with learning options available to accommodate a variety of pathways to completing qualifications, which are identified within the Training and Assessment Strategy.

A learner experiencing genuine difficulties experienced in completing a program in the allotted time is encouraged to alert their Trainer and/or bring this to the attention of the Lead Trainer at the first available opportunity.

Our continuous improvement processes gather feedback to monitor and improve services to meet student needs.

Read more about our [Support Services for Students](#).

#### **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

## **Qualifications**

All the qualifications delivered and assessed by Macquarie Community College are competency based. You will be assessed and be deemed Competent or Not Yet Competent for each unit of competency. You need to be deemed Competent in all units of your course to be issued with your qualification. You have the opportunity to re-submit. Please refer to the [Student Handbook](#) for further details.

Macquarie Community College is approved to deliver the following qualifications (please refer to the website, [www.macquarie.nsw.edu.au](http://www.macquarie.nsw.edu.au), for individual course information):

<b>Smart and Skilled Entitlement Foundation Skills Program</b>
FSK10119 Certificate I in Access to Vocational Pathways
FSK10219 Certificate I in Skills to Vocational Pathways
FSK20119 Certificate II in Skills for Work and Vocational Pathways
22476VIC Certificate I in General Education for Adults (Introductory)
22472VIC Certificate I in General Education for Adults
22473VIC Certificate II in General Education for Adults

<b>Smart and Skilled Entitlement Full Qualifications Program</b>
ICT20120 Certificate II in Applied Digital Technologies
SIT20316 Certificate II in Hospitality
CHC22015 Certificate II in Community Services
BSB20120 Certificate II in Workplace Skills
BSB30120 Certificate III in Business
BSB30220 Certificate III in Entrepreneurship and New Business
CHC33021 Certificate III in Individual Support (Aged care, HACC & Disability specialties)
CHC30121 Certificate III in Early Childhood Education and Care

<b>Smart and Skilled Targeted Priorities Full Qualifications Program</b>
CHC43021 Certificate IV in Ageing Support
CHC43115 Certificate IV in Disability
CHC50121 Diploma of Early Childhood Education and Care
BSB40120 Certificate IV in Business
BSB40520 Certificate IV in Leadership and Management
BSB50420 Diploma of Leadership and Management

<b>Smart and Skilled Entitlement Traineeship Program</b>
SIT20316 Certificate II in Hospitality
CHC22015 Certificate II in Community Services
BSB30120 Certificate III in Business
CHC33021 Certificate III in Individual Support (Aged Care & Disability specialties)
CHC30121 Certificate III in Early Childhood Education and Care
CHC43015 Certificate IV in Ageing Support
CHC43121 Certificate IV in Disability
CHC50121 Diploma of Early Childhood Education and Care
BSB40120 Certificate IV in Business
BSB40520 Certificate IV in Leadership and Management
BSB50420 Diploma of Leadership and Management



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