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Introduction

This policy sets out the requirements for the application and management of student fees under the following Smart and Skilled programs:

- Smart and Skilled Entitlement Traineeships
- Smart and Skilled Targeted Priorities Full Qualifications

Smart and Skilled and Student Fees

Under Smart and Skilled, a student contributes towards the cost of training through the payment of a student fee. The payment to Alan Bartlett Consulting Pty Ltd is made up of the student fee and the subsidy from the government. Student fees are:

- set for the whole qualification, not annual or semester fees
- lower for students doing their first post-school qualification
- set for the student and the qualification and will be the same regardless of the Training Organisation chosen.

Smart and Skilled Programs

The NSW Skills List indicates the qualifications funded under Smart and Skilled:

- Smart and Skilled Entitlement Full Qualifications
- Smart and Skilled Entitlement Traineeships
- Smart and Skilled Targeted Priorities Full Qualifications
**Student Eligibility**

To be eligible to be subsidised to undertake a Smart and Skilled program, an individual must:

1. firstly meet personal eligibility criteria for Smart and Skilled
2. then meet eligibility for the relevant program.

For example to be eligible to enrol in an Entitlement Full Qualification, a student must firstly meet the citizenship requirements:

- be 15 years or over,
- live or work in NSW and have left school.

The student must then meet the eligibility criteria for that program:

- that they do not hold a previous Certificate IV or higher.

NSW new entrant trainees are automatically eligible for a Smart and Skilled subsidy for the qualification that supports their traineeship. The Smart and Skilled eligibility criteria are described in Appendix 1.

**Charging Fees**

There are five categories of student fees, based on the qualification and the characteristics of the student. The schedule of fees for each qualification on the NSW Skills List can be accessed at: [https://www.training.nsw.gov.au/smartandskilled/prices_fees.html](https://www.training.nsw.gov.au/smartandskilled/prices_fees.html).

Alan Bartlett Consulting Pty Ltd must charge the student the relevant fee set by the NSW Government. The relevant fee will be determined by the student details entered into the Smart and Skilled Provider Calculator.

**Fee Categories**

Program eligibility and Standard Student fee rules are described at Appendix 2. The process for determining eligibility and calculating fee arrangements is at Appendix 3.

**Standard Student Fees**

The Standard Student fee applies to students who are not doing an apprenticeship or who do not qualify for a concession or an exemption.

- The **Standard Student - First Qualification Fee** applies to students who do not already hold a post-school qualification from any tertiary sector. Qualifications include vocational and higher education qualifications achieved in Australia or overseas at any time previously. Qualifications not deemed to be post-school qualifications are qualifications achieved:
  - while at school as part of an individual’s secondary education
  - prior to turning 17.

- **Traineeship Fees** are the same as for the Standard Student - First Qualification Fee. This means that the fee for a NSW new-entrant trainee is always at the First Qualification rate, regardless of the number or level of previous post school qualifications they hold.

- The **Standard Student - Subsequent Qualification Fee** applies to students who already hold a previous post-school qualification from any tertiary sector. This category includes vocational and higher education qualifications achieved in Australia or overseas at any time previously.

  The Standard Student - Subsequent Qualification Fee is the higher of the two Standard Student Fees because individuals undertaking a second or subsequent post-school qualification have already benefitted from training.
Where a student completes a Smart and Skilled qualification and enrols in another Smart and Skilled qualification (except a traineeship), the student will be charged the Standard Student - Subsequent Qualification Fee for the subsequent qualification.

Concession Fees

Concession fees are discounted fees for disadvantaged students. Concessions fees are a flat fee for the qualification level.

A student who receives a specified Commonwealth benefit or allowance is eligible for a concession fee for a qualification up to and including Certificate IV. A student who is receiving a specified benefit or allowance at the time of enrolment is eligible for a concession.

The concession fee is also available to a student who is a dependant of a person receiving a specified Commonwealth benefit or allowance. To be eligible for the concession the person who the student is a dependant of must be receiving the benefit or allowance at the time of enrolment.

There are no concessions for students enrolling in Diplomas and Advanced Diplomas.

Fee Exemptions

Students who qualify for a fee exemption are:

- Australian Aboriginal and Torres Strait Islander people
- people with a disability (that is people who meet the disability fee exemption criteria, including the dependent child, spouse or partner of a recipient of a Disability Support Pension). (See also Proof of eligibility for fee status).

Frequency of Exemption

Australian Aboriginal and Torres Strait Islander students will be exempt from fees for any Smart and Skilled enrolments for which they are eligible.

Australian Aboriginal and Torres Strait Islander students must meet the Smart and Skilled personal and program eligibility criteria. (For example, an Aboriginal student who holds a previous Certificate IV will not be eligible for subsidised training under the Smart and Skilled Entitlement Full Qualifications Program).

At the time of enrolment, a student with a disability or their dependant, where eligible for the program, is entitled to one exemption per calendar year and a concession for all subsequent enrolments up to Certificate IV in a calendar year. Examples showing how this policy is applied are at Appendix 4.

A student with a disability must declare their previous enrolments in a Smart and Skilled qualification in a calendar year. This includes enrolments in that calendar year that have not commenced, enrolments that commenced in a previous calendar year that are continuing in the calendar year and previous calendar year enrolments that are completed in the calendar year. System checks on Smart and Skilled data will also be undertaken to validate this.

Recognition of Prior Learning

Where an eligible student is granted recognition of prior learning (RPL) for one or more units of competency, the qualification price will be adjusted and a new student fee determined.

The qualification price is based on both fixed and variable costs. The fixed cost of the qualification will be reduced by 50 per cent of the proportion of units of competency granted RPL. The variable cost will be reduced by 50 per cent of the total cost of the units of competency granted RPL.

Once the adjusted qualification price is calculated the new student fee will be determined at the same percentage of the price as the original student fee for that course (i.e. adjusted qualification price x fee percentage).
Where RPL for a unit (or units) of competency is assessed by Alan Bartlett Consulting Pty Ltd and only partially granted and some training delivery is still required, there is no reduction in the student fee and should not be entered in the Provider Calculator or reported as RPL granted.

**Credit Transfer**

Where an eligible student is granted a credit transfer (CT) for one or more units of competency, the qualification price will be adjusted and a new student fee determined.

The fixed cost of the qualification will be reduced by the proportion of units of competency given credit transfer. The variable cost will be reduced by the total cost of each unit of competency granted credit transfer.

Once the adjusted qualification price is calculated the new student fee will be determined at the same percentage of the price as the original student fee for that course (i.e. adjusted qualification price x fee percentage).

**Calculating and Adjusting Fees for Recognition of Prior Learning and Credit Transfer**

Where RPL and/or CT are granted at enrolment, Alan Bartlett Consulting Pty Ltd will use the Smart and Skilled Provider Calculator to determine the applicable student fee.

Where RPL and/or CT is granted after enrolment, or after a student commences a qualification, Alan Bartlett Consulting Pty Ltd will report the outcome for the relevant unit(s) of competency in their next Smart and Skilled training activity data file submitted to the Department. The Department will make adjustments to the subsidy payment and advise Alan Bartlett Consulting Pty Ltd of the new student fee. Alan Bartlett Consulting Pty Ltd will take all necessary steps to advise affected students of adjusted fee and to adjust the fee levied, including adjustments to subsequent fee payment schedules.

Alan Bartlett Consulting Pty Ltd will sight appropriate evidence, such as a testamur or a Unique Student Identifier (USI) transcript to grant credit transfer.

**Fee for Concession Students Where Recognition of Prior Learning and/or Credit Transfer has Been Awarded.**

Where a student is eligible for a concession and has been awarded RPL and/or CT, if the adjusted Standard Student Fee (First or Subsequent) is lower than the concession fee, the student will pay the relevant Standard Student fee.

**Student Fees for Part Qualifications**

There are three areas of part qualifications that will be subsidised under the Smart and Skilled Targeted Priorities-Prevocational and Part Qualifications Program:

1. pre-vocational courses
2. pre-apprenticeship or pre-traineeship
3. priority groups and industries.

To be eligible to enrol in a subsidised part qualification, the student must meet the relevant Smart and Skilled eligibility criteria outlined in Appendix 1.

The Department will specify fee types and rates for each part qualification in the Approved Qualification Activity Schedule for the Targeted Priorities- Prevocational and Part Qualification. Eligible students undertaking part of a full qualification will normally pay the pro-rata Standard Student-First Qualification or a pro-rata Standard Student-Subsequent Qualification fee applicable to the particular full qualification. Some students may be eligible to pay the concession fee for that part qualification or may be exempt from paying the fee.

**Fee for Concession Students for Prevocational and Part Qualifications**

Where a student is eligible for a concession, if the Standard Student fee (First or Subsequent) is lower than the concession fee, the student will pay the relevant Standard Student fee.
Student Fees for Programs Outside Smart and Skilled

Where training is part of fee for service arrangements made between an organisation and a training provider, student fees would be covered through these arrangements. These arrangements are outside Smart and Skilled.

Students who subsequently wish to apply for Smart and Skilled subsidised training will be subject to the same eligibility requirements as for all other Smart and Skilled students. (For example students with a Certificate IV are not eligible for training at Certificate II or III except for apprenticeships or traineeships).

Proof of eligibility for fee status

An individual must provide evidence to support their eligibility for Smart and Skilled. Details of acceptable evidence are described in Appendix 6.

Proof of Eligibility for First or Subsequent Qualification Fee

A student is required to declare any post-school qualifications to assess eligibility for a First or Subsequent Qualification Standard Student Fee.

Smart and Skilled data and data from the Unique Student Identifier may also be used as evidence of a student's previous post-school qualifications, to assess the appropriate Standard Student fee.

Proof of Eligibility for a Concession Fee

- a list of the specified Commonwealth benefits and allowances is at Appendix 7. The recipient of a specified Commonwealth benefit or allowance must provide the following proof of eligibility for a concession:
  - a letter from the Department of Human Services (Centrelink) confirming receipt of the benefit. The letter should clearly show the Centrelink Reference Number (CRN); or
  - a current concession card that shows the CRN; or
  - a current Centrelink income statement that clearly shows the benefit or allowance category and the CRN; or
  - any other evidence that clearly shows the CRN and the benefit or allowance category; or
  - for people applying for Austudy or Newstart allowance, an approval letter from Centrelink that shows the CRN and indicates that commencement date of their benefit is within two weeks of their enrolment or two weeks within the date of the first class attendance or participation in training.

An individual who is seeking a concession as a dependent child, spouse or partner of someone who is receiving a specified Commonwealth benefit or allowance must provide documentary evidence that Centrelink recognises the individual as the dependant. The evidence should clearly show the CRN of the benefit or welfare recipient.

Proof of Eligibility for a Fee Exemption

Aboriginal and Torres Strait Islander Students

Australian Aboriginal and Torres Strait Islander students prove their status and eligibility for a fee exemption through descent, self-identification and community identification. Students will need to declare their status and be able to provide documentary evidence of community identification, if required.
Students with a Disability

A student who seeks a fee exemption on the basis of disability will need to provide:

- a letter from Centrelink confirming receipt of the Disability Support Pension. The letter should clearly show the Centrelink Reference Number (CRN); or
- a current Disability Pensioner Concession Card that shows the CRN; or
- a 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
- any other evidence that clearly shows the CRN and confirms receipt of the Disability Support Pension; or
- documentary evidence of support needs due to the student’s disability. This evidence must be a letter or statement from:
  - a medical practitioner; or
  - an appropriate government agency such as Veteran’s Affairs or a TAFE NSW teacher consultant (for students 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).

An individual who is seeking an exemption as a dependent child, spouse or partner of someone who is receiving a Commonwealth Disability pension must provide documentary evidence that Centrelink recognises the individual as a dependent. The evidence should clearly show the CRN of the Disability Pension Recipient.

Proof of Eligibility for Persons Exempt from the Certificate IV or Higher Qualification Rule Under the Entitlement

If a student has a Certificate IV or higher qualification, the student will not be eligible for subsidised training under the entitlement (Smart and Skilled Entitlement Foundation Skills and Smart and Skilled Entitlement Full Qualifications).

An exception to this rule is for a student with an acquired disability. A person seeking an exemption from this rule will need to provide evidence from a medical practitioner that their disability was acquired after achieving their post-school Certificate IV or higher qualification. The person will also need to provide documentary evidence that the new qualification for which they are enrolling is necessary as part of a rehabilitation program. Such evidence can include a letter or a statement from:

- a medical practitioner; or
- an appropriate government agency or TAFE NSW teacher consultant for students 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).

Validation of Student Eligibility and Fee

Alan Bartlett Consulting Pty Ltd will use the Calculator to confirm an individual’s personal and program eligibility for a qualification.

Alan Bartlett Consulting Pty Ltd will charge the student the relevant fee set by the NSW Government which will be validated by the Provider Calculator.

Alan Bartlett Consulting Pty Ltd cannot charge students a fee other than what is calculated by the NSW Government through the Provider Calculator. This means Alan Bartlett Consulting Pty Ltd cannot discount the fee, charge a higher fee or exempt students from paying the fee determined by the Provider Calculator.

Circumstances may arise where the fee quoted by the NSW Government must be adjusted (such as where the student obtains a credit transfer or recognition of prior learning after enrolment or after commencement). See sections on Credit Transfer and Recognition of Prior Learning for more information.
A Student Fee Estimator will also be available on the Course Finder search on the Smart and Skilled website that individuals can use to check their eligibility and estimate their fee for NSW Skills List qualifications. This will be an estimate only, and the final student fee will be calculated through the Provider Calculator.

**Evidence to Support Eligibility for Fee Exemption or Concession**

Alan Bartlett Consulting Pty Ltd will sight or maintain certain evidence that supports eligibility and the fee charged for students who enrol and commence training.

*A summary of evidence required for proof of personal, program and fee eligibility is at Appendix 6.*

**Additional costs to students**

**Incidental Expenses**

The price of a qualification, which is made up of the government subsidy and student fee, will cover the total costs incurred by the Provider to deliver the training, including assessment. However, there may be some instances of a personal cost to a student over and above the student fee. These costs include:

- essential equipment and other items that the student has the choice of acquiring from Alan Bartlett Consulting Pty Ltd, or from a supplier other than Alan Bartlett Consulting Pty Ltd, that become the physical property of the student, are retained by the student on completion of training, and are not consumed during the training
  
  *Example:* chef knives, makeup kit, tool kit.

- an optional charge for an item that is not essential for the student to complete the training
  
  *Example:* Alan Bartlett Consulting Pty Ltd makes available standard flowers to a student for a floristry qualification to create a flower arrangement, but the student would like to use more expensive exotic flowers. The student would be required to purchase the more expensive flowers from Alan Bartlett Consulting Pty Ltd or another supplier

- an optional charge for an alternative form of access to an item or service that is an essential component of the training, but is otherwise made readily available at no additional fee by the Provider
  
  *Example:* The textbook for a qualification is an online resource but a student would like a hardcopy. In this instance, the student can purchase the textbook. The textbook would become the student’s personal property.

- field trips and food, transport and accommodation costs associated with the provision of field trips that form part of the training

- any textbook the student requires to undertake their qualification that is retained by the student after completion of the qualification.

For each qualification, Alan Bartlett Consulting Pty Ltd must publish on its website any additional costs that a student will or may incur and ensure that students are aware of these costs prior to enrolment.

Alan Bartlett Consulting Pty Ltd will provide the student or employer (where relevant) with receipts for any monies collected by Alan Bartlett Consulting Pty Ltd for incidental expenses. Alan Bartlett Consulting Pty Ltd will retain copies of receipts issued.

**Charges for Issuing Embedded Qualifications**

In some cases a qualification may include all the units of competency required to complete a lower level qualification, an ‘embedded’ qualification. The student may wish to be issued with a testamur for the lower level qualification in addition to the higher one they enrolled in. In this case the student has paid the fee for the higher level qualification. The Provider may charge an administrative fee to produce the additional testamur but the student will not be required to pay additional student fees for the lower level qualification.
Paying Fees

Levying of Student Fees

Alan Bartlett Consulting Pty Ltd can determine the payment arrangements for student fees, but ABConsulting will publish information and inform students of these arrangements before the student enrols.

Alan Bartlett Consulting Pty Ltd will collect all fees to be paid by the student by the time they complete their subsidised training.

Alan Bartlett Consulting Pty Ltd will retain student fees that it collects.

Where a student has applied for a VET FEE-HELP loan the amount will be paid directly to Alan Bartlett Consulting Pty Ltd by the Commonwealth Government.

Arrangements for Payment of Fees for Apprentices and Trainees

Some Modern Awards include provisions that require the employer to pay the fee on behalf of their apprentice or trainee. Where this is the case the employer will pay the student fee.

Sub-Contracting

Where Alan Bartlett Consulting Pty Ltd enters into a subcontracting arrangement, the subcontractor is not to charge the student a fee or any additional costs. All fees and any additional costs must be levied by Alan Bartlett Consulting Pty Ltd in accordance with this Policy.

Discontinuing students

Withdrawal without Penalty

Through the ‘Fee Schedule’ issued by Alan Bartlett Consulting Pty Ltd, the student will be advised, prior to any fees being paid, of the ‘withdrawal with no penalty’ cut-off date, i.e. the date by which the student can withdraw and be refunded any fees paid at enrolment. This date is determined by Alan Bartlett Consulting Pty Ltd.

Withdrawal after the Cut-Off Date without Penalty

Where a student withdraws from training, Alan Bartlett Consulting Pty Ltd must:

- give the exiting student a statement of fees that includes all fees applied and any fees refunded, if applicable
- comply with Paragraph 9 of the Smart and Skilled Operating Guidelines.

Fees for Student-Repeat Attempts to Complete Units of Competency

Alan Bartlett Consulting Pty Ltd will not be paid additional subsidy for repeat attempts by a student to complete a unit of competency.

Alan Bartlett Consulting Pty Ltd have a policy of 3 being the maximum allowable attempts at a competency unit. Alan Bartlett Consulting Pty Ltd will make students aware of the policy prior to or at enrolment.
Fee Refunds

Alan Bartlett Consulting Pty Ltd have a refund policy contained in the fee schedule. The policy (fee schedule) includes:

- the ‘withdrawal with no penalty’ cut-off date (as determined by the Provider)
- a process for refunding a student who withdraws from training not of their own accord. For example, where the Provider closes or where the Provider is no longer approved to deliver Smart and Skilled training
- a process for partial refund of fees (when necessary) where recognition of prior learning and/or credit transfer has been granted
- information on whether the student will get a refund if they withdraw from a qualification but have completed all the requirements for a lower level qualification, which attracted a lower student fee.

Alan Bartlett Consulting Pty Ltd will publish and make students aware of the fee refund policy prior to enrolment.

Co-enrolments

Alan Bartlett Consulting Pty Ltd will a fee for each Smart and Skilled qualification that a student enrols in.

Recovery of Outstanding Student Fees

Payments that are outside the agreed payment terms will receive a reminder.

Payments past 21 days may be charged the Late Payment Fee. If this fee is not initially charged, it may be applied subsequently if agreed instalments or payment plans are not met.

Payments past 45 days will receive a final written reminder before they are considered for Collections Action. Alan Bartlett Consulting Pty Ltd may undertake collections action itself or refer the outstanding invoices to an outside collections agency to action. All expenses or costs incurred by Alan Bartlett Consulting Pty Ltd in recovering any monies associated with this collections action including document preparation, court filing costs, process serving costs, search costs and all other costs will be charged to the debtor and these amounts included in the collections action.

Negotiated Instalments

Students and Clients who are unable to pay outstanding invoices due to financial difficulties will be offered a payment plan arrangement. Where the instalment plan is maintained, all late payment fees and costs will be waived.

Evidence of the financial difficulties and an application for a payment plan may be requested.

Changes to Student Fees

The student will pay the fee for the qualification that applies in the year when they commence training. The student will not be affected by any subsequent changes to Smart and Skilled fees.

Transferring Students

A student undertaking a Smart and Skilled qualification may withdraw from a qualification with a Smart and Skilled Provider and transfer to another Smart and Skilled Provider to complete their qualification because:

- they chose to of their own accord
- their initial Provider closes
- their initial Provider’s Smart and Skilled Contract has been terminated.
Students Who Transfer of Their Own Accord

Where a student transfers of their own accord from their initial Smart and Skilled Provider to another Smart and Skilled Provider to complete their training, standard credit transfer rules will apply when calculating the student fee. To do this, the student’s subsequent Provider must obtain a statement of attainment from the student (issued by the initial Provider) to determine what credit should be granted. The subsequent Provider must use the Smart and Skilled Provider Calculator to determine the student fee.

In this situation, the student may end up contributing more towards the cost of their training.

Students Who Transfer Due to Provider Closure or Contract Termination

The following rules apply to a student who transfers due to a Provider’s closure or the termination of a Provider’s Smart and Skilled Contract:

- The fees charged in total by the two Smart and Skilled Providers cannot exceed the student fee quoted by the initial Provider.
- Where the combined fee exceeds the original fee quoted, the subsequent Provider must contact the Department to confirm fee to be charged, before enrolling the student and charging any fees.
- Any fee gap will be paid to the Provider by the Department.

Therefore where a student transfers from their initial Smart and Skilled Provider to another Smart and Skilled Provider to complete their training, and the transfer is not of the student’s own accord, the subsequent Provider must obtain from the student:

- a statement of attainment issued by the previous Smart and Skilled Provider.
- an up-to-date training plan (issued by the initial Smart and Skilled Provider) that lists all units of competency achieved, commenced but not completed, and/or not started.
- a statement of fees issued by the previous Smart and Skilled Provider.

The subsequent Provider can then enter the details into the Smart and Skilled Provider Calculator to determine the student’s fee.

Obtaining the above documentation may not be possible where the initial provider closes. In these instances, the Provider should seek assistance from the Department to determine the student’s fee.

Students Transitioning from Superseded Qualifications

Where a student is enrolled in a qualification that is superseded and the student is required to transition to the new qualification to continue training and complete, and the price of the new qualification is different to that of the superseded qualification:

- the provider will continue to be paid the applicable subsidy for the superseded qualification
- the student fee will remain the same.
Fee Protection Mechanisms

The Provider must comply with one of the national VET regulator standards for registered training organisations (RTOs) for the protection of student fees.

These are summarised below:

- The RTO is a state, territory or federal government agency; or
- The RTO is a member of an approved Tuition Assurance Scheme; or
- The RTO does not accept payment of more than $1000 a student prior to qualification/course commencement. Following commencement, where the RTO requires payment of additional fees in advance from the student, at any given time, the total amount does not exceed $1,500; or
- The RTO holds a non-conditional financial guarantee from an Australian bank; or
- The RTO has alternative fee protection measures of equal rigour approved by the Australian Skills Quality Authority [https://www.asqa.gov.au/](https://www.asqa.gov.au/)

Student Access to Fee Policies

Smart and Skilled Fee Administration Policy

Alan Bartlett Consulting Pty Ltd will give each student access to our Smart and Skilled Fee Administration Policy before or at the time of enrolment.

Provider’s Policies

As listed throughout this document Alan Bartlett Consulting Pty Ltd will also make students aware of policies and processes on:

- evidence required for student eligibility for Smart and Skilled, Smart and Skilled programs and fee exemptions and concessions where relevant – refer eligibility checker on website
- withdrawal without penalty – refer fee schedule
- repeat attempts to complete a unit of competency – maximum of 3 attempts fee refunds – as per fee schedule
- recovery of outstanding fees
- levying of student fees

Appendix 1: Smart and Skilled Eligibility Criteria

Personal Eligibility for Smart and Skilled Programs

To be eligible for training for any Smart and Skilled program, an individual must:

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

Aboriginal and Torres Strait Islander students who do not live or work in New South Wales but live in specific defined interstate NSW border areas are eligible for government- subsidised training under Smart and Skilled. A list of these defined interstate NSW border areas is at Appendix 8.
Program Eligibility

Smart and Skilled Entitlement Foundation Skills and Smart and Skilled Entitlement Full Qualifications Programs

An individual that holds a post-school qualification achieved after turning 17, at Certificate IV or above, including a higher education qualification or any post-secondary qualification achieved overseas at any time previously, is not eligible to undertake training under the Smart and Skilled Entitlement Foundation Skills and Smart and Skilled Entitlement Full Qualifications Programs.

The individual is eligible to undertake a qualification under the Smart and Skilled Targeted Priorities Full Qualifications or Targeted Priorities Prevocational and Part Qualifications Programs.

Exemption from the Post-School Qualification at Certificate IV or above Requirement

An individual who has acquired an injury or disability and has been assessed as needing to retrain in a new career at entry level is exempt from the above rule. In this case, the student will need to provide evidence that the qualification is necessary as part of a program of rehabilitation and that the disability was sustained after gaining a previous post-school Certificate IV or higher qualification.

Note: There is no limit to the number of previous post-school qualifications a student can hold; however, eligibility will be assessed against the highest-level post-school qualification achieved by an individual outside of school after turning 17.

Smart and Skilled Entitlement Apprenticeships and Traineeships Program

New South Wales apprentices and New South Wales new-entrant trainees undertaking specific traineeships are eligible to a government subsidy under this program for the qualification that supports their apprenticeship or traineeship.

Exemptions

The Department of Education and Communities may on a case by case basis allow a Provider to enrol an individual who does not meet the personal or program criteria.

Note: NSW Existing-worker trainees are not eligible to a government subsidy under any Smart and Skilled Program for the qualification that supports their traineeship.
### Appendix 2: Program Eligibility and Standard Student Fee Rules

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<td>Full Qualifications</td>
<td>New Entrant Traineeships</td>
<td>Full Qualifications</td>
<td>Pre-Voc and Part Qualifications</td>
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**Fee Payable**

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</tr>
<tr>
<td>Standard Student—Subsequent Qualification Fee</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apprenticeship Fee</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Comments**
- Previous traineeship qualifications will count as post-school qualifications when determining eligibility and/or Standard Student fee type for training under the Smart and Skilled Entitlement Full Qualifications and Smart and Skilled Targeted Priorities Full Qualification Programs.

### Appendix 3: Calculating Student Eligibility and Fee Arrangements for Smart and Skilled Programs

Please refer to the calculator here to determine eligibility


### Appendix 4: Student Examples – Fee Exemptions and Concessions for Eligible Students Who Meet Disability Requirements

Please refer to the calculator here to determine eligibility

Appendix 5: Fee Arrangements for Continuing Students Transitioning to Smart and Skilled

Calculation of Pro Rata Smart and Skilled Fees (Student Types 1 and 2)

Providers will need to calculate the pro rata fee for students eligible to continue training. The new fee will be calculated based on the proportion of the course the student has left to complete based on the total nominal hours of the course as determined by the Provider. The formula is:

<table>
<thead>
<tr>
<th>Total hours remaining that a student needs to complete the qualification</th>
<th>Standard* fee or traineeship fee</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>divided by</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total nominal hours for the qualification</td>
<td></td>
<td>or concession fee</td>
</tr>
</tbody>
</table>

* Standard Student fee for first post-school qualification.

Appendix 6: Proof of Eligibility - Acceptable Evidence

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Evidence</th>
<th>Where it is Sufficient to Collect Evidence</th>
<th>Evidence Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Proof of identity</td>
<td>USI. The Provider must ensure validity of the USI. The Department will also check its validity with the Office of the USI Registrar</td>
<td>Valid USI</td>
<td>USI</td>
</tr>
<tr>
<td>2. Citizenship, Australian permanent resident, humanitarian visa holder</td>
<td>● Australian birth certificate, passport; or ● A Certificate of Evidence of Resident Status (CERS), which confirms status as an Australian permanent resident; or ● Humanitarian visa</td>
<td>Yes</td>
<td>As per evidence</td>
</tr>
<tr>
<td>3. Date of birth</td>
<td>Student declaration/signature and valid USI check undertaken by the Department</td>
<td>No</td>
<td>Enrol form</td>
</tr>
<tr>
<td>4. Live or work in NSW</td>
<td>Student declaration/signature</td>
<td>No</td>
<td>Enrol form</td>
</tr>
<tr>
<td>5. Registration as NSW new entrant trainee</td>
<td>Training Contract Identifier (TCID) – Department system check against Training Contract details stored in State Training Services (STS) database</td>
<td>Yes</td>
<td>AAC form</td>
</tr>
<tr>
<td>6. Previous highest level qualification</td>
<td>Student declaration/signature plus USI check of previous history, (STS system check against Smart and Skilled records in STS database and STS check against USI transcript)</td>
<td>No</td>
<td>Enrol form</td>
</tr>
<tr>
<td>7. Year 10 completion or equivalent (if under 17)</td>
<td>Student declaration/signature</td>
<td>No</td>
<td>Enrol form</td>
</tr>
<tr>
<td>8. Postcode for ATSI on borders</td>
<td>Student declaration/signature</td>
<td>No</td>
<td>Enrol form</td>
</tr>
<tr>
<td>Concessions/Exemptions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Exemption: Aboriginality</td>
<td>Student declaration/signature</td>
<td>No</td>
<td>Enrol form</td>
</tr>
</tbody>
</table>
| 10. Exemption/Concession: Disability | • Centrelink evidence: proof of Disability Support Pension; or  
                                      • Documentary evidence of training support needs due to their disability: A letter or statement from:  
                                        - a medical practitioner; or  
                                        - an appropriate government agency; or  
                                        - relevant specialist allied health professional; or  
                                        • Centrelink evidence – dependent child of a recipient of a Disability Support Pension | Yes | Yes | Centrelink |
| 11. Determine whether disability student is entitled to exemption or concession in the year | • Student declaration/signature; and  
                                         • STS database check for other Smart and Skilled enrolments, commencements and completions in the year | No | Enrol form + Database |
| 12. Concession: Welfare Recipient | • Centrelink evidence – Proof of benefit; or  
                                         • Centrelink evidence – dependent child of a specified welfare recipient | Yes | Yes | Centrelink |

<table>
<thead>
<tr>
<th>Loading to Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>13. Needs Loading: Aboriginality</td>
</tr>
</tbody>
</table>
| 14. Needs Loading: Disability | • Students that provide evidence of the following for eligibility for fee exemption/concession based on Disability will automatically attract a loading:  
                                         • Centrelink evidence: proof of Disability Support Pension; or  
                                         • documentary evidence of training support needs to their disability: A letter or statement from:  
                                           - a medical practitioner; or  
                                           - an appropriate government agency; or  
                                           - relevant specialist allied health professional | N/A | N/A |
| 15. Needs: Long term unemployed – over 12 months | Letter from Employment Service Provider | Yes | As per evidence |
| 16. Location Loading: Residential address – regional or remote | Student declaration/signature | No | Enrol form |

Comments:

- Eligibility for a fee exemption or concession is assessed at enrolment and cannot be adjusted after enrolment.
- 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: [https://www.ag.gov.au/Publications/Statutory-declarations/](https://www.ag.gov.au/Publications/Statutory-declarations/).
Appendix 7: Specified Commonwealth Benefits and Allowances for Concession Fees

<table>
<thead>
<tr>
<th>Commonwealth Benefits and Allowances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age Pension</td>
</tr>
<tr>
<td>Carer Payment</td>
</tr>
<tr>
<td>Exceptional Circumstances Relief Payment</td>
</tr>
<tr>
<td>Family Tax Benefit Part A (maximum rate)</td>
</tr>
<tr>
<td>Newstart Allowance</td>
</tr>
<tr>
<td>Sickness Allowance</td>
</tr>
<tr>
<td>Veterans’ Affairs Pensions</td>
</tr>
<tr>
<td>Widow Allowance</td>
</tr>
<tr>
<td>Wife Pension</td>
</tr>
</tbody>
</table>

**Comments:**

A NSW New Entrant Trainee on a Newstart Allowance is not eligible for a concession fee.

Appendix 8: Eligibility of Aboriginal and Torres Strait Islander Students in Defined Interstate NSW Border Areas

**Location**

One of the towns in the postcode area

**ACT:**

<table>
<thead>
<tr>
<th>Location</th>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2600-2612</td>
</tr>
<tr>
<td></td>
<td>2614-2617</td>
</tr>
<tr>
<td></td>
<td>2900-2906</td>
</tr>
<tr>
<td></td>
<td>2911-2914</td>
</tr>
</tbody>
</table>

**QLD:**

<table>
<thead>
<tr>
<th>Location</th>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elanora</td>
<td>4221</td>
</tr>
<tr>
<td>Currumbin</td>
<td>4223</td>
</tr>
<tr>
<td>Coolangatta</td>
<td>4225</td>
</tr>
<tr>
<td>Tallebudgera</td>
<td>4228</td>
</tr>
<tr>
<td>Texas</td>
<td>4385</td>
</tr>
<tr>
<td>Goondiwindi</td>
<td>4390</td>
</tr>
<tr>
<td>Hebel</td>
<td>4486</td>
</tr>
<tr>
<td>Bollon</td>
<td>4488</td>
</tr>
<tr>
<td>Bungunya</td>
<td>4494</td>
</tr>
<tr>
<td>Talwood</td>
<td>4496</td>
</tr>
<tr>
<td>Thallon</td>
<td>4497</td>
</tr>
<tr>
<td>Kioma</td>
<td>4498</td>
</tr>
</tbody>
</table>
VIC:

Nangiloc 3494
Red Cliffs 3496
Irymple 3498
Mildura 3500
Hattah 3501
Cabarita 3505
Echuca 3564
Koondrook 3580
Shepparton 3630
Yalca 3637
Kotupna 3638
Barmah 3639
Katunga 3640
Ulupna 3641
Cobram 3644
Chiltern 3683
Rutherglen 3685
Barnawartha 3688
Wodonga 3690
Bonegilla 3691
Bandiana 3694