

## About Smart and Skilled

Smart and Skilled is a reform of the NSW Vocational Education and Training (VET) system. It is helping people in NSW get the skills they need to find a job and advance their careers.

Macarthur Community College provides, through Smart and Skilled program eligible students government-subsidised training up to and including Certificate III.

### Approved qualifications

Approved qualifications include:

- Certificate II which develop workplace skills,
- Certificate III in business in General Business Administration, Medical Business Administration, Records and information management and Customer engagement.
- Certificates in General Education for Adults that address the need to develop Literacy, Mathematics and General Education to access further study, employment or participate in the community.

Region	Qualification name	National code	Star date	End date	Status
Sydney	Certificate II in Business	BSB20115	01/07/2021	19/04/2022	Superseded
Sydney	Certificate II in Workplace Skills	BSB20120	01/07/2021	30/06/2022	Current
Sydney	Certificate III in Business	BSB30120	01/07/2021	30/06/2022	Current
Sydney	Certificate III in Business Administration	BSB30415	01/07/2021	19/04/2022	Superseded
Sydney	Certificate III in Business Administration (Medical)	BSB31115	01/07/2021	19/04/2022	Superseded
Sydney	Certificate III in Early Childhood Education and Care	CHC30113	01/07/2021	30/06/2022	Current
Sydney	Certificate III in Education Support	CHC30213	01/07/2021	30/06/2022	Current
Sydney	Certificate III in Individual Support	CHC33015	01/07/2021	30/06/2022	Current

Region	Qualification name	National code	Star date	End date	Status
Sydney	Certificate I in General Education for Adults	22472VIC	01/07/2021	30/06/2022	Current

Sydney	Certificate I in General Education for Adults (Introductory)	22476VIC	01/07/2021	30/06/2022	Current
Sydney	Certificate II in General Education for Adults	22473VIC	01/07/2021	30/06/2022	Current

### **Smart and Skilled programs and eligibility**

NSW Smart and Skilled provides eligible NSW students with subsidised training up to and including Certificate III, as well as government funding for higher-level courses (Certificate IV and above) in targeted priority areas.

The focus of NSW Smart and Skilled is getting people into the workforce by helping them improve language, literacy and numeracy as well as gain specific job skills. Certificates I, II and III are considered the minimum requirements for getting a job.

People who meet the NSW Smart and Skilled eligibility conditions are entitled to enrol in a subsidised course up to Certificate III regardless of the level of any previous qualifications held. So if you already hold an Advanced Diploma of Hospitality you can still apply for funding for a Certificate III in Business Administration or Civil Construction.

While NSW Smart and Skilled focuses on entry-level qualifications, subsidised training is also available for some Certificate IV, Diploma or Advanced Diploma level in targeted areas.

To be eligible for NSW Smart and Skilled funding you must be an Australian citizen, Australian permanent resident, Australian humanitarian visa holder or New Zealand citizen; 15 years old or over; no longer at school and living or working in NSW.

See “**ELIGIBILITY FOR SMART AND SKILLED ENTITLEMENT FULL QUALIFICATION PROGRAM**” form at the end of this document

### **Enrolment process**

Students must be enrolled before attending course.

The following forms need to be completed. (see forms at the end of this document):

- Enrolment Form
- Consent Form
- USI information/Permission form or USI number provided.
- Eligibility for NSW Government Subsidised or Smart & Skilled training (if applicable).
- Concession form (if applicable).

To enrol by phone call the College on 80802121

To enrol in person at the College visit the office at suite 5/403 Hume Highway, Liverpool NSW.

See “**ENROLMENT FORM**” at the end of this document

**Unique Student Identifier (USI)**

Unique Student Identifier is an individual ten-character code that will link to an online account that contains all your training AQF records and results (transcript) that you have completed from 1 January 2015 onwards. Your results from 2015 will be available in your USI account from 2016. All students who enroll in an AQF qualification course must obtain and provide the College with a valid USI. The College will record the USI and maintain these records in a secure manner.

See “**UNIQUE STUDENT IDENTIFIER – INFORMATION FORM**” and “**UNIQUE STUDENT IDENTIFIER – PERMISSION FORM**” at the end of this document

**Fee information**

Fees are calculated based on the program, your eligibility, your residency status, the Government contribution and any applicable concessions.

Fees are paid during enrolment and may be by:

- In person at the college using Mater or Visa cards
- By phone using Mater or Visa cards
- By cash at the college
- Cheques by mail or in person

Course fees collected during or after enrolment are capped at \$1500 per course, session or cluster. Your student fee covers the cost of all training and assessment. Fees are GST free and payment plans are available.

Smart and Skilled fee information is also available at:

<https://smartandskilled.nsw.gov.au/for-students/how-much-will-your-course-cost/how-are-fees-determined>

**Recognition**

Recognition is an assessment process and is available to students who have existing skills and knowledge in the area of study. Recognition includes Recognition of Prior Learning (RPL) and Credit Transfer (CT) to all students. Discuss your Recognition possibilities with the College office before or during the course. Recognition is only be awarded for whole units of competency. For any recognition enquiries contact the office:

Phone 80802121

Email [enquiry@macarthurcc.com.au](mailto:enquiry@macarthurcc.com.au)

**Deferring including already enrolled student**

The College makes every effort to assist an enrolled student to continue training where possible. If a student wishes to defer Subsidised Training in an Approved Qualification, the College will develop and implement strategies that accommodate the deferral and continuation of the training. A deferral is limited to 12 months. Deferral may have implications on the fees and subsidies.

Enrolled students who do not recommence Subsidised Training within a 12 month period of deferral must be reported as discontinuing Subsidised Training. To defer a program inform the office by phone or email:

Phone 80802121

Email [enquiry@macarthurcc.com.au](mailto:enquiry@macarthurcc.com.au)

### **VET student loans**

Macarthur Community College does not participate in VET student loans scheme.

### **Consumer protection**

Macarthur Community College Consumer protection Policy applies, please see policies on our web site (NOT RELEASED)

### **Subcontractor**

Macarthur Community College does not have a subcontractor agreement with any part of the Smart and Skilled program. (We must make sure SLS is clearly not a contractor)

### **Support services**

Support services are available for disadvantaged students that need extra guidance and support in addition to the regular course content and program. Disadvantaged students may include those people who are eligible for a Needs Loading including Australian Aboriginal or Torres Strait Islander people, people with a disability and individuals who are long term unemployed. However, the Provider may identify other students who are also disadvantaged for a variety of reasons.

College staff will identify and make available to students educational and support services necessary for the student to meet the requirements of the Training Program. Support needs are identified and discussed with the students prior or during the program or enrolment. The College will make clear the possible cost and limitations to the support the College is able to provide.

Your trainer is your main support person.

The College office staff will assist in enrolment and administration type support. Other support includes:

- Assisting learners whom have special needs
- Contextualising participant learning resources to meet their needs
- Providing additional coaching sessions
- Contextualising assessment tasks to suit learner needs
- Provide small group learning activities
- Providing additional assistance with language, literacy and numeracy needs

Talk to your trainer about support needs or contact the office:

Phone 80802121

Email [enquiry@macarthurcc.com.au](mailto:enquiry@macarthurcc.com.au)

**Contact details of support services**

Language and literacy support: contact Macarthur Community College on 80802121

Learning and student support: contact Macarthur Community College on 80802121

Free translating services: contact Australian Government Translating and Interpreting Service on 1800 131450

**Assessment of Competency Based Training**

‘Assessment’ against the competencies will be conducted in accordance with the assessment requirements and ‘competency standards’ of the appropriately endorsed training package or accredited course. Assessment tasks will be valid, fair, reliable, flexible and contextualised and are conducted using various methods such as assignments and practical activities. Adjustments and support will be provided where appropriate for individual requirements. All Students will be issued with the assessment requirements for their course by their trainer or workplace assessor. A Student is deemed to be competent when all outcomes within a unit of competency or module have been satisfactorily completed. The stated assessment outcomes in Competency Based courses are:

**Competent** when the Student can demonstrate they have the skills and knowledge to perform the task or tasks to required standards

**Not Yet Competent** when the Student has not demonstrated they have the skills and knowledge to perform the task or tasks to required standards

A Student who does not demonstrate competency in an assessment task may re-attempt that assessment task twice without having to re-enrol in the course. Re-attempts must be organised by the Student with their assessor and the College.

**Consent to use personal information**

Student’s personal information will be used by the Department, and all students must give their consent.

The College will create, collect and maintain records for all Subsidised Training and for all Enrolled Students, as evidence of:

1. (a) consent and declaration
2. (b) student identity
3. (c) student eligibility
4. (d) Fees including any Fee refunds or Fee Exemptions or Concessions granted
5. (e) Notification of Enrolment Process
6. (f) enrolments
7. (g) the student’s eligibility for Credit Transfer
8. (h) the student’s eligibility for Recognition of Prior Learning
9. (i) the delivery of Subsidised Training, including evidence of Participation in Subsidised Training
10. (j) the assessment of training delivered

11. (k) UoC Outcome Achievements, including supporting documentation
12. (l) anything required by Applicable Laws, including the RTO Standards
13. (m) Statements of Attainment and Testamurs issued (including any relevant Parchment Number or Parchment Issue Date); and
14. (n) any learning support provided to students.

Or as otherwise required by the Department from time to time and will provide any records requested by the Department.

See: **“CONSENT TO USE AND DISCLOSURE OF PERSONAL INFORMATION TO THE DEPARTMENT OF EDUCATION AND OTHER GOVERNMENT AGENCIES”** at the end of this document.

# MACARTHUR COMMUNITY COLLEGE

## ENROLMENT FORM

PLEASE PRINT CLEARLY IN BLOCK CAPITALS. PLEASE PRINT CLEARLY IN BLOCK CAPITALS.

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IMPORTANT: PLEASE READ ESSENTIAL INFORMATION ON PAGE 24 BEFORE FILLING IN. ESPECIALLY REGARDING OUR REFUND POLICY.

Course Code: \_\_\_\_\_ \$ \_\_\_\_\_  
 Course Name: \_\_\_\_\_  
 Course Code: \_\_\_\_\_ \$ \_\_\_\_\_  
 Course Name: \_\_\_\_\_  
 Do you wish to become a College Member?  
 If yes, add \$5.50 (incl GST) \$ \_\_\_\_\_  
 TOTAL: \$ \_\_\_\_\_

Have you enrolled with the College before? ☐ Yes ☐ No  
 If yes, has your address changed? ☐ Yes ☐ No

If you have a disability, please let the College know before your course commences to discuss any special needs.

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Surname/Family Name: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ P/code: \_\_\_\_\_

What is your postal address (if different from above):  
 \_\_\_\_\_

Email: \_\_\_\_\_

Please add enquiry@macarthurcc.com.au to your address book to ensure you receive your confirmations

☐ Male ☐ Female ☐ Other

Phone (h): \_\_\_\_\_

Phone (w): \_\_\_\_\_

Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Centrelink/Seniors Card No: \_\_\_\_\_

Do you have a USI?  
 If so, please record here: \_\_\_\_\_

I declare that the information I have provided to the best of my knowledge is true and correct. I understand that Macarthur CC is required to submit data sourced from this enrolment form to NCVET as a regulatory reporting requirement. The information may be used by the College or authorised third parties for administrative, regulatory and/or research purposes. You may receive an NCVET student survey – you may opt out at the time of being contacted.

Signature (required): \_\_\_\_\_

How did you get your brochure?

☐ Mail ☐ Internet ☐ Centrelink ☐ Phoned College  
☐ Friend/family ☐ Letterbox ☐ Library ☐ Other

In which Country were you born? \_\_\_\_\_

Date of birth: \_\_\_\_\_

Do you speak a language other than English at home? ☐ No

☐ Yes, other – please specify \_\_\_\_\_

Are you of Aboriginal or Torres Strait Islander origin? ☐ No

☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander

Do you consider you have a disability, impairment or long-term condition?  
☐ No ☐ Yes

☐ Hearing/Deaf ☐ Physical ☐ Intellectual ☐ Learning  
☐ Mental illness ☐ Acquired Brain Injury ☐ Vision  
☐ Medical Condition ☐ Other

What is your highest COMPLETED school level? Please tick.

☐ Year 12 ☐ Year 11 ☐ Year 10 ☐ Year 9 ☐ Year 8 or lower  
☐ Never attended school ☐ Still at school

Have you SUCCESSFULLY completed any of the qualifications listed below?

☐ Yes ☐ No If yes please tick any applicable boxes.

☐ Bachelor Degree or higher  
☐ Advanced Diploma or Associate Degree  
☐ Diploma (or Associate Diploma)  
☐ Certificate IV (or advanced certificate/technician)  
☐ Certificate III (or trade certificate)  
☐ Certificate II  
☐ Certificate I

☐ Other (including certificates or overseas qualifications not listed above)

Of the following categories which BEST describes your current employment status? Please tick ONE box only.

☐ Full time employee (35 hrs or more per week)  
☐ Part time employee (less than 35 hours per week)  
☐ Self employed – not employing others  
☐ Self employed – employing others  
☐ Employed – unpaid worker in family business  
☐ Unemployed – Seeking full time work  
☐ Unemployed – Seeking part time work  
☐ Not employed – not seeking employment

Of the following categories select the one which BEST describes the main reason you are undertaking this course/traineeship.

Please tick ONE box only.

☐ To get a job  
☐ To develop my existing business  
☐ To start my own business  
☐ To try for a different career  
☐ To get a better job or promotion  
☐ It was a requirement of my job  
☐ I wanted extra skills for my job  
☐ To get into another course of study  
☐ For personal interest or self-development  
☐ Other reasons

Payment Details: ☐ Cash ☐ Cheque ☐ Money Order ☐ Mastercard ☐ Visa

Card No:                 Expires: \_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_ CCV: \_\_\_\_\_ Signature: \_\_\_\_\_

## CONSENT TO USE AND DISCLOSURE OF PERSONAL INFORMATION TO THE DEPARTMENT OF EDUCATION AND OTHER GOVERNMENT AGENCIES

I \_\_\_\_\_

(First, middle and last Name)

of \_\_\_\_\_

(current residential address)

with date of birth \_\_\_\_\_

...understand and agree that under the *Data Provision Requirements 2012*, **Macarthur Community College** is required to collect Personal Information such as my name, Unique Student Identifier, date of birth, contact details, training outcomes and performance or sensitive personal information (such as ethnicity or health information) and to disclose that Personal Information to the National Centre for Vocational Education Research Ltd (NCVER), The Department of Education and other Government Agencies.

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by **Macarthur Community College** for statistical, administrative, regulatory and research purposes **Macarthur Community College** may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

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 also acknowledge and agree that the Department may contact me by telephone email or post during or after I have ceased subsidised training with **Macarthur Community College** 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 the manner outlined above.

**PRINT FULL NAME:**

\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

*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:** \_\_\_\_\_ **DATE:**  
\_\_\_\_/\_\_\_\_/\_\_\_\_

## UNIQUE STUDENT IDENTIFIER – INFORMATION FORM

### Information for students

The Student Identifiers Act 2014 was passed and proclaimed on 27 June 2014. From 1 January 2015 students undertaking nationally recognised VET courses will need to have a USI to receive their statement of attainment or qualification.

### Protection of student privacy

We respect your privacy and are bound by privacy legislation. Please see the privacy statement on the USI website indicated below.

### Applying for a USI

Applying is easy. You will need to go to the USI website <http://usi.gov.au> with one of the documents listed below. It is an easy and quick process.

When you successfully obtain your USI we need you to:

1. Forward the email you receive to the College ([enquiry@macarthurcc.com.au](mailto:enquiry@macarthurcc.com.au))
2. Visit the College website, login to 'Your Student Record' and update your profile by adding your USI. We suggest you copy and paste it from the email you have already forwarded to us.

Once you have done this we will be able to issue your certificate/s when the time comes.

You will need ONE of the following documents:

- Driver License (Australian – overseas driver licenses are not acceptable)
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport)
- Birth Certificate (Australian) \*please note a Birth Certificate extract is not sufficient
- Certificate Of Registration By Descent
- Citizenship Certificate
- ImmiCard

If you have any questions, please visit the USI website and or contact the College.

## UNIQUE STUDENT IDENTIFIER – PERMISSION FORM

**Office Use Only: Client ID:** .....

### Information for students

The Student Identifiers Act 2014 was passed and proclaimed on 27 June 2014. From 1 January 2015 students undertaking nationally recognised VET courses will need to have a USI to receive their statement of attainment or qualification.

### Protection of student privacy

We respect your privacy and are bound by privacy legislation. Please see the privacy statement on the USI website indicated below.

### Applying for a USI

An individual can apply for a USI from October 2014. The USI must be provided to their training provider before the person can receive a statement of attainment or qualification after 1 January 2015. Alternatively, Macarthur Community College Inc can apply on your behalf. If you would like us to complete this process on your behalf, please sign the authority below. If you do not wish to give Macarthur Community College Inc permission, you will need to apply yourself and provide us with your USI. Unless we have it we cannot issue you with a statement of attainment or qualification.

For more information please go to the USI website: <http://usi.gov.au/Students/Pages/default.aspx>

*I give my permission for Macarthur Community College Inc staff to apply for a USI on my behalf.  
I further give the College permission to retrieve my USI should it find I already have one.*

Signature: \_\_\_\_\_

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town Suburb of Birth \_\_\_\_\_

Country of Birth \_\_\_\_\_

Date of birth – short: (For example 21/02/1995) (Day) \_\_\_\_ / (Month) \_\_\_\_ / (Year) \_\_\_\_\_

Date of birth – full (For example 21<sup>st</sup> February 1995) \_\_\_\_\_

We need a photocopy or clear photograph of ONE of the following documents:

- Driver License (Australian – overseas driver licenses are not acceptable)
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport)
- Birth Certificate (Australian) \*please note a Birth Certificate extract is not sufficient
- Certificate Of Registration By Descent
- Citizenship Certificate
- ImmiCard

If you have any questions please visit the USI website and or contact the College.

To check your eligibility for the NSW Government's Smart and Skilled Entitlement Qualification program please answer the following questions:

- [illegible]

9. Have you commenced any Smart and Skilled funded courses this year?      ☐ YES ☐ NO

10. Have you been unemployed for 12 months or more?                                  ☐ YES ☐ NO

11. Are you an Employment Service Provider (ESP) client?                                ☐ YES ☐ NO  
☐☐☐☐☐, please write name of ESP

If yes, please write their referral number: \_\_\_\_\_

**OR**

I am currently a dependent child, spouse or partner of a recipient of an eligible Entitlement  
*Please indicate the dependency status and provide proof as stated in Fee Exemptions above*

- ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Child of a Beneficiary (CHLD)  
☐ Dependant Spouse or Partner of a Beneficiary (PART)

**Applicant's Declaration**

I declare that the information provided in this form is accurate and that should any such statements and/or representations prove later to be false I will be required to pay the appropriate fee without delay.

.....  
Signature of Student

.....  
Date

## ELIGIBILITY FOR NSW GOVERNMENT SUBSIDISED TRAINING

As part of the NSW Government's Smart and Skilled program the College has funds available for subsidised training for part qualifications for eligible persons. If you are eligible, this training is subsidised by the NSW Government.

Courses available under this subsidised training include: Certificate III in Business Administration (Medical), Certificate in General Education for Adults (CGEA English Reading and Writing Courses), Certificate III in Early Childhood Education and Care and Medical Terminology.

To see if you might be eligible please complete the Questionnaire below and return it to the College office with your completed enrolment form.

You must be able to answer YES to all of the following at the time of applying to be considered for this training subsidy. The answers below form part of the assessment should you continue:

1. Do you live or work in NSW? YES ☐ NO ☐
2. Are you an Australian or NZ citizen or permanent resident? YES ☐ NO ☐
3. Are you 15 or more years old? YES ☐ NO ☐

If you have not or cannot answer YES to ALL 3 of the above questions DO NOT CONTINUE. Please complete your enrolment form and send or bring it to us so we can enrol you at the standard fee.

1. Full Name: \_\_\_\_\_

2. Are you completing this form yourself? YES ☐ NO ☐

3. If you did not complete this form yourself we need to know the following details about the person helping you:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

### QUESTIONNAIRE: (Tick either Yes or No column for every question)

	YES	NO
Q1. Are you a dependent of a person with a disability?		
Q2. Have you been unemployed for 52 weeks or more?		
Q3. Do you receive Centrelink benefits?		
If YES, what type? (write here)		
Q4. Are you a dependent of a person who receives Centrelink benefits?		
Q5. Are you a migrant or refugee, unemployed or looking for MORE or BETTER work?		
Q6. Is reading difficult?		
Q7. Is writing difficult?		
Q8. Is maths difficult?		
Q9. Do you find it hard to make yourself understood?		
Q10. Do you find it hard to understand people when listening and talking in English?		
Q11. Do you feel you are not ready for work or would have difficulty at work because you can't work with people or can't work alone?		
Q12. Do you have physical health problems (e.g. Chronic pain, etc)?		
Q13. Do you have mental health problems (e.g. Depression, etc)?		
Q14. Do you have personal issues that make it hard to do a course or learn?		
Q15. I can't afford child care so I can't do a course		
Q16. I can't afford the cost of travel to do a course		
Q17. I am a carer which makes it very hard to do a course		

THANK YOU. Please send or bring this form and your enrolment application to the College so we can check your eligibility. We may need you to get extra documentation from places like Centrelink, your doctor, Job Services Australia provider, etc.

**UNIQUE STUDENT IDENTIFIER (USI)** What is a Unique Student Identifier? It is required by the government for anyone undertaking accredited training or being issued with a qualification or statement of attainment after 1 January 2015. Please see [www.usi.gov.au](http://www.usi.gov.au) for full information.