

## Smart and Skilled Information Sheet

Some programs that are offered by NSW Health Registered Training Organisation (RTO) are funded using the NSW Department of Education, Training Services NSW, Smart and Skilled Training Contract, administered by Training Services NSW (TSN). Under this contract the RTO will receive a subsidy to partially cover the cost of training a student.

A student offered a Smart and Skilled training place (S&S student) is required to pay a Student Fee. To be eligible for subsidised training you must be:

- An Australian citizen, permanent resident or humanitarian visa holder, or New Zealand citizen, and
- Aged 15 years or older, and
- No longer at school, and
- Living or working in NSW.

For more information on the Smart and Skilled eligibility requirements and administration of Student Fees go to the Smart and Skilled Fee Administration Policy:

[https://www.training.nsw.gov.au/forms\\_documents/smartandskilled/contract/2021\\_22/fee\\_administration\\_policy\\_21\\_22.pdf](https://www.training.nsw.gov.au/forms_documents/smartandskilled/contract/2021_22/fee_administration_policy_21_22.pdf)

### How will I know if I have to pay a Smart and Skilled Student Fee?

**Most students offered a Smart and Skilled training place through NSW Health RTO will have their Student Fee paid by NSW Health.**

If you are an **employee of NSW Health**, before submitting an expression of interest or enrolling in a program, discuss with the Program Coordinator and your Workplace Manager:

- Whether the program is Smart and Skilled funded, and
- Who will be responsible for the payment of the Smart and Skilled Student Fee, where applicable
- Your commitment to fulfilling all the requirements of the course
- The support that your manager will be required to provide

Some Smart and Skilled training places are offered to **external students** in areas where NSW Health has a skill shortage and an identified workforce need. These students will be required to sign the NSW Health Code of Conduct. You should make sure that you clearly understand and can commit to the requirements of the course, which may include attendance at work placements, clinical placements. You must also discuss with the Program Coordinator:

- Whether the program is Smart and Skilled funded,
- **Who** will pay the fees, and
- **How** the fees should be paid.

If you are required to pay the Smart and Skilled Student Fee you will not be required to pay more than \$1500.00 in any payment (even if your fee is higher than this amount).

### How is my Smart and Skilled Student Fee calculated?

The amount of the Smart and Skilled Student Fee will be the same regardless of the RTO who offers you a place.

It will vary depending on a number of factors:

- The qualification that you are undertaking.
- Whether you are undertaking an Apprenticeship or a Traineeship
- If this is your first or a subsequent Post-school qualification
- Whether you are entitled to a concession
- Whether you are entitled to an exemption from the Smart and Skilled Student Fee

The amount of the fee is calculated by TSN. You will be asked to provide information that will include your Unique Student Identifier (USI) and AVETMISS information. This is usually done through My Health Learning (MHL) and when you are

offered a place in the program you will be provided with information on how to do this. (If you cannot access MHL) you will be required to complete a paper form.

You will also be asked to complete the Enrolment Data Collection Form – SMART AND SKILLED which has questions specifically required for use in the Smart and Skilled Fee Calculation and the Consent statement that you are required to sign as a Smart and Skilled Student.

Please note that NSW Health RTO will protect your privacy at all times and will only provide your information to third parties where you have specifically consented, or we are required to do so by law.

## How will I know the amount of my Smart and Skilled Student Fee?

Once your fee is calculated, you will be provided with the Student Copy of TSN's Smart and Skilled Notification of Enrolment. You should check the information provided on this Notification. If any information is incorrect IMMEDIATELY email [HSNSW-RTO@health.nsw.gov.au](mailto:HSNSW-RTO@health.nsw.gov.au) with your Commitment ID and the changes. This may affect the level of your student fee.

Please note the Disclaimer on the second page of the Smart and Skilled Notification of Enrolment.

### Disclaimer:

**Your eligibility and student fee may be invalid if any of the information you have provided of your training provider is found to be inaccurate or misleading upon checking. Your eligibility and fee amount cannot be confirmed until all validations are undertaken by the Department of Education. This may not be until after you have commenced training and your data has been submitted to the Department by your training provider. If your eligibility status and/or student fee changes because of these validations, you will be advised by your training provider immediately of any necessary next steps.**

Your Student Fee will change if you are granted Credit Transfer or Recognition of Prior Learning for any Units of Competency. Please ensure that you explore option for this as early as possible (preferably before enrolment).

The Notification of Enrolment will show the Student Fee that is payable.

An example of this for a student enrolled in the Certificate III in Health Administration is:

NSW MAKING IT HAPPEN		Smart and Skilled	
Notification of Enrolment - Student Copy			
Provider Name:	NSW Health	National Code:	90198
Commitment ID:	██████████	Commitment Issued:	18/07/2018
		Expiry Date:	NA
Personal Details:			
First name:	██████████	Gender:	██████████
Other name:	-	Date of birth:	██████████
Surname:	██████████		
Qualification/Program Details:			
Name:	Certificate III in Health Administration		
Code:	HLT37315		
Program:	Entitlement Full Qualifications		
Region:	Sydney		
PAS No.:	NA		
Qualification Price, Subsidy and Fee:			
The student fee payable is:		\$1,450	
<a href="#">How is the fee calculated?</a>			
Qualification price is:		\$6,870	
Less NSW government subsidy (paid on your behalf):		\$5,420	
The cost to train a student in the qualification is \$6,870 in NSW. The NSW government will pay \$5,420 towards the cost of your training, which means you will only pay \$1,450. Please ensure you read and understand the disclaimer at the end of this document.			

Note: Even though you may be enrolled in this qualification your Student Fee may be different depending upon your circumstances. The answers that you provide in the AVETMISS and Smart and Skilled Data Collection will affect the level of your fee.

### Commitment ID.

This indicates that TSN has committed its funds to your training.

The student fee that is payable by this student.

**NOTE: In most cases NSW Health will pay this fee.**

If you are required to pay a Smart and Skilled Student Fee your Program Coordinator will discuss a payment Schedule for you and arrange appropriate invoicing.

**Even if NSW Health pays some or all your tuition, your training is not free.**