The Prevocational and Part Qualifications Program focuses on training to help people develop the skills they need to get a job, undertake entry level qualifications or transition to a new job.

This fact sheet contains information about:

- target areas for the Targeted Priorities Prevocational and Part Qualifications Program
- types of training available under the program
- program eligibility criteria and fees
- impact of undertaking Prevocational and Part Qualifications training on program eligibility and fees for Smart and Skilled full qualifications programs
- how the program works
- reporting requirements

Target areas for Prevocational and Part Qualifications Program

The three target areas for the program are:

- prevocational training
- pre-apprenticeship and pre-traineeship training
- priority groups and industries

Training Services NSW may offer subsidised training only in circumstances where an individual or industry has no other source of funding available.

Prevocational training

Prevocational training is targeted to help individuals get a job or to continue training in order to achieve a full qualification.

Pre-apprenticeship and pre-traineeship training

This training is targeted to help individuals gain an apprenticeship or traineeship.
**Priority groups and industries**

There are two priority areas for part qualifications: priority groups and priority industries.

**Priority groups:**
- Long term unemployed
- Students living in rural or remote areas
- Job seekers, including:
  - Centrelink benefit recipients
  - Underemployed workers who need further training to work more hours
  - Mature-aged workers returning to the workforce
  - Retrenched workers and those at risk of retrenchment
- School leavers
- People with a disability
- Aboriginal and Torres Strait Islanders
- Disadvantaged youth or youth at risk
- Inmates in NSW Correctional Centres, including Juvenile Justice Centres
- Unemployed volunteers, to support pathways to employment and/or community service
- National Disability Insurance Scheme (NDIS) workforce
- Humanitarian visa holders

**Priority industries:**
- Industries undergoing economic structural change, needing to retain or upskill workers to adapt to changing markets or to remain viable
- Industry sectors that can demonstrate the need for entry level skills, rather than full qualifications
- Emerging industry areas in a thin market where the training supports industry expansion into new areas, creates new jobs or permanent employment, or supports growth in a local or regional economy
- Industries experiencing skill shortages

Priority industries must be willing to:
- partner with government and other stakeholders
- participate in candidate selection
- offer relevant work experience linked to the training
- offer actual job opportunities

**Types of training**

Training Services NSW may approve vocational and foundation skills training under the Smart and Skilled Targeted Priorities Prevocational and Part Qualifications Program:

- Prevocational courses comprising units of competency from:
  - qualifications on the current NSW Skills List
  - qualifications not on the current NSW Skills List where there is a demonstrated industry or individual need
  - full qualifications on the current NSW Skills List for Foundation Skills (at Certificate I and II level), under certain circumstances
- Introductory units of competency from apprenticeship and traineeship qualifications on the current NSW Skills List
- Nationally recognised vocational short courses and Statements of Attainment
- Vocational skill sets as defined in Training Packages
- Units of competency from Foundation Skills qualifications on the current NSW Skills List
- Where need can be demonstrated, units from higher level language, literacy and numeracy qualifications (Certificate II and above) may be approved to support students undertaking higher level vocational qualifications

**Note:** Training approved as part of the Smart and Skilled Targeted Priorities Prevocational and Part Qualifications Program does NOT appear on the Smart and Skilled Course Finder.
Personal and program eligibility
Smart and Skilled personal and program eligibility criteria apply to this program. These are set out in Schedule 2 of the Smart and Skilled Contract Terms and Conditions. This is available on STS Online.

Fees
Currently, there are no fees for training in the Prevocational and Part Qualifications Program. Providers will receive a subsidy for the full price of the training.

Impact on Smart and Skilled full qualifications eligibility and fees
Undertaking a part qualification under the Prevocational and Part Qualifications Program does not affect:
- the student’s eligibility to apply for Smart and Skilled full qualifications programs
- the fees the student will be required to pay if they undertake a Smart and Skilled full qualifications program

However, if a student as a result of undertaking two or more part qualifications under this program, or in combination with any other program, is awarded a full qualification, the student must pay the Standard Student – Subsequent Qualification Fee to undertake a full qualification under the Smart and Skilled Entitlement Full Qualifications or Targeted Priorities Full Qualifications programs.

How the program works
Smart and Skilled Providers who have been approved for this program should work with an employer to jointly identify training needs for job seekers and other priority groups, as well as work experience linked to training and job opportunities.

A training need can be identified by:
- Local employer(s)
- Training providers
- The Industry Training Advisory Body, Industry Skills Council, industry association and/or a local/regional association

- Community organisations
- The NSW Department of Industry and Training Services NSW staff
- Other government agencies (e.g. local government)
- Individuals (e.g. prospective students)

While job seekers are the main priority, training can be considered for existing workers where one or more of the requirements for priority industries are met.

The following steps are required:

1. Identifying training needs
Providers should engage with employers, industry, community groups and jobactive providers, where applicable, to determine training needs and select the units of competency that meet the training needs. This may include customising training to suit students and industry.

Training Services NSW Regional Offices should be contacted to discuss identified training needs.

2. Completing a Training Needs Identification (TNI) form
A Training Needs Identification (TNI) form is available from your local Training Services NSW Regional Office or at: www.training.nsw.gov.au/forms_documents/nofollow/tni_form.docx.

The TNI form assists in the identification of training needs. The form must include:
- employer name, address and contact details of the work placement organisation
- support from the employer highlighting the extent of the training need
- information on how the training links to employment outcomes and/or pathways into an apprenticeship or traineeship for the student
- the requirements for the priority industry identified, if submitted for existing workers

Once completed, the TNI form should be submitted by email to the Training Services NSW Regional Office closest to where the training is to be delivered.
The TNI form is an application only and does not guarantee subsidised training under the program.

The Smart and Skilled Part Qualification Calculator is a tool that you can use to help you calculate an estimate of the price of a part qualification. This tool is available at:


The Smart and Skilled Part Qualification Calculator should be used as a guide only. Final prices will be confirmed in the Activity Schedule.

3. Assessing identified needs
Training Services NSW determines whether there is an identified need and if it will provide subsidies to meet this identified need. Training Services NSW takes into account any information it considers relevant including whether the Provider is the appropriate Provider to deliver the required training.

As part of the assessment, a representative from the local Training Services NSW Regional Office contacts the Provider and the employer regarding the need for training and requests any further information.

If the Department determines that the identified training need meets the assessment criteria and is a priority, a pricing exercise is undertaken. This is based on the Independent Pricing and Regulatory Tribunal’s (IPART) methodology for Smart and Skilled.

You should allow a minimum of 21 days for review and a response from Training Services NSW.

4. Issuing an Activity Schedule
If the TNI form is approved, Training Services NSW will send the Provider an email to advise that an offer of an Activity Schedule has been made. The email will contain instructions on where to access the Activity Schedule in STS Online.

5. Accepting an Activity Schedule
An authorised representative of the Smart and Skilled Provider must access the Activity Schedule in STS Online and accept the schedule by the expiry date specified in the email.

The Activity Schedule specifies the:
- training that is to be delivered
- region where the training will be delivered
- number of places that will be subsidised
- training commencement period and training end date
- base price of training
- maximum subsidy available for the number of students undertaking the training specified in the Activity Schedule

Ensure you read and understand the Activity Schedule before accepting.

For more information on how to accept your Activity Schedule, refer to the topic Accept or Decline Activity Schedule(s) in the How to accept your Smart and Skilled Contract, Review Notice and Variations user guide. This is available at:

STS Online > Smart and Skilled Contract Management > Support Documents.

Once accepted, the Activity Schedule will be activated within two days, and enrolment of students can commence.

6. Enrolling students
When the Activity Schedule has been activated, the Provider can enrol students and commence the Notification of Enrolment in the Provider Calculator on STS Online.

Note: The enrolment of students cannot occur until the Activity Schedule has been activated.

Note: Commitment IDs must be issued and training have commenced before the end date of the training commencement period specified on the Activity Schedule.
Some of the details for enrolling students in this program are different from Smart and Skilled full qualifications programs.

For more information, refer to the Smart and Skilled Provider Calculator User Guide – Single student process.

This is available at:
STS Online > Smart and Skilled Contract Management > Support Documents.

**Reporting**

The eReporting facility in STS Online should be used to report on Smart and Skilled training activity at least once every 28 days.

Although the process is generally the same, some of the details for reporting training activity data for this program are different from other Smart and Skilled full qualifications programs.

Refer to the following STS Online user guides for more information:

* Smart and Skilled eReporting User Guide
* Smart and Skilled eReporting Technical Specification and Business Validations

These guides are available at:
STS Online > Smart and Skilled Contract Management > Support Documents.

**Queries**

If you have any questions, contact your local Training Services NSW Regional Office.

**Training Services NSW Regional Offices**

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<thead>
<tr>
<th>Region</th>
<th>Telephone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Sydney Region</td>
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<tr>
<td>Chatswood</td>
<td>(02) 9242 1700</td>
<td><a href="mailto:sydneyregion.TNI@industry.nsw.gov.au">sydneyregion.TNI@industry.nsw.gov.au</a></td>
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<tr>
<td>Bankstown</td>
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<td>Hunter &amp; Central Coast</td>
<td>(02) 4974 8570</td>
<td><a href="mailto:hunterregion.TNI@industry.nsw.gov.au">hunterregion.TNI@industry.nsw.gov.au</a></td>
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<tr>
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<td><a href="mailto:northcoastregion.TNI@industry.nsw.gov.au">northcoastregion.TNI@industry.nsw.gov.au</a></td>
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<td>Illawarra &amp; South East NSW</td>
<td>(02) 4224 9300</td>
<td><a href="mailto:illawarraregion.TNI@industry.nsw.gov.au">illawarraregion.TNI@industry.nsw.gov.au</a></td>
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STS Online user guides

The following table includes a list of STS Online user guides, mentioned in this document, to help you manage your Smart and Skilled Targeted Priorities Prevocational and Part Qualifications training, and related notification and reporting tasks.

<table>
<thead>
<tr>
<th>STS Online user guides</th>
<th>Contains…</th>
<th>Location</th>
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</table>
| **Smart and Skilled Provider Calculator User Guide – Single student process** | ▪ Notification of Enrolment (single student process)  
▪ Maintaining and updating enrolment data |  |
| **Smart and Skilled eReporting – Technical Specifications and Business Validations** | ▪ Technical specifications for training activity data files (AVETMISS)  
▪ eReporting validations | STS Online under Smart and Skilled Contract Management > Support Documents |
| **Smart and Skilled eReporting User Guide** | ▪ Submitting data files  
▪ Updating student information  
▪ Viewing payment information |  |
| **How to accept your Smart and Skilled Contract, Review Notice and Variations** | ▪ Accepting a contract or review notice  
▪ Accepting a contract variation  
▪ Accepting or declining an Activity Schedule |  |

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