



## Adult and Community Education (ACE) Program(s)

### ACE Program Guidelines

[01/07/2019 – 30/06/2020]

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# 1. Adult and Community Education Program (the ACE Program) Guidelines

1 July 2019 – 30 June 2020

This document should be read in conjunction with the ACE Provider Contract, including the Contract Terms and Conditions and the ACE Provider Operating Guidelines.

## 1.1. Program purpose

The ACE Program aims to promote access and increase vocational education and training outcomes for those who experience significant barriers to training and employment.

## 1.2. Who will the ACE Program assist?

The ACE Program aims to support disadvantaged students across NSW and students from Regional and Remote Communities who experience barriers and who cannot access training under Smart and Skilled Programs. The aim of the ACE Program is to advance students into pathways to get a job, advance their careers, or to overcome the barriers and access training under other Smart and Skilled Programs.

The ACE Program will also offer support to small business owners and their staff by providing fully subsidised accredited and non-accredited training in targeted courses in information technology, business services or foundation skills. This stream is referred to as Tech Savvy for Small Business (TSB).

Information on Smart and Skilled can be found at <https://smartandskilled.nsw.gov.au>.

## 1.3. Eligible Training

The ACE Program will support training linked to the NSW Skills List which is available on the Training Services NSW website at [https://www.training.nsw.gov.au/smartandskilled/nsw\\_skills\\_list.html](https://www.training.nsw.gov.au/smartandskilled/nsw_skills_list.html). In addition, non-accredited vocational training can be delivered in combination with accredited vocational training.

In particular, the ACE Program aims to support:

CATEGORY	DESCRIPTION
A. Pathways to Entitlement Part Qualifications	<p>Part Qualifications for eligible students as a pathway to training in Smart and Skilled Entitlement Programs may include:</p> <ul style="list-style-type: none"> <li>individual Funded Unit/Module only training;</li> <li>bundles of Funded Units/Modules; or</li> <li>skill sets.</li> </ul> <p><b><i>No more than 50% of the number of Units of Competency in a Qualification can be delivered to a student as Funded Training under this Category.</i></b></p>

CATEGORY	DESCRIPTION
<p><b>B.</b> Pathways to Entitlement Foundation Skills support Part Qualifications</p>	<p>Module/Unit of Competency only training from the Smart and Skilled Entitlement Foundation Skills (language, literacy, numeracy and employability skills) identified on the NSW Skills List. This training supports eligible students who are not ready to undertake a Full Qualification in Smart and Skilled Entitlement Foundation Skills and/or need additional support to complete a Full Qualification.</p>
<p><b>C.</b> Addressing barriers to Entitlement training Full Qualifications</p>	<p>Targeted training to meet the needs of eligible Disadvantaged Students at any level up to and including Certificate III qualifications on the NSW Skills List ONLY when there are barriers to accessing training under Smart and Skilled Programs.</p>
<p><b>D.</b> Regional and Remote Community access Part Qualifications and/or approved Full Qualifications</p>	<p>Addressing training needs in Regional and Remote Communities through the provision to eligible students of Part Qualifications and/or approved Full Qualifications up to Certificate III.</p> <p>This is only used after all other avenues for Smart and Skilled Entitlement training have been explored for Regional or Remote Students. No more than <b>40%</b> of an ACE Provider's Maximum Funding can come from the delivery of Funded Training to Regional or Remote Students. See clause 8 of the Contract Terms and Conditions.</p> <p>The ACE Provider must seek approval from the Department prior to delivery of Full Qualifications to Regional or Remote Students.</p>
<p><b>E.</b> Pathways to Entitlement Non-accredited vocational training</p>	<p><b>Up to 20%</b> of Funded Unit/Module commencements by an ACE Provider in an Activity Period can be non-accredited. All non-accredited training <b>must</b> have a vocational intent. Non-accredited training must be delivered in conjunction with accredited training. See paragraph 10.2 of the ACE Provider Operating Guidelines.</p>
<p><b>F.</b> Tech Savvy for Small Business (TSB)</p>	<p>Total training activity for this stream should not exceed 10% of funding allocated.</p> <p>Accredited and non-accredited training in targeted courses in information technology, business services or foundation skills.</p>

#### 1.4. Student Support

ACE Providers must provide student support services to Disadvantaged Students to foster successful training outcomes.

ACE Providers must keep the necessary records to demonstrate to the Department the support that has been provided to these students.

#### 1.5. Foundation Skills

To be clear, Full Qualifications in Smart and Skilled Entitlement Foundation Skills are delivered through the Smart and Skilled Entitlement Foundation Skills Program only. ACE Providers may only deliver Part Qualifications in the Smart and Skilled Foundation Skills Program as Funded Training.

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