



School Based Apprenticeships and Traineeships Program Fee Administration Policy

Version 2.3

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Section 1: Introduction

This policy should be read in conjunction with the following documents:

- Smart and Skilled Contract Terms and Conditions
- Smart and Skilled Operating Guidelines
- The Schedule of Prices, Fees and Subsidies
- Any other relevant Smart and Skilled policy documents.

In this document, a reference to a student means a NSW school based apprentice or NSW school based trainee.

Other Smart and Skilled Programs

The requirements for the application and management of student fees under all other Smart and Skilled Programs are set out in the Smart and Skilled Fee Administration Policy.

Section 2: Student fees

Under the School Based Apprenticeships and Traineeships (SBAT) Program the payment to the Provider 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
- set for the student and the qualification and will be the same regardless of the Provider chosen.

2.1 Student eligibility

To be eligible to be subsidised to undertake a qualification under the SBAT Program a student must be a NSW school based apprentice or school based trainee, and the qualification must support the school based apprentice or trainee's apprenticeship or traineeship and be listed on the NSW Skills List as an apprenticeship or traineeship qualification.

2.2 Charging fees

The Provider must only charge the relevant fee set by the NSW Government for the subsidised training the student is undertaking. The student fee to be charged will be confirmed when the Provider enters the student data into the School Based Apprenticeship and Traineeship Enrolment facility on STS Online and a SID is issued.

The Provider must not charge any additional fees, except for incidental expenses outlined in **Section 4: Additional costs to a student**.

Examples:

1. The Provider cannot charge additional fees to recover costs for lost income resulting from the student withdrawing from training.
2. The Provider cannot charge for customisation of the qualification where the customisation is within training package rules.

2.3 Fee categories

There are different categories of student fees, based on the qualification and the characteristics of the student.

The student fee categories are:

1. Apprenticeship
2. Traineeship
3. Concession
4. Exemption
5. Fee free training

2.4 Credit transfer and recognition of prior learning

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

The qualification price is based on both fixed and variable costs and adjustments will be made to both these cost components.

Credit transfer (CT)

The Provider must comply with the VET Regulator's guidelines in connection with granting Credit Transfer.

CT provides a means for a student to gain credit in the qualification they are undertaking on the basis of having previously completed UoCs or modules in another qualification or other formal learning. Being granted CT for a UoC or module means the student does not have to undertake the UoC/module again. It reduces the amount of learning to be undertaken and may reduce the student fee.

Providers must inform a student of CT opportunities and advise them to check their academic transcripts for any previous qualifications achieved to identify any potential opportunities for CT.

Providers can also advise a student to visit the USI Registry at <https://portal.usi.gov.au/student/> to check if any information is stored by the Registry on previous training they have undertaken, to help identify any previously achieved UoC/modules that can be granted CT.

This information can be given to the Provider which may entitle the student to a reduced fee.

The Provider must grant CT for any units already achieved, where the evidence to support this is provided.

Where CT is granted, student fees are calculated as follows:

- The fixed cost of the qualification will be reduced by the proportion of UoCs given CT.
- The variable cost will be reduced by the total cost of each UoC granted CT.

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.

Example CT:

A Certificate III has a qualification price of \$8,000 with a fixed cost of \$3,000 and a variable cost of \$5,000. The qualification consists of 25 UoCs at \$200 each. The student fee is 25% of the qualification price (\$2,000). Student A has no CT. Student B has CT for five (5) UoCs (i.e. 20% of the qualification).

Field	Student A	Student B
Student fee prior to CT	\$2,000	\$2,000
Fixed Cost	\$3,000 No reduction	\$2,400 This is reduced by the proportion of units with CT. In this case, the reduction is 20% x \$3,000 = \$600
Variable Cost	\$5,000 No reduction	\$4,000 This is reduced by the total cost of each UoC with CT. In this case, the reduction is 5 x \$200 = \$1,000
New Qualification Price	\$8,000	\$6,400
New Student Fee (25% of new price)	\$2,000	\$1,600

Recognition of prior learning (RPL)

The Provider must ensure that its Recognition Process aligns with the NSW Recognition Framework as published from time to time. Recognition of Prior Learning for Apprenticeships and Traineeships must comply with all Applicable Laws, including the Apprenticeship and Traineeship Act 2001.

RPL involves a student demonstrating they already have the skills and experience to complete the qualification (in whole or part) without needing to attend classes or participate in learning.

Providers must inform the student of RPL opportunities and of the process for applying.

Where RPL is granted student fees are calculated as follows:

- The fixed cost of the qualification will be reduced by 50 per cent of the proportion of UoCs granted RPL.
- The variable cost will be reduced by 50 per cent of the total cost of each UoC 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.

Example RPL:

A Certificate III has a qualification price of \$8,000 with a fixed cost of \$3,000 and a variable cost of \$5,000. The qualification consists of 25 UoCs at \$200 each. The student fee is 25% of the qualification price (\$2,000). Student A has no RPL. Student B has RPL for five (5) UoCs (i.e. 20% of the qualification).

Field	Student A	Student B
Student fee prior to RPL	\$2,000	\$2,000
Fixed Cost	\$3,000 No reduction	\$2,700 This is reduced by 50% for the proportion of units with RPL. In this case, the reduction is 50% x 20% x \$3,000 = \$300
Variable Cost	\$5,000 No reduction	\$4,500 This is reduced by 50% of the total cost of each UoC with RPL. In this case, the reduction is 50% x 5 x \$200 = \$500
New Qualification Price	\$8,000	\$7,200
New Student Fee (25% of new price)	\$2,000	\$1,800

Where RPL for a UoC(s) is assessed by the Provider 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.

Note: Where a student is granted a mix of RPL and CT, the combination of the above two methodologies will be used to calculate the new student fee.

2.5 Calculating and adjusting fees for RPL and CT

Where RPL and/or CT is granted, the Provider must report the outcome for the relevant unit(s) of competency in the training activity data file submitted to the Department via eReporting. The Department will make adjustments to the subsidy payment and advise the Provider of the new student fee. The Provider must take all necessary steps to advise the stakeholders responsible for paying the fee of the adjusted fee and to amend the fee levied, including changing future fee payment schedules.

The Provider must sight appropriate evidence, such as a testamur or a USI transcript to grant CT.

Fee for a concession student where RPL and/or CT has been awarded.

Where a student is eligible for a concession and has been awarded RPL and/or CT, if the adjusted apprenticeship or traineeship fee is lower than the concession fee, they will pay the adjusted apprenticeship or traineeship fee.

2.6 Fees for continuing students

The student fee is for the whole qualification and should be determined at enrolment. It therefore applies until the student has completed training in that qualification. A student is not to be charged any additional fees to continue their training if the fee for the qualification increases during the course of their training, regardless of whether there are any outstanding fees yet to be paid.

Section 3: Fee category eligibility

This section should be read in conjunction with **Appendix 1 – Proof of Eligibility – Acceptable evidence.**

3.1 Apprenticeship fees

Under the NSW Government's Fee Free Apprenticeship Initiative, NSW School Based Apprentices who are funded under Smart and Skilled, and who commenced subsidised training on or after 1 July 2018, are eligible for free training.

A school based apprentice eligible under this initiative will be exempt from fees for their Government subsidised apprenticeship qualification.

The apprentice eligibility requirements for this Initiative can be found in the Smart and Skilled Policy for the Fee Free Apprenticeships Initiative.

An apprentice who commenced a School Based Apprenticeship prior to 1 July 2018 and then transition to a full apprenticeship after 1 July 2018, are not eligible, under the Fee Free Apprenticeships Initiative, for a fee exemption for the remainder of their apprenticeship qualification.

For students who are not eligible, the fee for a qualification delivered to a school based apprentice under an apprenticeship pathway is lower than for a non-apprenticeship pathway and is capped at \$2,000.

3.2 Traineeship fees

Under the NSW Government's Fee Free Traineeship Initiative, NSW School Based Trainees who are funded under Smart and Skilled, and commence subsidised training on or after 1 January 2020, are eligible for free training.

A school based trainee eligible under this initiative will be exempt from fees for their Government subsidised traineeship qualification.

The trainee eligibility requirements for this Initiative can be found in the Smart and Skilled Policy for the Fee Free Traineeships Initiative.

For trainees who are not eligible, the fee for a qualification delivered to a trainee under a traineeship pathway is lower than for a non-traineeship pathway and is capped at \$1,000.

3.3 Concession fee

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

A student who receives a specified Commonwealth Government welfare benefit or allowance, as listed at **Appendix 2: Specified Commonwealth Government benefits and allowances for concession fees**, is eligible for a concession fee for a qualification up to and including Certificate IV. The student must be in receipt of the specified benefit or allowance at the time of enrolment to be eligible.

The concession fee is also available to a student who is a dependant of a person receiving a specified Commonwealth Government welfare 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.

3.4 Fee free training

A student who falls into one of the following categories will qualify for fee free training:

- Australian Aboriginal and Torres Strait Islander
- student with a disability(ies)
- dependant child, spouse or partner of a recipient of a Disability Support Pension.
- most school based apprentices and trainees.

Fee exemption for an Aboriginal and Torres Strait Islander student

An Australian Aboriginal and Torres Strait Islander student can prove their status and eligibility for a fee exemption through descent, self-identification and community identification.

A student eligible for this fee category will be exempt from fees for any Smart and Skilled enrolments for which they are eligible.

Fee exemption for a Student with a disability(ies)

A student will be eligible for a fee exemption on the basis of disability if the student is:

- in receipt of the Commonwealth Government Disability Support Pension, or
- assessed as having documentary evidence of support demonstrating a clear additional need as a result of the student's disability.

A student eligible for this fee category will be exempt from fees for any Smart and Skilled enrolments for which they are eligible.

Fee exemption for a student who is a dependant of a person with a disability(ies)

A student who is a dependant child, spouse or partner of someone who is receiving a Commonwealth Government Disability Support Pension.

A student eligible for this fee category will be exempt from fees for any Smart and Skilled enrolments for which they are eligible.

3.5 Evidence of eligibility

A student must declare that the information they provide with regards to eligibility is true, accurate, complete and not misleading.

Additionally, for some fee types, a student may be required to provide evidence to support their eligibility for the fee type. The Provider must sight or maintain acceptable evidence as detailed in **Appendix 1 - Proof of eligibility - Acceptable evidence**.

Where evidence is not retained, a record must be kept of what evidence was sighted, when it was sighted and by whom.

Section 4: Additional costs

A Provider must not charge the student (or any other person paying the fee on behalf of the student), any additional fees for the subsidised training the student is undertaking, except for the instances outlined below.

4.1 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 and training materials. 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 the Provider, or from a supplier other than the Provider, 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.

- Published learning resources that are non-essential to training delivery, become the physical property of the student and are retained by the student on completion of training.

Example: Published text books

Note: The Provider cannot charge for:

- learning resources such as workbooks or learner guides, that are essential to the delivery of training
- a hard copy text book where an online version is available for the student free of charge (unless the student is informed of the additional charges for the hard copy text book and agrees to purchase it)
- learning resources that have been replicated by the Provider (e.g. photocopies, or computer printouts whether they have been bound or not)
- learning resources that have been developed “in house” by the Provider.
- an optional charge for an item that is not essential for the student to complete the training

Example: A Provider 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 the Provider 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.

For each qualification, the Provider 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.

The Provider must provide the student or employer (where relevant) with receipts for any monies collected by the Provider for incidental expenses. The Provider must retain copies of receipts issued.

4.2 Charges for additional training

The student (or their employer) may request for additional units of competency (UoC) to be delivered in conjunction with their subsidised qualification. This would be UoCs that are over and above what is required under the training package rules to achieve the qualification.

If this occurs, the Provider must may source alternative funding for the additional training if they cannot cover the costs of delivering the requested additional UoCs.

The Provider must make all reasonable attempts to source alternative subsidised funding for the additional training prior to entering into fee-for-service arrangements with the student (or their employer).

Where subsidised funding is not available, the student (or their employer) must agree to any fee-for-service charges prior to enrolment.

Example: A student is undertaking subsidised training that requires 15 units of competency to achieve the full qualification. The student, or their employer, requests an additional 5 UoCs to be delivered, either from this or another qualification. The cost of the additional units cannot be absorbed by the funding received by the Provider for the full qualification. The Provider accesses alternate funding for the delivery of the 5 additional UoCs.

At the successful completion of training, the student will be issued with the qualification plus a statement of attainment for the additional UoCs delivered.

Section 5: Paying fees

5.1 Levying of student fees

School based apprentices or trainees must not be levied the student fee or any additional costs directly. The payment of student fees and any additional costs, if applicable, is managed by the student's school sector.

The Provider can determine the payment arrangements for student fees, but must publish information and inform the school sector of these arrangements before the student enrolls.

Where a student does not complete the qualification while at school, for example a student undertaking a school based traineeship, the Provider must only levy the proportion of the student fee, via the school sector, for the proportion of the qualification undertaken whilst at school.

After finishing Year 12, the student can be directly levied the proportion of student fee for the remaining portion of the qualification that will be undertaken.

The Provider must collect all fees to be paid by the student by the time they complete their subsidised training. In these instances, the Provider, or a related entity or organisation, must not pay the student fee on behalf of a student unless the Provider is also:

- the employer of the student; or
- is a provider of government-funded employment services (Jobactive) and the student is a client.

There are no other circumstances whereby a Provider may pay a fee on a student's behalf.

The Provider must retain student fees that it collects or evidence that either of the two conditions above were met.

Note: The SID issued by the SBAT Enrolment facility will be retained for the duration of the students training. Specifically, where a school based apprentice continues in the apprenticeship after finishing Year 12.

Subcontracting

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

5.2 Discontinuing students

Withdrawal without penalty

The Provider must advise the student, 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 the Provider.

Withdrawal after the without penalty cut-off date

Where a student withdraws from training after the cut-off date, the Provider 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.

5.3 Fees for student repeat attempts to complete units of competency

The Provider will not be paid additional subsidy for repeat attempts by a student to complete a unit of competency. The Provider must have a policy on the number of times a student can attempt to complete a unit of competency for their student fee. The Provider must make the student aware of the policy prior to or at enrolment.

5.4 Fee refunds

The Provider must have a refund policy.

The policy must include but is not limited to:

- the 'withdrawal with no penalty' cut-off date (as determined by the Provider)
- a process for refunding students who withdraw from training not of their own accord. For example, where the Provider closes or where the Provider is no longer approved to deliver SBAT training
- a process for partial refund of fees (when necessary) where RPL and/or CT has been granted.

The Provider must publish and make the student aware of the fee refund policy before enrolment.

5.5 Recovery of outstanding student fees

The Provider must have a process for the recovery of outstanding fees from a student. The Provider must publish and make the student aware of this Policy.

5.6 Changes to Student Fees

The student will pay the fee that applies at the time that they are to commence training. The student will not be affected by any subsequent changes to the student fee.

5.7 Transferring students

A student undertaking a qualification may withdraw from a qualification with one Provider approved to deliver school based apprenticeship or traineeship qualifications and transfer to another Provider approved to deliver school based apprenticeship or traineeship qualifications to complete their qualification because:

- they choose to of their own accord
- their initial Provider closes
- their initial Provider's Contract has been terminated.

A students who transfers of their own accord

Where a student transfers of their own accord from their initial Provider to another Provider to complete their training, standard CT rules will apply when calculating the student fee. To do this, the subsequent Provider of the student must obtain a statement of attainment from the student (issued by the initial Provider) to determine what credit should be granted. In this situation, the student may end up contributing more towards the cost of their training.

A students who transfers 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 Contract:

- The fees charged in total by the two 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 approved Provider to another approved 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 initial Provider
- an up-to-date training plan (issued by the initial Provider) that lists all units of competency achieved, commenced but not completed, and/or not started
- a statement of fees and a receipt of payment issued by the initial Provider.

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 fee to be charged to the student.

5.8 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 subsidy for the superseded qualification
- student fee will remain the same.

5.9 Fee protection mechanisms

Where the student continues training after finishing year 12 and the Provider levies the student the fee for the remainder of the training left to complete after leaving school, the Provider must comply with Clause 7.3 of the Australian Skills Quality Authority's (ASQA) *Users' Guide: Standards for Registered Training Organisations (RTOs) 2015* relating to a provider's responsibility to protect prepaid fees by learners.

Clause 7.3 states that where the RTO requires, either directly or through a third party, a prospective or current learner to prepay fees in excess of a total of \$1,500 (being the threshold prepaid fee amount), the RTO must meet the requirements set out in the Requirements for Fee Protection in Schedule 6 of the Users' Guide.

The requirements set out in Schedule 6 are summarised below:

- Government entities and Australian Universities must implement a policy addressing learner fee protection arrangements.
- All other RTOs must implement one or more of the following arrangements:
 - The RTO holds an unconditional financial guarantee from a bank operating in Australia; or
 - The RTO is a member of an approved Tuition Assurance Scheme approved by its VET Regulator; or
 - The RTO has any other fee protection measure approved by the VET Regulator.

RTOs may collect up to \$1,500 in prepaid fees from a learner without needing to take any action to protect these fees.

The Users' Guide can be found here:

www.asqa.gov.au/verve/resources/Users_Guide_to_the_Standards_for_Registered_Training_Organisations_RTOs_2015.pdf

Where any changes are made to ASQA's requirements for the protection of student fees, these override fee protection obligations set out in the Smart and Skilled Fee Administration Policy.

Section 6: Student access to fee policies

6.1 School Based Apprenticeships and Traineeships Program Fee Administration Policy

The Provider must give each student access to this Smart and Skilled Fee Administration Policy before or at the time of enrolment.

6.2 Provider's policies

As listed throughout this document the Provider must also make the student and the relevant school sector aware of its policies or processes on:

- evidence required fee exemptions and concessions where relevant
- withdrawal without penalty
- repeat attempts to complete a unit of competency
- fee refunds
- recovery of outstanding fees
- levying of student fees

Appendix 1: Proof of eligibility - Acceptable evidence

(Should be read in conjunction with **Section 3: Fee category eligibility**)

At enrolment, a student declaration is acceptable where a form of evidence is required to be sighted or collected by the Provider. The required evidence, however, must be sighted or collected by the Provider prior to submitting Training Activity Data for an enrolled student who has Commenced to ensure the student is charged the appropriate fee.

Requirement	Evidence	Evidence requirements
Proof of Identity:		
1. Proof Identity	<ul style="list-style-type: none"> School enrolment 	Evidence sighted or collected by Provider
Program eligibility:		
2. Registration as a NSW School based apprentice or NSW School based trainee	<ul style="list-style-type: none"> Training Contract identifier (TCID) number 	Department system check against details of approved or registered Training Contract stored in Training Services NSW database
Concession eligibility:		
3. Concession	<ul style="list-style-type: none"> A dependant child, spouse or partner of someone who is receiving a specified Commonwealth Government welfare benefit or allowance, must provide documentary evidence that Centrelink recognises the student as the dependant <p>The evidence must clearly show the CRN of the benefit or Commonwealth Government welfare recipient.</p>	Evidence sighted or collected by Provider
Exemption eligibility:		
4. Exemption: Australian Aboriginal or Torres Strait Islander	N/A	Student declaration/signature
5. Exemption: Disability	<ul style="list-style-type: none"> 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 demonstrating a clear additional need as a result of the student's disability. This evidence must be a letter or statement from: <ul style="list-style-type: none"> a medical practitioner; or an appropriate government agency such as Veteran's Affairs or a TAFE NSW teacher consultant (for a student 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). 	Evidence sighted or collected by Provider

Requirement	Evidence	Evidence requirements
6. Fee Exemption: Dependant of a person with a disability	<ul style="list-style-type: none"> Documentary evidence that Centrelink recognises the student as a dependant child, spouse or partner of someone who is receiving a Commonwealth Government Disability Support Pension. <p>The evidence should clearly show the CRN of the Disability Support Pension recipient.</p>	Evidence sighted or collected by Provider
7. Fee free training - Fee Free Apprenticeships	<ul style="list-style-type: none"> Date of commencement of Smart and Skilled training must be 1 July 2018 or later <p>For additional information, refer to the Smart and Skilled Policy for the Fee Free Apprenticeships Initiative.</p>	Student declaration/signature at enrolment
8. Fee free training - Fee Free Traineeships	<ul style="list-style-type: none"> Date of commencement of Smart and Skilled training must be 1 January 2020 or later <p>For additional information, refer to the Smart and Skilled Policy for the Fee Free Traineeships Initiative.</p>	Student declaration/signature at enrolment
Loading to Provider:		
9. Needs Loading: Australian Aboriginal or Torres Strait Islander	A student that meet eligibility/evidence requirements for a fee exemption based on being an Australian Aboriginal or Torres Strait Islander will automatically attract a loading (as per requirement 4)	
10. Needs Loading: Disability	<ul style="list-style-type: none"> A student that meets eligibility/evidence requirements for a fee exemption based on Disability will automatically attract a loading (as per requirement 5). <p>Note: Dependants of a recipient of a Disability Support Pension do not attract a loading.</p>	
11. Location Loading: Residential address – regional or remote	As per requirement 2	

NOTE:

- All evidence must be able to be verified by the Provider. At the Department’s discretion, the Department may request a copy of the evidence or proof that the evidence has been sighted.
- Where evidence is sighted but not kept, a record that confirms sighting of the evidence and a description of the evidence, must be maintained by the Provider. The record must be dated and signed by a person authorised by the Provider. The name of the signatory and their position should also be captured.
- 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: www.aq.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx
- If a student declares their status in relation to a disability, concession or long-term unemployment or identify as an Australian Aboriginal or Torres Strait Islander at a point in time after enrolment, the Provider must:
 - sight or collect the relevant evidence within 28 days of being notified by the student, and
 - abide by the **Declaring Student Status after Enrolment Policy (Version 2.0)**, located in the Support Documents section of STS Online.

Appendix 2: Specified Commonwealth benefits and allowances for concession fees

Commonwealth Government benefits and allowances	
• Age Pension	• Austudy
• Carer Payment (see comment below)	• Disability Support Pension
• Farm Household Allowance	• Family Tax Benefit Part A (maximum rate)
• Newstart Allowance	• Parenting Payment (Single)
• Special Benefit	• Sickness Allowance
• Veterans' Children Education Scheme	• Veterans' Affairs Pensions
• Widow B Pension	• Widow Allowance
• Wife Pension	• Youth Allowance

Comments:

- A NSW Apprentice on a Newstart Allowance or a NSW Apprentice who is the dependant of a person receiving a Newstart Allowance is not eligible for a concession fee.
- A NSW New Entrant Trainee on a Newstart Allowance or a NSW New Entrant who is the dependant of a person receiving a Newstart Allowance is not eligible for a concession fee.
- The Carer Payment is a specific benefit paid by the Commonwealth Government; this category does not include the Carer Allowance or Carer Adjustment Payment.

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