Smart and Skilled
Targeted Priorities Pre-Vocational and Part Qualifications Program
Skilling for Recovery – Construction

Provider Factsheet (v1.1)

Skilling for Recovery is part of a matched funding commitment of almost $320 million between the NSW and Australian governments under the JobTrainer Fund. Skilling for Recovery is a key component of the State's COVID-19 Recovery Plan.

The NSW Government has matched the Australian Government's JobTrainer funding as a key component to the state's COVID-19 recovery plan.

Skilling for Recovery - Construction will support over 40,000 part qualification training places for people skilling for jobs in the construction industry.

Part Qualification Eligibility

Part qualifications delivered under Skilling for Recovery - Construction should lead to employment in the construction industry including infrastructure, construction maintenance, residential, commercial building and pre-fabrication (including off-site manufacturing for construction).

These sectors employ a wide range of occupations that are covered by many training packages including business administration, finance, transport and logistics, surveying, manufacturing, supervision and leadership.

Providers can submit TNIs for funding of part qualifications for construction that are not on the *Skilling for Recovery Priority Part Qualifications List.*

Part qualifications that support a licensing outcome

Training associated with high risk licensing, Workplace Health and Safety (WHS) and White Card training may be supported under this initiative

Training that is required for licencing by the NSW Regulator but not included in a training package will not be funded.

The cost of the licence is not funded under this initiative.

Design of Construction Part Qualifications

Part qualifications for construction should be co-designed with the construction industry.

- Delivery of more than 50 per cent of the units of competency from a single priority full qualification may be considered for funding based on demonstrated industry need.
- The part qualification can include units of competency from multiple training packages to create a part qualification to suit the needs of the construction industry.

The part qualifications must comply with the *Smart and Skilled Policy for Skilling for Recovery Initiative.*

Smart and Skilled providers should check with a Training Service NSW (TSNSW) regional office if unsure of part qualification eligibility.

Student Eligibility

Students must:

- meet Smart and Skilled eligibility criteria

AND

- meet one of the Skilling for Recovery eligibility categories specified in the *Smart and Skilled Policy for Skilling for Recovery Initiative.*

The evidence requirements to validate student eligibility can be found in the *Smart and Skilled Fee Administration Policy* and also described in Appendix A of this fact sheet.

How to access funding

Providers are required to submit a Training Needs Identification (TNI) application for approval by TSNSW and receive a Provider Activity Schedule prior to enrolling participants in part qualification training.

1. Identifying training needs

Part qualifications for the construction industry must be demand driven to meet the needs of the construction industry.

2. Completing a Training Needs Identification (TNI) application

Creating a TNI application for Skilling for Recovery is similar to creating a TPPPQ TNI. Following are the details on creating a Skilling for Recovery Construction TNI.

Field	Select...
Program:	TPPPQ – Skilling for Recovery Initiative - Construction
Program Stream:	Select the relevant Stream
Employment status of student(s):	Select the relevant Employment Status of student(s): • Job Seekers • Existing workers • Mixed (Job Seekers and Existing workers)
Target Group type:	'Specific Target Group'
Target Group	Select relevant Target Group: • SFR Construction - Commonwealth Infrastructure • SFR Construction - Local Government • SFR Construction - NSW Government & ISLP • SFR Construction - Other

NOTE 1: Target groups with names similar to those above, but with the text *Skills Brokers* in the target group name, will appear in the selection box. These target groups are <u>For Internal Use Only</u> and should not be selected in your TNI Application.

NOTE 2: Any TNI Applications where training is intended to be delivered to students in the category 'People expected to become unemployed', must be noted in the comments section of the TNI Application and student names included. As per the *Smart and Skilled Policy for Skilling for Recovery Initiative*, additional supporting evidence will be required if the training will target "Workers in declining industries".

For more information about completing a TNI, refer to the *Smart and Skilled Training Needs Identification User Guide*, available in the Support Documents page in STS Online.

3. Mandatory Work Placements

When selecting units for delivery in a part qualification, providers should consider whether the mandatory work placement can be delivered.

4. Assessing identified needs

The TSNSW Regional Office will assess the TNI application. Training providers will be contacted if further information is required for approval. This process may take up to 21 days.

5. Issuing a Provider Activity Schedule

If the TNI application is approved, TSNSW will issue a Provider Activity Schedule (PAS) via STS Online and advise your Provider's Representative.

If the TNI application is not approved, TSNSW will advise your Provider's Representative that the application has been declined.

6. Accepting an Activity Schedule

An authorised representative of the training provider must accept the PAS on STS Online by the expiry date specified in the email.

Once accepted, the PAS will be activated within two days, and Notification of Enrolment of students within the enrolment period on the PAS can commence.

> 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*, available on the Support Documents page in STS Online.

Notification of Enrolment

Notification of Enrolment of students cannot begin until the PAS has been accepted.

> The PAS number for each approved part qualification can be viewed in the Activity Schedule in STS Online. This is available under the *Smart and skilled Contract Management > Approved Qualifications Activity Schedules* menu.

Note: All Part qualifications are fee-free so Skilling for Recovery fee waivers are not applicable.

The following three sub-sections explain how to do this.

Skilling for Recovery Strategies in the Notification of Enrolment

When completing a Notification of Enrolment for a Skilling for Recovery student undertaking a part qualification, a Skilling for Recovery strategy must be populated. This will record which Skilling for Recovery eligibility category the student meets.

Students eligible under multiple strategies

The four eligibility categories have been prioritised as below. For students who meet multiple eligibility categories, apply the strategy for the highest priority eligibility category the student meets.

1. Youth 17-24 (regardless of employment status)

2. Commonwealth Benefit Recipients **or** Unemployed (Not a Commonwealth Benefit Recipient)

3. People expected to become unemployed.

> **Examples:**
>
> * The student is 21 years of is age but is also expected to become unemployed. The Youth strategy should be applied.
>
> * The student is 21 years of age and unemployed. The Youth strategy should be applied.

Single student process

1. Select "Yes" for the following question when undertaking an online NoE for a single student via the online function.

Is the student being enrolled under Strategy/Initiative?*

2. Select the relevant strategy from the drop down list.

Select the relevant strategy...
SFR Initiative - Youth (17-24)
SFR Initiative - Commonwealth Benefit Recipient
SFR Initiative - Unemployed (Not a Commonwealth Benefit Recipient)
SFR Initiative - People expected to become unemployed

For detailed instructions, refer to the *Smart and Skilled Provider Calculator User Guide – Single Student Process* available on the Support Documents page in STS Online.

Multiple student process

1. Enter "1" in the 'Strategy_Initiative' field and the relevant strategy code in the 'Strategy_Code' field when undertaking NoEs for Construction Skilling for Recovery student(s) using the bulk upload.

Code	Description
S100	SFR Initiative - Youth (17-24)
S101	SFR Initiative - Commonwealth Benefit Recipient
S102	SFR Initiative - Unemployed (Not a Commonwealth Benefit Recipient)
S103	SFR Initiative - People expected to become unemployed

For detailed instructions on the Notification of Enrolment process, refer to the *Smart and Skilled Provider Calculator Data Specifications and User Guide – Multiple Student Process* available on the Support Documents page in STS Online.

The enrolment of students under the *SFR Initiative - People expected to become unemployed* strategy should have already been negotiated with Training Services NSW and approved prior to commencing training for this student cohort.

Reporting

The process for reporting Training Activity Data for Skilling for Recovery - Construction students is the same as reporting students under the TPPPQ Program.

Refer to the Smart and Skilled eReporting User Guide and the *Smart and Skilled eReporting Technical Specification and Business Validations*, available on the Support Documents page in STS Online for more information.

Questions

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

Region	Telephone	Email
Sydney Region • Central & Northern Sydney • Southern & South Western Sydney • Western Sydney & Blue Mountains	(02) 9242 1700 (02) 8707 9600 (02) 9204 7400	sydneyregion.TNI@det.nsw.edu.au
Hunter & Central Coast	(02) 4926 7300	hunterregion.TNI@det.nsw.edu.au
North Coast & Mid North Coast	(02) 6629 7900	northcoastregion.TNI@det.nsw.edu.au
New England	(02) 5778 5900	newenglandregion.TNI@det.nsw.edu.au
Western NSW	13 28 11	westernregion.TNI@det.nsw.edu.au
Riverina	(02) 6937 7600	riverinaregion.TNI@det.nsw.edu.au
Illawarra & South East NSW	(02) 4240 3700	illawarra.TNI@det.nsw.edu.au

Appendix A

Evidence of eligibility

Student eligibility and definitions of each category are detailed in the *Smart and Skilled Policy for Skilling for Recovery Initiative*.

"Youth (17-24)"
As per requirement 6 in *Appendix 3 Proof of Eligibility - Acceptable Evidence* of the *Smart and Skilled Fee Administration Policy*.

"Commonwealth Benefit Recipient"
As per requirements 11 or 12 in *Appendix 3 Proof of Eligibility - Acceptable Evidence* of the *Smart and Skilled Fee Administration Policy*.

"Unemployed (Not a Commonwealth Benefit Recipient)"
A letter of separation from the employer at enrolment. If this is not available, the student must sign a declaration at enrolment that they are unemployed.

> Note: The 'NAT00080 – Client' file, reported through eReporting, collects employment status. Please ensure that the labour force status is recorded and reported in the data file via eReporting following commencement of training.

VALUE	DESCRIPTION – LABOUR FORCE STATUS IDENTIFIER
Unemployed	
06	Unemployed – seeking full-time work
07	Unemployed – seeking part-time work
Not in the labour force	
08	Not employed – not seeking employment

"People expected to become unemployed"
Evidence indicating current employment as per one of the four categories listed in the *Smart and Skilled Policy for Skilling for Recovery Initiative*.

This could be a letter, email, employment contract, payslip indicating JobKeeper payments, notice of redundancy or other documentation relating to employment.

For the "**Low skilled/unskilled employee**" category, a person will be considered low, or with no, skills if they do not hold a qualification at CERT III or above.

For the "**workers in declining industries**" category, Providers will need approval from the Department for declining industries. Providers should contact their Strategic Relationship Manager.

For a person who meets the "**returning to work (employed for 6 months or less)**" category the evidence of employment will need to show that the start date of employment is no more than 6 months before the training commencement date.

Evidence can be supplied by the student or employer.

If evidence is not available, then a signed declaration by the current employer, confirming the employee meets the relevant "expected to become unemployed" category as per the *Smart and Skilled Policy for Skilling for Recovery Initiative*, will suffice.