

Smart and Skilled

SMART AND SKILLED UPDATE – NO. 283

10 June 2026

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1. TRAINING ACTIVITY DATA REPORTING CLOSE OFF FOR THE 2025-26 ACTIVITY PERIOD

To support both providers and the department in preparing for the end of the 2025-26 Activity Period and financial year, providers are advised that the department requests all Training Activity Data for activity undertaken during the 2025–26 Activity Period must be successfully submitted **by Wednesday 24 June 2026**.

Timely and accurate reporting within this timeframe is critical to support end-of- Activity Period and financial year processing, final reconciliation activities and effective budget management.

Training Activity Data **reported between 25 June and 30 June 2026** which results in payments will utilise the provider's 2025–26 Financial Cap, but the department requests providers submit data by 24 June 2026 to assist with end of financial year management.

Providers are strongly encouraged to submit data well in advance of the reporting deadline to allow sufficient time to identify and correct any validation errors and resubmit corrected Training Activity Data as required prior to the cut-off date. Please note that Training Services Customer Service & Operations will be available until 4:30pm on business days to assist providers with reporting support enquiries.

a. Checklist for updating Enrolment and Training Activity Data

Providers should ensure enrolment and Training Activity Data accurately reflects student participation and progress, including:

- Undertaking the Notification of Enrolment and obtaining Commitment IDs for all students that commenced in 2025-26
- Submitting all Training Activity Data for Enrolled Students who commenced training
- Updating the planned start and end dates for units of competency to reflect expected progress, delivery changes and/or delays
- Reporting all unit of competency outcomes achieved by students
- Cancelling any Commitment IDs for Enrolled Students who will not commence
- Finalising records for students that have exited training and will not successfully complete training.

In addition, providers must continue to meet ongoing contractual reporting obligations, including:

- Reporting Unit of Competency (UoC) Outcome Achievements within 28 days of the achievement date by submitting Training Activity Data with the relevant UoC Outcome Codes
- Submitting a Training Activity Data report at least once every 28 days, even where no UoC Outcome Achievements have occurred
- Immediately notifying the department where a UoC Outcome Achievement is reported but the provider has not otherwise complied with the Smart and Skilled Contract or Operating Guidelines.

Meeting the end-of-Activity-Period reporting timeframe is essential to ensure that eligible payment instalments for training activity reaching a UoC achievement stage during the 2025-26 Activity Period are processed against available 2025-26 Financial Caps and Smart and Skilled Program budget.

Important Note

Please note:

- Unused 2025-26 Financial Caps cannot be rolled over into the 2026-27 Activity Period.
- Where an organisation does not have the equivalent 2025-26 Financial Cap in 2026-27 or a Smart and Skilled contract, any associated payments for reported training activity will be managed in accordance with the Smart and Skilled contract.
- Training Activity Data relating to capped programs that is successfully submitted from 1 July 2026 onwards and which results in a payment instalment will utilise 2026-27 Activity Period Financial Caps (unless the relevant Financial Cap has already been reached).

Please note that **no extension** will be granted to the reporting close off date due to departmental end of financial year processing and reporting timeframes.

2. RETURNING UNUSED FINANCIAL CAPS FOR 2025-26 ACTIVITY PERIOD

The department has become aware that it would be helpful to clarify expectations related to returning unused Financial Caps during an Activity Period. The department has consistently encouraged providers to return Financial Cap as soon as the provider identifies an amount that will not be used during the Activity Period. Returning excess cap enables it to be re-allocated to meet unmet demand and support priority training delivery and student commencements. The earlier this occurs during an Activity Period, the greater the likelihood that the redistributed funding allocation can be utilised. When Financial Caps are returned in the final months of the Activity Period, this prevents the funding from being fully utilised.

Accordingly, the department will not accept any further requests to return Financial Caps for the 2025–26 Activity Period. In addition, the *2026-27 Smart and Skilled Skills Delivery and Management Policy* has been updated to reflect new key dates for financial cap returns.

3. CHANGES TO 2026-27 SMART AND SKILLED SKILLS DELIVERY AND MANAGEMENT POLICY

Changes to the *2026–27 Smart and Skilled Skills Delivery and Management Policy* have been made:

- that introduce new timeframes for the return of Financial Caps. These amendments support improved Financial Cap and budget management and support timelier and more effective Financial Cap and/or Smart and Skilled budget funding redistribution decisions.
- to provider variation request processes, providing greater clarity regarding the Financial Cap variation process and timeframes.

The changes to the Policy are detailed below. The updated policy is available on STS online > Smart and Skilled Contract Management > Support Documents from today.

Clause	Heading	Change
5.1.4	Return a Financial Cap or request a reduction in a Financial Cap	References permitting providers to return Financial Caps “at any time” have been removed.
5.1.5	New: Notification of Expected Unused Financial Cap	Providers must return forecast excess Financial Cap by 31 March 2027 and advise the Department of any further unused Financial Cap identified after that date.
5.4.3	Financial Cap Returns/Withdrawn	References permitting providers to return Financial Caps “at any time” have been removed.
Appendix A	Process for Providers requesting a variation	Additional wording included to clarify that requests to add program(s) may require longer assessment timeframes due to the need for further departmental review, including consideration of delivery capability, supporting evidence, compliance history, regional demand and funding availability.
Appendix B	Variation Type: Return Financial Caps	The deadline for submitting requests to return Financial Caps has been updated from 15 June 2027 to 31 March 2027.

Unless otherwise directed in the information above, please refer enquiries regarding specific operational matters such as Financial Caps and programs/initiatives to your Regional Provider Support Manager.

Please contact Training Services Customer Service & Operations at TSCust.Service@det.nsw.edu.au for:

- technical support with issues such as system/information access and functionality and reporting
- further information for students or employers (unless otherwise directed).

Please note that this update is for the information of approved Smart and Skilled Providers only.