



RTO: 91463

## SMART AND SKILLED STUDENT INFORMATION PACK

**The following information is only for students applying for funding from the Smart and Skilled program. This training is subsidised by the NSW Government**

All Onsite Training and Assessment

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## Introduction

All Onsite Training and Assessment (AOTA) is a Registered Training Organisation based in the Illawarra. We have specialised in high risk and heavy vehicle licenses for over 15 years. We work with individuals to ensure they receive a high standard of training and assessment and our courses are delivered by trainers that have relevant industry experience and hold the relevant licence, as well as holding Certificate IV in Training and Assessment. We also deliver training to industry and can travel throughout NSW. We are excited to be a part of the NSW Government's training initiative, Smart and Skilled, and we look forward to working with you to get the skills you need.

## What is Smart and Skilled?

**Smart and Skilled is a reform of the NSW Vocational Education and Training (VET) system. It's helping people in NSW get the skills they need to find a job and advance their careers.**

Smart and Skilled provides eligible students with:

- an entitlement to government-subsidised training up to and including Certificate III
- government funding for higher-level courses (Certificate IV and above) in targeted priority areas.

For more details on the program you can go to the government website:

<https://smartandskilled.nsw.gov.au>.

Here you will find all the information you will need to find out if you are eligible and the courses available to you.

To enrol in a Smart and Skilled course, you'll need to check your eligibility, find the right course and approved Smart and Skilled training provider, get an estimate of your fee and obtain a unique student identifier (USI). Please refer to the USI section of this handbook.

## Eligibility

Are you:

- 15 years old or over?
- no longer at school?
- living or working in NSW?
- an Australian citizen, Australian permanent resident, humanitarian visa holder or New Zealand citizen?

If you answered 'Yes' to all four questions, then you're eligible to enrol in a government-subsidised course with an approved Smart and Skilled training provider.

Your eligibility for a government-subsidised Smart and Skilled course no longer depends on your previous qualifications:

- From 2016, all students, regardless of the level of any previous qualifications held, are able to access subsidised Smart and Skilled training up to Certificate III level. This means that even if you have a higher level qualification you may still be eligible to re-train to enter (or re-enter) the workforce.
- You can also enrol in subsidised training at Certificate IV, Diploma or Advanced Diploma level, depending on the availability of funding for these courses.

Previous qualifications do not affect eligibility, but may affect the student fee.

To check if you are eligible go to:

<https://smartandskilled.nsw.gov.au/are-you-eligible>

## How to Enrol

To enrol in a qualification you must complete a Client Referral Form, if you are a job seeker please speak to your case officer and get them to assist in the completion of this form. The form will be provided upon request. Once you have completed this form you, or your job network provider will need to email it to [admin@aota.com.au](mailto:admin@aota.com.au). You must also complete several declarations and consents that are attached to the back of this handbook. Prior to your enrolment you will receive the following information:

- Student Handbook
- Fee schedule
- Course information Sheet

Once you have completed all the necessary paperwork, the RTO will enrol you in the course and a Notification of Enrolment will be generated and kept on your file. A Student Commitment ID will also be generated and retained. You will receive a copy of the Notification of Enrolment, either via email or from your job network provider.

## Recognition of Prior Learning (RPL)

Recognition of Prior Learning is an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or Vocational Education and Training (VET) accredited courses.

Please refer to your student handbook for more details on AOTA's policy. To apply for RPL you must notify the RTO before the completion of your enrolment. The RTO will provide you with a RPL assessment package. You must complete this package and provide evidence of your experience to prove you possess the relevant skills and knowledge to meet the Unit of Competency criteria. This criteria is published on the Training.gov.au website.

If granted RPL, the qualification price will be adjusted and a new student fee will be calculated.

## Fee Information

The price of Smart and Skilled qualifications is a set price for the full qualification. The following information contains all you need to know about fees, collection of fees, and refunds.

## How much will your Smart and Skilled training cost you?

If you're eligible for subsidised training under Smart and Skilled, you pay only a portion of the training cost. The rest is subsidised by the NSW Government and they pay an average 55-90 per cent of the cost of each course.

You can determine your eligibility for Smart and Skilled training in the [Eligibility Checker](#). You can then get an estimate of the fee for your preferred course in the [Course Finder](#).

## How your fees are determined

Smart and Skilled introduces a simpler, fairer system for calculating fees and subsidies. You only pay one fee for the whole qualification, rather than year-by-year. This means you'll know, upfront, the total cost of your training. The fee payable by the student must be made before the qualification is awarded. The RTO will communicate with you and discuss fee payment options at the time of enrolment.

## Exemptions and concessions

If you're an Aboriginal or Torres Strait Islander person, a student with a disability, a refugee and asylum seeker or an Australian Government welfare recipient, you and your dependants may be eligible for fee exemptions or concessions when enrolling in a Smart and Skilled course. If you are eligible you will be notified at the enrolment stage. You will need to provide evidence for these exemptions.

## Fee Refund Policy

Students are entitled to a full refund of fees paid if:

- AOTA cancels a program for any reason prior to its commencement.
- If the student gives formal notice at least 7 days before the commencement of training

Under normal circumstances, no refunds will be given after the commencement of a program, unless the student can provide a medical certificate or show extreme hardship. In these cases fees will be refunded, minus the costs of training materials provided.

## Unique Student Identifier

All students doing nationally recognised training need to have a Unique Student Identifier (USI). This includes students doing Vocational Education Training (VET) when they are still at school (VET for secondary students).

The Unique Student Identifier or USI is a reference number made up of 10 numbers and letters that:

- creates a secure online record of your recognised training and qualifications gained in Australia, even from different training organisations
- will give you access to your training records and transcripts
- can be accessed online, anytime and anywhere
- is free and easy to create and
- stays with you for life

If you are a new or continuing student undertaking nationally recognised training, you need a USI in order to receive your qualification or statement of attainment. If you don't have a USI you will not receive your qualification or statement of attainment.

Your USI will give you access to an online record of the training you have done since 1 January 2015. You will also be able to produce a comprehensive transcript of your training. This can be used when applying for a job, seeking a credit transfer or demonstrating pre-requisites when undertaking further training.

### [How to get a USI](#)

You can apply for a USI by getting online and going to:

[www.usi.gov.au](http://www.usi.gov.au) here you will find everything you need to know about creating and using your USI. You must have some form of identification with you when applying. You will be required to give AOTA permission to access and share this information, please refer to attached disclosure forms at the back of this document.

## Training Plan

Once you are enrolled you will work with the staff of AOTA to create a training plan that will provide detailed information on the training and assessment of each Unit of Competency. You will receive a copy of this plan once it is approved. Your training plan may be reviewed throughout your training to reflect the current situation and your training needs.

## Language, Literacy and Numeracy (LLN) Assessment

Before commencing your training, a representative from AOTA will speak to you and a LLN assessment will be conducted. By completing this assessment our Trainers and Assessors can determine whether you require any additional support to ensure your training experience is a positive one. Please feel free to discuss any issue with your trainer as we would like to be proactive in our approach.

## Deferral or Withdrawal from Training

### Deferral

If for any reason you wish to defer your training and assessment, you will need to discuss this with either your trainer or other AOTA staff. We will then discuss and support requirements you may have and we will endeavour to implement those processes to assist and support your training. If after that you decide to defer, you may only defer for a maximum of 12 months, and after this time you will not be entitled to continue your training under the Smart and Skilled Program.

### Withdrawal

If you decide to withdraw from your commitment under Smart and Skilled, we request that you discuss this directly with your trainer or the CEO of AOTA. We may be able to implement some additional support services to assist in completing your training and assessment.

If you still wish to withdraw from your qualification then you must:

- Give formal notice, preferably in writing, of the date and the reason/s for your withdrawal
- You will be refunded fees in line with the above fee policy
- You will be issued with a Statement of Attainment for all Units of Competency you have been assessed as competent within 21 days of notice of withdrawal
- Your training Plan will be updated and you will be given a copy
- You will be given the results of any assessments



## Consumer Protection Policy

AOTA protects students by having an Appeals and Complaints policy. Please refer to your student handbook for details and the process involved. We will make every reasonable attempt to resolve student's complaints and you can speak directly to the CEO of AOTA to see if your complaint can be resolved satisfactorily.

You may also wish to contact the Smart and Skilled Support Centre for further advice at 1300 772 104 or go to the Smart and Skilled Website [www.smartandskilled.nsw.gov.au](http://www.smartandskilled.nsw.gov.au).

## Student Declaration

I, \_\_\_\_\_

(Full name as described on identification documents)

Of \_\_\_\_\_

(Full address)

Date of Birth: \_\_\_\_\_

Declare that all information provided by myself to AOTA for my enrolment in a Smart and Skilled qualification is true, accurate, complete and not misleading in any way.

I have been informed of and received the following:

- The fees chargeable
- Student Handbook AOTA
- Student Handbook Smart and Skilled
- Course brochure

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

(Name)

Date: \_\_\_\_\_

## Consent to Use & Disclose Personal Information

**CONSENT TO USE AND DISCLOSURE OF PERSONAL INFORMATION TO THE DEPARTMENT OF  
INDUSTRY AND OTHER GOVERNMENT AGENCIES**

I, \_\_\_\_\_

(Full name)

Of \_\_\_\_\_

(Full address)

Date of Birth: \_\_\_\_\_

Understand and agree that personal information (information or an opinion about me), collected from me, or my representative, such as my name, USI, date of birth, contact details, training outcomes and performance, or sensitive personal information (including but not limited to my ethnicity or personal and health information) collected by AOTA may be disclosed to the Department of Industry.

The Department may disclose my personal information to other Australian Government agencies, including both state and federal agencies located outside of NSW.

The above agencies may use my personal information for any purpose relating to the exercise of their government functions, including but not limited to, the evaluation and assessment of my training, the determination of my eligibility to receive subsidised training or for fee exemption and concessions. My personal information may also be disclosed to other third parties if required by law.

I consent to the collection, use and disclosure of my personal information in the manner outlined above.

I also acknowledge and agree that the Department may contact me by telephone, email or post during or after I have ceased subsidised training with AOTA for the purposes of evaluating and assessing my subsidised training.

Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_