

## Smart & Skilled

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This training is subsidised by the NSW Government. Eligibility criteria apply:

- 15 years old or over
- no longer at school or equivalent (excluding home schooled students)
- living or working in NSW
- an Australian citizen, Australian permanent resident, humanitarian visa holder or New Zealand citizen

Go to the **Course Finder** Skills NSW website. You can then check your eligibility and get an estimate of the fee for your course. Eligibility information and required documentation to enrol is also available in the Student Eligibility Policy along with other **relevant policies on our website**.

Austrain Academy has been approved to deliver the following qualifications in the below regions as either an Entitlement Full Qualification or a Trainee / Apprenticeship program:

### Capital Region

- SIT20322 Certificate II in Hospitality\*
- SIT30821 Certificate III in Commercial Cookery\*
- SIT30622 Certificate III in Hospitality\*
- SIT40422 Certificate IV in Hospitality\*
- BSB41419 Certificate IV in Work Health and Safety\*

### Illawarra

- SIT20322 Certificate II in Hospitality\*
- SIT30622 Certificate III in Hospitality\*
- SIT40422 Certificate IV in Hospitality\*
- SIT30821 Certificate III in Commercial Cookery\*
- BSB41419 Certificate IV in Work Health and Safety\*
- SIT50422 Diploma of Hospitality Management

### Southern Highlands and Shoalhaven

- SIT20322 Certificate II in Hospitality\*
- SIT30821 Certificate III in Commercial Cookery\*
- SIT30622 Certificate III in Hospitality\*
- SIT40422 Certificate IV in Hospitality\*
- BSB41419 Certificate IV in Work Health and Safety\*

### Sydney

- SIT20322 Certificate II in Hospitality\*
- SIT30821 Certificate III in Commercial Cookery\*
- SIT30622 Certificate III in Hospitality\*
- SIT40422 Certificate IV in Hospitality\*
- BSB41419 Certificate IV in Work Health and Safety\*

*\*These qualifications only available as an Apprenticeship or Traineeship (or a Fee for Service) in these regions*

Financial caps apply to funding under this program and as such, places may be limited. Further details on this program and eligibility criteria are available by contacting Austrain Academy, <https://education.nsw.gov.au/skills-nsw> or P 1300 772 104. Additional Student Information is also

available in the **Student Handbook**, on the Austrain Academy website or the Austrain Academy Enrolment Form.

### **Prevocational & Part Qualification Training**

The NSW Government is fully subsidising approved Part Qualification training. This means the training is FEE FREE. Austrain Academy conducts these hospitality training programs in partnership with local employers and Jobactive providers. This training will give you a taste of the hospitality industry and prepare you for employment and/or further study in hospitality. Please **contact our Administration Team** to find out the details for the current program or see the home page.

### **For all Smart & Skilled students, Austrain Academy must adhere to the Notification of Enrolment Process as follows:**

- a) (Consent) Austrain Academy (the Provider) must first obtain the consent of the Prospective Student to the Department's use of the Prospective Student's information by:
  - the Prospective Student signing or electronically accepting (including by ticking a check box) a consent form that includes the wording set out in Schedule 1 of the Smart and Skilled Operating Guidelines; or
  - the Prospective Student verbally providing their consent provided that a consent statement is recited to the Prospective Student or is made available for the Prospective Student to read.

Note – if consent is not received, the Notification of Enrolment process cannot proceed.
- b) (Third Party Arrangement) the Provider must notify the Prospective Student (and any relevant employer) of any Third Party Arrangement (including any Brokering Arrangement)
- c) (Provider Calculator) the Provider must use the Provider Calculator to validate eligibility, input details of any Credit Transfers or Recognition of Prior Learning and generate details of the Fee chargeable and the applicable Subsidy together with any Loadings (if applicable). The Provider must provide the Prospective Student with details of the Fee chargeable.
- d) (Notification of Enrolment Report – provider Copy) the Provider should generate and maintain a hard copy or electronic copy of the Notification of Enrolment Report – Provider Copy that can be referred to where the Fee and Subsidy is adjusted after the Commitment ID is issued.
- e) (prospective student declaration) the Provider must confirm that the Prospective Student has signed or electronically accepted a declaration confirming:
  - All information provided by the Prospective Student to the Provider, in connection with the Notification of Enrolment Process is true, accurate and not misleading in any way
  - a Notification of Enrolment process has not concurrently been completed for the same qualification and/or the same units of competency for the same or other qualification(s)
  - The Prospective Student is aware of any subcontracting arrangements (if applicable); and
  - The Prospective Student had been provided with the details of the Fee chargeable and the Student Information.

This process will be carried out as part of Austrain Academy's Enrolment process. Successful completion of this process will result in the issue of a Commitment ID.

The Notification of Enrolment Process must be completed before the Provider delivers any training to the Student.

### Student Information:

- Fee Information is available on the Smart and Skilled [website](#) and in Austrain Academy's Fee Administration Policy and in your enrolment information
- Additionally, the Smart and Skilled Fee Administration Policy available on the TSNSW website or <https://www.austrainacademy.com.au/info/our-policies>
- Information regarding Recognition of Prior Learning (RPL) and Credit Transfer (CT) is available in the RPL Policy and Procedure in this document and on our website. Where an eligible student is granted CT or RPL for one or more units of competency, the qualification price will be adjusted and a new student fee determined.
- Consumer Protection Information is contained in this Handbook and a dedicated Consumer Protection Officer is available – Austrain Academy CEO
- If you wish to defer or discontinue your training:
  - Complete Austrain Academy [Withdrawal / Refund Form](#) including reasons. If this reason relates to the performance of Austrain Academy, then the procedure outlined in the Consumer Protection & Fee Administration Policies will be followed
  - Deferral for a maximum of 12 months from the date of receipt of the above form will be permitted
  - Discontinuing students will be issued with a Statement of Attainment for Completed Units of Competency and an updated Training Plan within 30 days of the receipt of the form
  - In the case of discontinuing apprentices & trainees, Austrain Academy will notify the local State Training Services Regional Office within 14 days of receipt of the Withdrawal / Refund Form
- If you stop attending training and / or submitting assessments without contacting Austrain Academy, we will contact you within seven (7) days from the initial instance of non attendance / submission. If you do not respond to this contact, we will contact you once more within twenty one (21) days. If we still do not receive a response from you, we will withdraw you from your enrolled course and issue a Statement of Attainment for Completed Units of Competency and an updated Training Plan within 30 days of the withdrawal date.
- Support and assistance during your training may be accessed by contacting your trainer or personnel at Austrain Academy. Requests for support and assistance outside the capability of Austrain Academy will be referred to an appropriate agency or you will be assisted to transfer to an RTO that can assist.