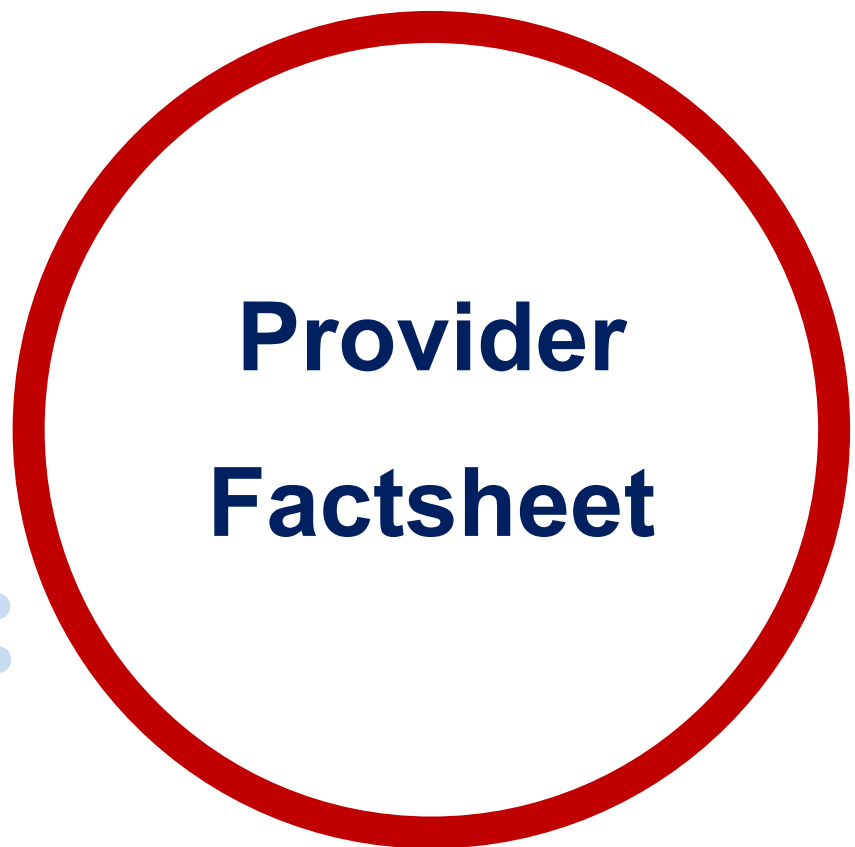
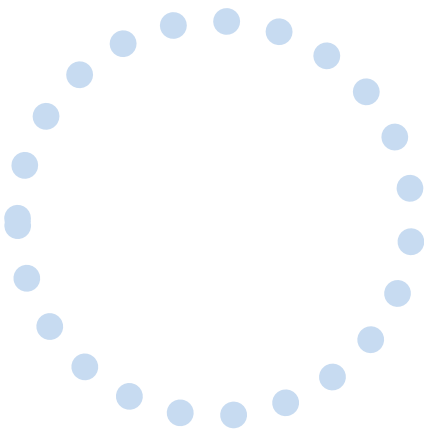
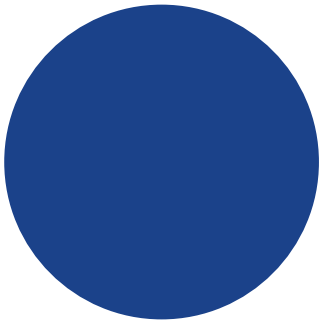


# Trade Pathways Program - Construction Industries Pilot

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## About the Program

The NSW Government is aiming to increase the number of qualified tradespeople in NSW to address labour and skills shortages. Shortages of qualified labour in the building and construction industries are creating increased pressure on the economy through higher costs and lower levels of productivity.

The Trade Pathways Program - Construction Industries (CI) Pilot (the Pilot) will assist in the advancement of experienced, unqualified trades workers by assessing their skills and experience. This will be done through the Recognition of Prior Learning (RPL) and Fee-free gap training to enable them the opportunity to gain a trade qualification.

## About the Pilot

Providers will assess the student's previous qualifications, current and/or previous work experience to ensure they have all the necessary work evidence requirements for the specific qualification being undertaken. Once determined which Units of Competency (UoCs) from the qualification can be completed as RPL, the remaining UoCs, if any, will be delivered through gap training.

## Targeted Providers

Providers approved to deliver this Pilot need to demonstrate the following capabilities:

- assessment of relevant previous employment at enrolment, including provision for RPL and credit transfer in relevant units of competency; and
- evidence of relevant workplace experience during training; and
- collation of workplace evidence in assessing competence for individuals with identified work experience gaps.

## Provider eligibility

To be eligible to participate, Providers MUST have:

- a current Smart and Skilled contract; and
- an ASQA Scope of Registration in NSW that includes at least one listed qualification on the Priority Qualifications table under Approved Qualifications (below); and
- a satisfactory Smart and Skilled performance monitoring status as determined by the Department; and
- a thorough documented RPL process and resources to successfully offer it to eligible students.

## Provider responsibilities

It is the Providers responsibility to:

- screen students for eligibility, capacity of achieving RPL, and suitability for the program; and
- provide RPL and gap training, which must be delivered in accordance with training package requirements, including those associated with workplace assessment; and
- develop a Training Plan for the Pilot RPL Process and Gap Training; and
- comply with Smart and Skilled Contract Terms and Conditions in addition to requirements outlined in the Provider Activity Schedule AQAS; and
- inform students of post training completion options.

The Provider cannot suggest, or allow there to be any misunderstanding, that the Subsidised Training is 'free of charge', discounted or subsidised by the Provider or any other third party. *Please refer to clause 1.3 of the Smart and Skilled Operating Guidelines.*

## Student eligibility

As a pre-requisite, your students must meet all the following criteria:

- be aged 21 years or older at the time of enrolment; and
- have at least 2 years of work experience in the trade that they will be undertaking training in; and
- be currently working in the construction industry, or have worked in the industry within the last five years; and
- not be a current apprentice or trainee; or if a cancelled apprentice, cancellation must be greater than 6 months; and
- not be enrolled in any related Smart and Skilled subsidised training; and
- assessed as capable of a minimum three (3) UoCs as an RPL (51) outcome; and
- no longer be at school; and
- be living or working in NSW; and
- be an Australian citizen, Australian permanent resident, humanitarian visa holder or New Zealand citizen.

## Approved (Priority) Qualifications

Code	Title	ANZSCO Occupation	Field of Employment
CPC30111	Certificate III in Bricklaying and Blocklaying	Bricklayer	Building
CPC33020	Certificate III in Bricklaying and Blocklaying	Bricklayer	Building
CPC30211	Certificate III in Carpentry	Carpenter	Building
CPC30220	Certificate III in Carpentry	Carpenter	Building
CPC32011	Certificate III in Carpentry and Joinery	Carpenter	Building
RII30920	Certificate III in Civil Construction	Earthmoving Plant Operator (General)	Civil Engineering
RII30820	Certificate III in Civil Construction Plant Operations	Earthmoving Plant Operator (General)	Civil Engineering
CPC32813	Certificate III in Fire Protection	Plumber (General)	Building
CPC32820	Certificate III in Fire Protection	Plumber (General)	Building
MSF30818	Certificate III in Flooring Technology	Floor Finisher	Building
CPC31511	Certificate III in Formwork/Falsework	Carpenter	Building
CPC32720	Certificate III in Gas Fitting	Carpenter	Building
UEG30118	Certificate III in Gas Supply Industry Operations	Gasfitter	Building
UEG30120	Certificate III in Gas Supply Industry Operations	Gasfitter	Building
MSF30418	Certificate III in Glass and Glazing	Glazier	Building
CPC31912	Certificate III in Joinery	Joiner	Building
CPC31920	Certificate III in Joinery	Joiner	Building
CPC32211	Certificate III in Joinery (Stairs)	Joiner	Building
CPC30611	Certificate III in Painting and Decorating	Painting Trades Worker	Building
CPC30620	Certificate III in Painting and Decorating	Painting Trades Worker	Building
CPC32413	Certificate III in Plumbing	Plumber (General)	Building
CPC32612	Certificate III in Roof Plumbing	Roof Plumber	Building
CPC32620	Certificate III in Roof Plumbing	Roof Plumber	Building
CPC30812	Certificate III in Roof Tiling	Roof Tiler	Building
CPC30820	Certificate III in Roof Tiling	Roof Tiler	Building
CPC30116	Certificate III in Shopfitting	Carpenter and Joiner	Building
CPC30120	Certificate III in Shopfitting	Carpenter and Joiner	Building
CPC30216	Certificate III in Signs and Graphics	Signwriter	Building
CPC31011	Certificate III in Solid Plastering	Solid Plasterer	Building
CPC31020	Certificate III in Solid Plastering	Solid Plasterer	Building
CPC32320	Certificate III in Stonemasonry	Stonemason	Building
CPC32313	Certificate III in Stonemasonry (Monumental/Installation)	Stonemason	Building
MSF30313	Certificate III in Timber and Composites Machining	Wood Machinist	Building
CPC31211	Certificate III in Wall and Ceiling Lining	Fibrous Plasterer	Building
CPC31220	Certificate III in Wall and Ceiling Lining	Fibrous Plasterer	Building
CPC31311	Certificate III in Wall and Floor Tiling	Wall and Floor Tiler	Building
CPC31320	Certificate III in Wall and Floor Tiling	Wall and Floor Tiler	Building

# How to access funding

Providers are required to submit a Training Needs Identification (TNI) application for approval by Training Services NSW and receive a Supplementary Approved Qualification Activity Schedule (PAS) prior to enrolling participants in part qualification training.

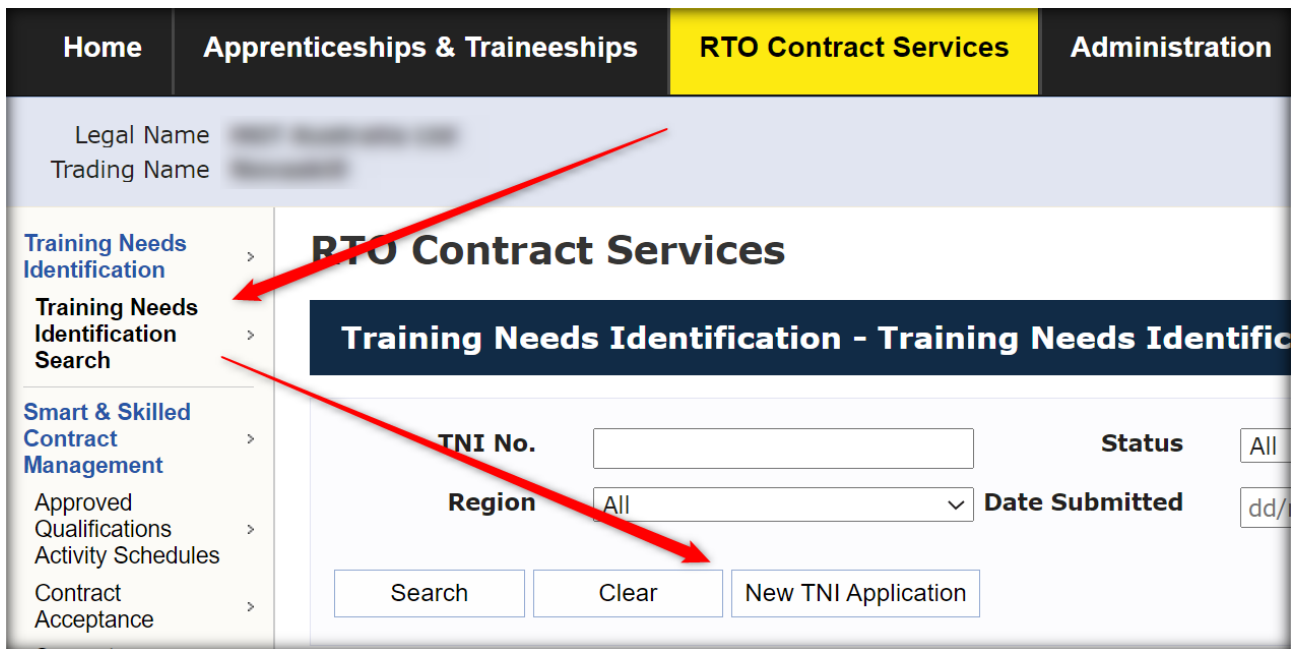
## 1. Identifying a training need

Students must meet the eligibility criteria, and have capacity to complete an approved qualification under the Pilot within the PAS time frames.

## 2. Completing a Training Needs Identification (TNI) application

Creating a TNI application for the Pilot is similar to creating a Targeted Priorities Pre-vocational and Part Qualifications Program (TPPPQ) TNI.

1. Log into STS Online > RTO Contract Services <https://online.training.nsw.gov.au/rtow/>
2. Select “Training Needs Identification Search” on the top left
3. Select New “TNI Application”



4. **Program Details**, enter the following details to create a Trade Pathways Program TNI.

Field	Select...
Program:	Trade Pathways Program
Program Stream:	Other Full Qualifications
Target Group type:	'Specific Target Group'
Target Group	Trade Pathways - Construction

Field	Select...
Is this training targeting a specific industry?	Yes
Target Industry	Construction

5. **Training Details**, enter the *Proposed Training Enrolment Period* you have agreed to with the potential student/s entered on their Training Plan

Field	Select...
What occupational outcome is this training targeting?	(type the ANZCO Occupation in the qualification list) e.g. Gasfitter and select the appropriate from the list
Full Qualification:	(Enter the qualification code)
Delivery Mode:	(select the appropriate for the training delivery)
Delivery Address	(select the appropriate for the training delivery)

6. **Training Rationale**, select the appropriate fields and answers

Field	Select...
Training need identified by:	(select the appropriate for the training delivery)
Is there an employer associated with this training need?	(if yes, enter the employer details in the related fields)
Partner Organisation	(if yes, enter the details in the related fields. e.g. Industry Association, ITAB)
Delivery Address	(select the appropriate for the training delivery)

7. **Questions 1-5** are the most important questions of the TNI application.

These questions enable Providers to define the RPL suitability of the student, their past experience relating to the Pilot criteria and objectives. Whether the student's work history and experience fits the Pilot and benefits to their employment prospects, continuity or promotion. Ultimately informing the Department about a student's eligibility and suitability as well as the benefits a student might receive from participating in the Pilot.

Providers can also detail how the training will be tailored to the student and qualification needs such as any special needs, equipment or precise and relevant information will assist expedite the processing of the TNI application. If the Department has any further questions a Trade Pathways team member will be in contact to seek clarification.

At this point you select **Save Progress** at the bottom of the page. Only after saving progress can you **attach a document** and continue to Submit Application

## 8. **Attachments** - to support a TNI application

Every student undertaking the Pilot will be required to have a Training Plan for the RPL Process and Gap Training.

Evidence to support a Student's Work Experience:

- transcripts and/or certificates of formal training completed in Australia or overseas
- work-related references from employers detailing the nature of trade work and the duration of employment, procedures applied and tools and equipment used which are consistent with the trade (references must be on employer's letterhead signed and dated)
- work orders, e-profiling, skills tracker, log books or job cards illustrating the nature of trade work performed by the student (this does not include time sheets, pay slips, etc.)
- any other evidence that demonstrates the student is competent or trained to work in the trade, that has been verified by a past employer or qualified supervisor e.g. Third-Party Report, Supervisor Report, etc.

Other relevant information that you believe may assist.

**Note:** A TNI with multiple students can contain an attached matrix for the identified students answering the TNI questions 1-6.

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

## 3. **Assessing TNI applications**

The Trade Pathways Program Team will assess the TNI application. Training Providers will be contacted if further information is required for approval. This process may take up to 14 days.

## 4. **Issuing a Provider Activity Schedule**

If the TNI application is approved, the Department 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.

## 5. **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 the Provider can create a Notification of Enrolment for students within the enrolment period of the PAS.

For more information on how to accept your PAS, 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 (NoE) of students cannot begin until two days after a Training Provider has accepted a PAS.

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.

## Reporting

The process for reporting Training Activity Data for students is the same as reporting students under the TPPPQ Program as per the Smart and Skilled Contract Terms and Conditions.

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.

Only Commitment ID (enrolments) under the Trade Pathways Program may be considered for additional incentives under the Pilot. Enrolments under any other program are not eligible.

## Contact information

For additional information regarding the Pilot, please contact:

**Trade Skills Pathways Centre**

E-mail: [TradePathways@det.nsw.edu.au](mailto:TradePathways@det.nsw.edu.au)

# Frequently Asked Questions (FAQs)

## How do I apply to participate in the Pilot?

To be considered for the Pilot please email [TradePathways@det.nsw.edu.au](mailto:TradePathways@det.nsw.edu.au).

## What happens if I currently don't have capacity to participate in the program?

Please email your Trade Pathways Pilot Program form indicating that you currently don't have capacity to participate in this Pilot. If your circumstances change please email [TradePathways@det.nsw.edu.au](mailto:TradePathways@det.nsw.edu.au) with an updated Trade Pathways Pilot Program form and we may consider your request.

## Is a person who obtained their qualification overseas able to get it recognised through this Pilot?

The Program is not intended to be used to undertake a recognition process for an overseas qualification.

If a student meets the current Trade Pathways Program eligibility criteria including a minimum of two years employment in the trade and evidence of a minimum of 12 months employment in the trade in Australia they may meet the eligibility.

## Can a person with an old (Certificate III) trade qualification apply for this Pilot?

No. Anyone who has completed a trade related qualification previously and would like to 'renew' an old qualification does not qualify under this Pilot. This Pilot is for unqualified trades workers with experience on the job who want the opportunity to gain a qualification through RPL and Fee-free gap training.

## If a student already has a Craft Certificate, are they eligible for the Pilot?

If they don't have a qualification and meet the eligibility criteria, they would need to present all their evidence of previous training, including work related evidence. You can then advise them on whether they meet the eligibility criteria for the Pilot.

However, if they are not eligible for Smart & Skilled Fee-free training, you can provide advice about other available training options that will help them achieve their trade qualification.

## Can a student apply for a Certificate of Proficiency after they complete the Pilot?

After completing training through the Pilot, a student may be able to apply for a Certificate of Proficiency from the Commissioner for Vocational Training. They will need to discuss this with you for more information i.e. gathering documented evidence of previous industry

experience, undertaking work experience in support of the qualification, etc and contact Trade Skills Recognition by email [trade.skills@det.nsw.edu.au](mailto:trade.skills@det.nsw.edu.au) or phone 1300 772 104.

### **What is the timeframe for developing a Training Plan?**

The student's evidence needs to be assessed **prior** to determining which UoCs can be completed as RPL and which UoCs are to be undertaken as gap training. As such, a Training Plan **MUST** be developed **prior** to submission of a TNI and submitted with the TNI to support the student eligibility along with other supporting evidence.

### **What if the PAS/Supplementary AQAS training end date is approaching and the student has not completed?**

Where a student is still engaged in the training and is unlikely to complete by the PAS end date, you **MUST** request an extension to the PAS. Requests must be received within two (2) weeks of the end date. Any request must be undertaken in consultation with the student to ensure the extension period is sufficient to successfully complete. A maximum of up to six (6) months extension will be considered and a revised Training Plan **MUST** be submitted to support the request and emailed to [TradePathways@det.nsw.edu.au](mailto:TradePathways@det.nsw.edu.au).

### **Will I get any extra funding for providing additional support to students?**

Smart and Skilled loadings apply for training to Aboriginal and Torres Strait Islander students and to students with disabilities (15% loading) and long-term unemployed students (10% loading) and location loadings.

Loadings are only applied to the additional incentive for the RPL component, not the additional incentives for a student completion.

If a student requires Language, Literacy and Numeracy (LLN) support, the Provider must advise them at enrolment, of any additional cost.

### **Who can I contact if I have any questions?**

If you have any questions, please email [TradePathways@det.nsw.edu.au](mailto:TradePathways@det.nsw.edu.au) for advice.