1. **WELCOME TO SMART AND SKILLED IN 2016**

   The New Year is here and we look forward to continuing to work with you on the delivery of Smart and Skilled training. We'll be announcing new initiatives and clarifying policy and operational requirements through these Updates, so remember to keep your organisation's contact details up to date.

   Contact details for CEOs are taken directly from training.gov.au and changes can be made by contacting ASQA. Provider’s Representatives are updated in STS Online via the Smart and Skilled Data Maintenance facility. (For detailed instructions on the latter, please refer to the *Smart and Skilled Data Maintenance - User Guide* available in STS Online via Smart and Skilled Contract Management on the Support Documents page).

2. **ENROLLING FOR 2016**

   We encourage you to start planning now to fully use your 2016 financial cap(s). We will be actively monitoring performance and making adjustments across the market in 2016 with the aim of maximising training activity and outcomes.

   Remember, your Relationship Manager is there to support you, so please engage them in an active conversation regarding contracts, financial caps and performance. (General or technical enquiries can still be referred to Training Market Customer Support at training.market@industry.nsw.gov.au or (02) 9266 8008.)

   The Provider Calculator is fully updated with 2016 data and ready to process quotes and Notifications of Enrolment for this year.

   And don’t forget that the Notification of Enrolment process in the Provider Calculator needs to be completed prior to the commencement of training activity for a student. The Commitment ID, which identifies Smart and Skilled activity in your reported data, is our commitment to fund you for that student. Without it, we cannot pay you.
3. TRAINING ACTIVITY DATA TO BE REPORTED BY 11 FEBRUARY 2016

All training activity data for students who commenced training in 2015 should be up to date and successfully uploaded in eReporting no later than Thursday, 11 February 2016.

The Department will then process eligible payments and finalise your 2015 Financial Cap usage. This information will also be used to adjust your 2016 Financial Caps for continuing students where this is necessary. You will be advised of any adjustments to your 2016 Financial Cap(s) as a result.

This is also the close-off date for reporting 2015 Department of Industry-funded training activity to us for inclusion in the annual national provider collection undertaken by NCVER, i.e. your reported 2015 training activity data will be viewed as final as of 11 February 2016 for the purposes of the national collection. You should therefore pay particular attention to ensuring the currency of your reported data in advance of this date.

Please note that eReporting will only accept one successful upload per day, therefore please allow sufficient time for any errors to be identified and fixed in your data prior to this date. All data submitted at all times must be accurate and reported outcomes true and correct.

(Note that this close-off date does not override the requirement to continue reporting to us a minimum of every 28 days as per your contract.)

4. UNIQUE STUDENT IDENTIFIER (USI) VALIDATION

Under the Smart and Skilled Contract, you are required to provide a valid USI for every government subsidised student.

Validation of the student’s name, date of birth (DoB) and USI against the national USI Registry occurs during Notification of Enrolment in the Provider Calculator or SBATS Enrolment Data function.

Where data is invalid, the Commitment ID will still be issued, however you must review the error and correct the problem prior to the submission of Training Activity Data via eReporting. Training Activity Data cannot be accepted for students with invalid USI information, which means payments for training cannot be made.

You are notified bi-weekly of any students with invalid USI data. You can search and change a student’s first name, last name and USI by visiting STS Online. If eReporting data was submitted prior to November 2015 for a student with invalid USI data, you can edit the student details via the eReporting Update Student Details page. If eReporting data has not yet been submitted for a student with invalid USI data, then use either the Provider Calculator Maintenance page or the SBATS Enrolment Data page to edit the student details.

For further details regarding how to identify students with invalid USI data and correct the data, please refer to the following documents:

- Smart and Skilled Provider Calculator User Guide – Single Student Process (page 34)
- Smart and Skilled Provider Calculator Data Specifications and User Guide – Multiple Student Process (pages 27 & 28)
- SBATS Enrolment Data User Guide (page 13)
- Smart and Skilled eReporting User Guide (pages 24 & 27)

These user guides are available in STS Online via Smart and Skilled Contract Management on the Support Documents page.
5. SMART AND SKILLED TARGETED PRIORITIES PREVOCATIONAL AND PART QUALIFICATIONS PROGRAM IN 2016

A reminder that the Smart and Skilled Targeted Priorities Prevocational and Part Qualifications Program is continuing into 2016.

The program is fee-free and focuses on:

- pre-apprenticeship and pre-traineeship training to assist individuals with choosing the right career
- developing the skills for those transitioning to a new job or further education, and
- upskilling existing workers to increase business productivity and economic output to build a stronger NSW economy.

In order to participate, you must complete a Training Needs Identification (TNI) form and submit it to a local NSW Department of Industry Regional Office for approval prior to commencement of training.

Further information on how to participate in the program is available from the Targeted Priorities Prevocational and Part Qualifications Program fact sheet which can be accessed in STS Online via Smart and Skilled Contract Management on the Support Documents page.

6. ADDITIONAL SUPPORT RESOURCES IN STS ONLINE

Copies of Smart and Skilled Updates from Update No. 7 onwards are now available in STS Online via Smart and Skilled Contract Management on the Support Documents page. We will keep a rolling inventory of previous updates in this location for your reference.

Also available in STS Online is a link to our webinar library Doing business under Smart and Skilled in 2016 which can be accessed directly at www.webcasts.com.au/nswdi_webinar_library/, as well as a link to the website page containing the Smart and Skilled contract, policies and supporting documents.

These resources are in addition to the user guides, technical specifications and fact sheets already available at this location, making it your go-to spot for support documentation.

Copies of the Smart and Skilled contract and policies can also be downloaded directly from our website at www.training.nsw.gov.au/smartandskilled/contract_policy.