



# SWANN COLLEGE

Education - Your Door To The Future

## Skills SA Subsidised Training Student Guide

# Contents



<b>About Skills SA subsidised training .....</b>	<b>2</b>
<b>Eligibility Criteria.....</b>	<b>2</b>
<b>Previously completed training.....</b>	<b>2</b>
<b>Courses available under subsidised training.....</b>	<b>3</b>
<b>How to Apply .....</b>	<b>3</b>
<b>Documents required for application for subsidised training enrolment.....</b>	<b>3</b>
<b>Refunds.....</b>	<b>4</b>
<b>Upfront Assessment of Needs (UAN) .....</b>	<b>4</b>
<b>Expectations of Participants .....</b>	<b>7</b>
<b>Enrolment process .....</b>	<b>11</b>



## About Skills SA subsidised training

Skills SA works in partnership with learners, businesses, peak and representative groups and the community to:

- increase skill levels so that more people have job and career opportunities
- enable a quality, accessible and relevant training eco-system
- respond to current and emerging skills needs
- deliver timely services and supports for our customers, clients and partners.
- promote Vocational Education and Training (VET) pathways and make it easier to navigate the options available through VET

More information for Learners can be found here: <https://mytraining.skills.sa.gov.au/>

For general information on Skills SA, please visit <https://skills.sa.gov.au/about-skills-sa>.

### Eligibility Criteria

You may be eligible for a government subsidised training place if you:

- live **or** work in South Australia, **and**
- are 16\* years or over **and**
- not enrolled at school, **and** are
- an Australian citizen **or** New Zealand citizen, **or** permanent Australian resident, **or** the holder of any of the following state sponsored visa<sup>#</sup> on a pathway to permanent residency **and**
- undertake an Upfront Assessment of Needs.

\*Whilst student between the age of 16 and 18 are entitled to subsidised training, Swann College does not accept students who are Under 18 years of age.

<sup>#</sup>To check a visa type, visit the [Department of Home Affairs](#).

To check any work or study entitlement conditions attached to a visa, visit the Australian Government's [Visa Entitlement Verification Online service](#).

### Previously completed training

***\*Currently, the South Australian Government is offering more opportunities for students to enrol in a course on the Subsidised Training List. This means eligible students can:***

- ***access courses regardless of their prior qualifications***
- ***undertake more than one course or short course.***



### **Courses available under subsidised training**

Swann College has a current and approved Funded Activities Agreement with Skills SA. Swann College can deliver subsidised training for the following qualifications and skill sets:

- AUR21920 – Certificate II in Automotive Tyre Servicing Technology
- AUR30320 – Certificate III in Automotive Electrical Technology
- AUR 30620 – Certificate III in Light Vehicle Mechanical Technology
- AUR30720 – Certificate III in Outdoor Power Equipment
- AUR30820 Certificate III in Motorcycle Mechanical Technology
- AUR31120 -Certificate III in Heavy Commercial Vehicle Mechanical Technology
- AUR31520 – Certificate III in Automotive Diesel Engine Technology
- AUR40216 – Certificate IV in Automotive Mechanical diagnosis
- AUR40620 – Certificate IV in Automotive Electrical diagnosis
- AUR50116 – Diploma of Automotive Management
- AUR50216 – Diploma of Automotive Technology
- BSB50120 – Diploma of Business
- BSB60120 – Advanced Diploma of Business
- UEE60220 – Advanced Diploma of Electronics and Communications Engineering
- AURSS00064 Battery Electric Vehicle Inspection and Servicing Skill Set
- AURSS00037 Hybrid Electric Vehicle Inspection and Servicing Skill Set

### **How to Apply**

Potential students must apply using the [Training Enrolment Application – Domestic Student](#).

Please carefully read the 'Expectations of Participants' before applying.

You can contact our Adelaide Campus for more information on subsidised training. Our team will provide you with more information and assist you through every step of the enrolment process.

### **Documents required for application for subsidised training enrolment**

1. [Training Enrolment Application – Domestic Student](#)
2. Evidence of citizenship
3. Passport including visa information
4. Driver's Licence
5. 100 point identification (Refer to [100 Point ID](#))
6. Unique Student Identifier ([USI Number](#))
7. Previous Education documents
8. English language test results, if available and undertaken within the last 24 months, if applicable



## Refunds

- If you withdraw your application prior to the UAN, you will not be charged any fees.
- If you withdraw your application during or after completing the UAN and/or enrolment and/or creation of Training Account, you will forfeit the Application Fees. Any fees you have paid (gap fees) will be refunded to you.
- If you withdraw your application after commencing the training, you will forfeit the Application Fees and the gap fees for the units you commenced. Any remaining units' gap fees will be refunded to you.

## Upfront Assessment of Needs (UAN)

Before you enrol, you will be required to undertake an upfront assessment of needs. This is to ensure you get the support you need to start in the right course, at the right level, to successfully complete your course. The needs assessment assesses suitability and support needs and literacy and numeracy capabilities.

Apprentices and trainees can commence prior to completing the UAN if there is an urgent requirement by the Employer to do so however the UAN must be completed:

- within 6 weeks of commencement for metropolitan-based apprentices/trainees or
- within 12 weeks of commencement for non-metropolitan based apprentices/trainees.

Modifications can be made to the UAN if there are personal barriers for learners:

- in remote regional locations
- who identify as First Nations people
- who are in prison
- with a disability.

Once Swann College has discussed possible options with a UAN Mentor, it will seek approval, in writing, from Skills SA to modify the UAN.

## Suitability and Support Needs Assessment

The suitability and support needs assessment is conducted by the Assessor and the [UAN Suitability and Support Needs Assessment Guide](#) will be completed to record relevant information which will determine your suitability to the course and identify if you may require any support to complete the course. If any support needs are identified, the Assessor will ascertain the support needs and whether Swann College is equipped to support you or needs to refer you to external support services. (Swann College will retain the Assessment Guide as evidence of your suitability assessment.)

## Literacy and numeracy assessments: The SRNI tool



As a minimum, your literacy and numeracy capabilities must be assessed using the Australian Council for Educational Research (ACER) online Snapshot Reading and Numeracy Indicator (SRNI).

Your literacy and numeracy capabilities **do not** need to be assessed if you are:

- currently working in aligned industry
  - You are currently working in an industry **and** have completed an AQF Certificate IV or higher qualification aligned to the qualification you want to enrol in.
- not currently working in aligned industry
  - You are currently not working in an industry that is aligned with the qualification you want to enrol in **and** have an AQF Certificate IV or higher achieved within the last 5 years not aligned with the qualification you want to enrol in.
- enrolling in a subsidised skill set.

**Note:** If you are demonstrating difficulty with literacy and numeracy during your course and you were not assessed due to the above listed criteria, Swann College will ask you to undertake either the Snapshot Reading and Numeracy Indicator (SRNI) or Core Skills Profile for Adults (CSPA) assessment at any time. This will allow us to support you as needed.

***The ACER literacy and numeracy assessments are not tests that you can pass or fail – the assessments are there to make sure you receive the support if you need it.***

### **CSPA assessment**

The reading, numeracy and writing capabilities will be assessed using the online ACER CSPA assessment tool if a learner was identified as requiring further assessment in their SRNI report.

You cannot undertake the CSPA multiple times to achieve a better result.

Practice assessments are available for you to download so you can experience and complete a mini assessment of your reading and numeracy skills. You will be required to register your own unique email address and a link to access the practice assessment will be sent to you. If you do not receive the link within 15 minutes, you should check your 'junks' folder in your email inbox. There are six reading and six numeracy questions. Once you have completed these, you will be able to see online what you answered correctly or incorrectly. You can go back and re-read the question. There is also an option to restart the practice assessment if you wish to try again before you exit. Once you exit the practice assessment you will not be able to use the link you received again. You will need to re-register with a different unique email address. You can access CSPA Practice Material here: <https://registration.acer.edu.au/materials/cspa/cspa-practice-test/access/create>.

UAN Foundation skills assessment requirements list each subsidised course and identifies what reading, writing and numeracy capabilities must be assessed and the



minimum Australian Core Skills Framework exit level for each. The list can be found here: <https://providers.skills.sa.gov.au/assessing-reading-numeracy-writing>.

### **Low English language capability**

The CSPA tool does not assess English. If you are having difficulty with English, you will be referred to TAFE SA English Language Program.

### **Tips:**

Some helpful information regarding the assessments:

- Whilst it takes approximately 30 minutes to complete, there is no maximum time limit. You can take as long as you want.
- You do not have to take all the assessments at once.
- It is recommended you take short breaks between each assessment. This may aid in improving your performance.
- Results are valid for 12 months from the date completed, but only with Swann College.
- results may be reused:
  - to determine if your existing levels meet the requirements for a different qualification at Swann College
  - if you transition to a superseding equivalent or non-equivalent or replacement qualification

Assessment supervisors can assist you with understanding how the online assessment environment operates; how to navigate pages or how to access the inbuilt calculator. Supervisors will not assist you to interpret or understand the stimulus or how to answer a question.

When undertaking the assessment, you are advised to:

- read all available text by scrolling
- use pen and paper to make notes and calculation
- move onto next question if having trouble answering the question
- take a 10-minute break between assessments

### **Result at ACSF exit level 2**

If your CSPA assessment results demonstrate they have met ACSF exit level 2 for reading and numeracy and they have been identified as suitable for the course you may proceed to the enrolment phase.

### **Result below ACSF exit level 2**

If your CSPA assessment result is below the ACSF exit level 2 in reading and/or numeracy then the result must be interpreted by a Skills SA approved CSPA Interpreter and a CSPA interpretation report completed.

### **CSPA Interpretation Report**

Where there are gaps, the report will include the best support to be provided, before or during the course or some combination of both.

You may be recommended to:



- be supported by Swann College's internal staff
- be supported by a Learner Support Services (LSS)
- undertake vocational bridging units at Swann College or another provider, prior to commencing your course
- be jointly managed with another provider
- transitioned to another provider (if you need to undertake foundation units prior to commencing your course at Swann College)

These reports are valid for 12 months from the date of issue but only for Swann College and the course the interpretation relates to.

**Your privacy will always be maintained when discussing your results/reports.**

### **Learner Support Services:**

Learner Support Services is an individualised support service that helps students successfully complete their training and transition to employment.

You can be referred (or you can self-refer at any time) to an LSS provider **for free** one-on-one support if you are facing complex personal and learning support needs beyond the capacity of Swann College.

Supports can be provided for a wide range of issues including:

- Family issues
- Domestic violence
- Housing and homelessness
- Interactions with the justice system
- Financial stress
- Mental health and other disability issues
- Study skills development
- In-class support needs
- Transitioning into an adult learning environment from school or after not studying for a long time
- Transitioning into work after study (post-course support is available for up to 3 months).

Swann College has an agreement with **TBA** who can provide you with free support. They can be contacted on **08 TBAT BATB** or via [TBA@TBA.TBA.au](mailto:TBA@TBA.TBA.au).

### **Expectations of Participants**

You are asked to read these expectations thoroughly before applying:

1. Prior to signing the Participant Agreement Form, the Assessor will ensure you clearly understand and agree to any conditions of access to subsidised training, identified through the suitability and support needs assessment.
2. Attendance is mandatory including workplace training, where it is identified as a key component of the course. Absenteeism may result in units not being completed and competencies not being achieved. Excessive absenteeism may





result in the College implementing an appropriate intervention strategy, which may include referral to counselling or other support services. If your attendance still does not improve, you may be removed from the course. Participants must maintain 80% attendance (e.g., minimum of 7 attendances for 9 sessions).

You must advise your trainer/assessor regarding any planned absences. You may be required, at the trainer/assessor's discretion, to provide appropriate documentation depending on the reason for absence. For all other absences, appropriate documentation is required to explain the non-attendance.

If you are unable to attend a workplace training session, you must contact your employer and your trainer/assessor.

3. You must always maintain a high standard of presentation in your personal appearance and work undertaken whether on campus or in the training workplace.
4. To participate in all training activities and carry out any learning and assessment tasks asked by your Trainer/Assessor to the best of your ability.
5. To complete self-paced learning workbooks, online guides and/or assessments as required.
6. Submission of assessment tasks is mandatory. Participants are required to work INDIVIDUALLY (except where the task is specifically required to be completed as a group assignment). Participants are generally given a month to complete assessment tasks. Online students are required to submit the unit assessment electronically within the e-learning system. Extensions may be possible; however, participants will need to discuss with and seek approval from their trainer/assessor the need for an extension before the due date.



7. Any concerns you have regarding your progress throughout the course should be discussed with your trainer/assessor.
8. You must advise Swann college of any changes in your personal details, at your earliest convenience.
9. You must always keep training areas and general facilities tidy and adhere to all work health and safety requirements.
10. Consumption of or being under the influence of alcohol or illicit substances during training hours is unacceptable and will result in you being asked to leave the premises. The sessions missed will be recorded as an absence on your attendance records. Continued abuse of this policy may result in your removal from the course.
11. Your behaviour must not interrupt or threaten other participants. Abusive behaviour or physical violence can result in instant expulsion from your course.
12. You complete the surveys you may receive such as:
  - AQTF Learner Questionnaire, administered by Swann College
  - National Student Outcomes Survey, administered by NCVER
  - Unit Feedback Survey, administered by Swann College via eSkilled
  - any other surveys Swann College or other authorities may conduct from time to time.

Surveys allow Swann College to collect information on the students' reasons for training, their employment outcomes, satisfaction with training and further study outcomes. The aim is to improve the social and economic outcomes of students, like you, who undertake VET. Your feedback also plays an important role in developing the quality of your education.

## **Plagiarism**

Plagiarism is defined as taking someone else's work or ideas and passing them off as one's own. Plagiarism can take several forms:



a) Presenting another's work as one's own without appropriate attribution to the original source

b) Paraphrasing sentences or whole paragraphs without due acknowledgement to the original work

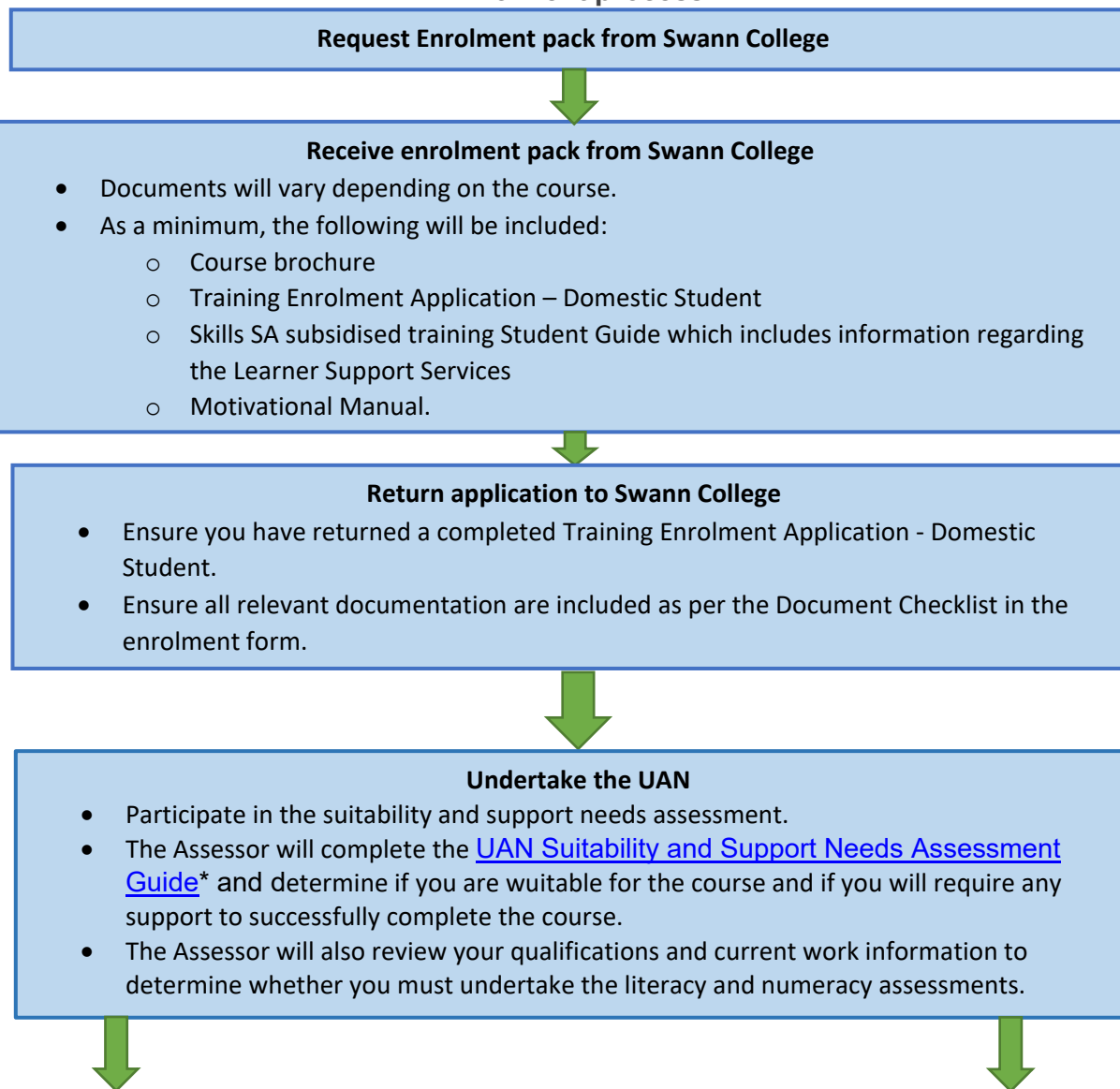
c) Submitting work with the intention to deceive the assessor as to the true/actual contribution made by the student submitting the work

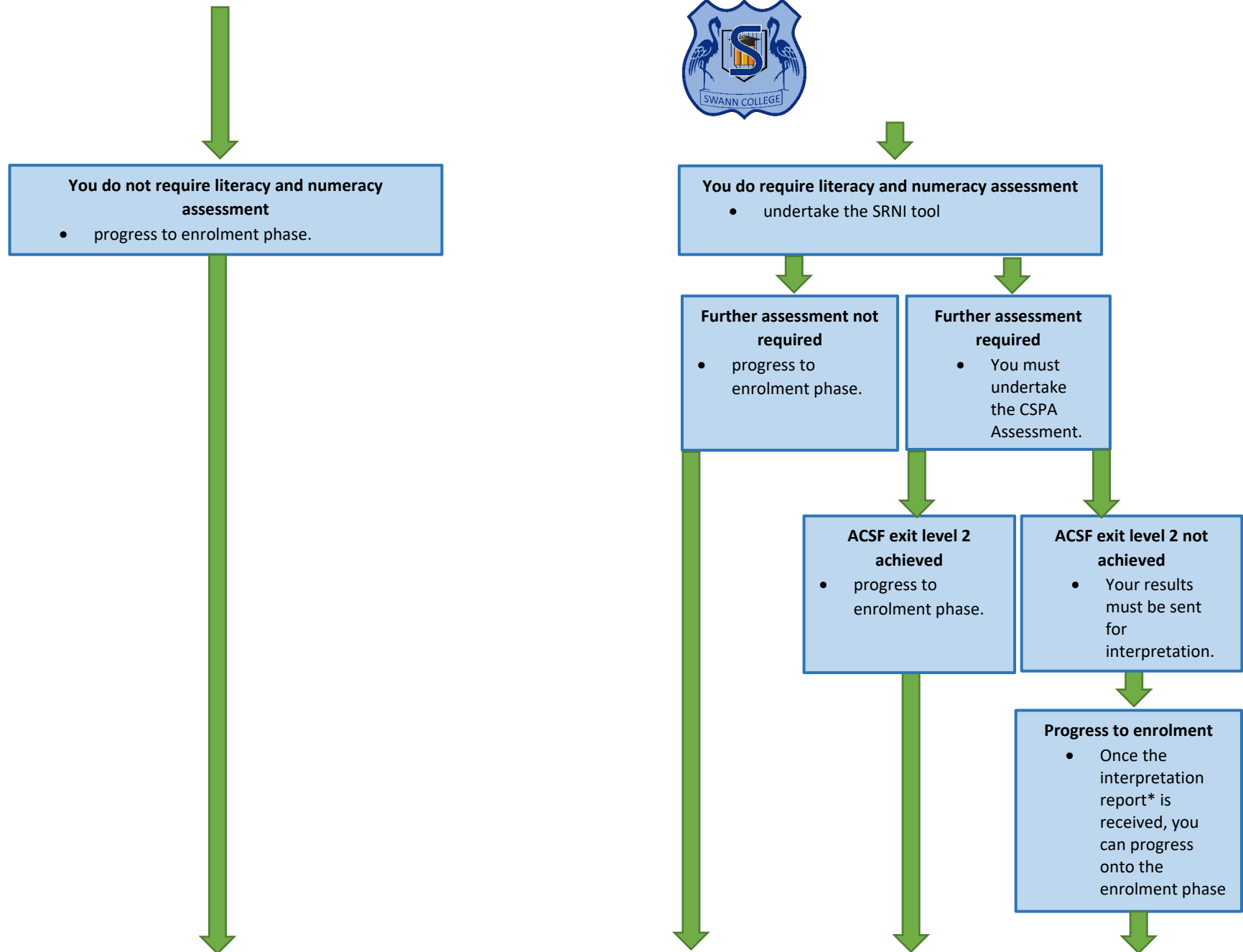
If there is a proven incidence of plagiarism, Swann College will reject your application and not progress it any further.

If there is a suspected incidence of plagiarism, Swann College will offer you another opportunity to retake the assessment. If there is a retake, you will be supervised one to one and in person only. The Assessor will determine what combination of reading, numeracy and writing assessments will be retaken. Where writing is being re-assessed, written pieces must be interpreted and the original writing results provided to the literacy and numeracy specialist for comparison.



## Enrolment process







### **Enrolment Phase**

- You must sign the Participant Agreement Form before your enrolment can be processed\*
- A profile will be created in Student Training and Enrolment Logistics Application (STELA) and a state ID will be generated.
- A profile and training account will also be created in the Skills and Employment Portal (SEP)

***You are ready to commence your subsidised training!***