1. **Purpose**

1.1 These guidelines outline the eligibility and assessment criteria to be applied when a prospective student seeks a NSW Government Smart and Skilled funded place in the Diploma of Nursing course.

2. **Definitions**

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Panel</td>
<td>A panel, comprising at least two (2) staff members, convened to assess equity place eligibility.</td>
</tr>
<tr>
<td>NSW Government Smart and Skilled Funding scheme</td>
<td>NSW Government subsidised training scheme for eligible students where the NSW Government contributes to the cost of eligible courses and the student pays the balance.</td>
</tr>
<tr>
<td>Prospective Student</td>
<td>A student who intends to enrol in a course offered by UOW College.</td>
</tr>
</tbody>
</table>
3. **Scope**

3.1 These guidelines apply to prospective Diploma of Nursing students who seek a NSW Government Smart and Skilled funded place.

3.2 Equity place eligibility and allocation will be determined by an Assessment Panel and in accordance with these Guidelines.

4. **Equity Place Student Enrolment Quota**

4.1 Up to five (5) equity places will be made available in the Diploma of Nursing for eligible students at every new enrolment from January 2017.

4.2 Equity places will be subject to the availability of NSW Government Smart and Skilled funding as per the allocated annual UOW College financial cap and approved qualifications list.

4.3 The equity place student enrolment quota is subject to change at the discretion of the Manager Vocational Programs.

5. **Equity Place Eligibility**

5.1 To be eligible for a Diploma of Nursing equity place, a prospective student must:

5.1.1 be a new Diploma of Nursing enrolment (ie, not a continuing student), and

5.1.2 be eligible to receive a NSW Government Smart and Skilled funding subsidy, and

5.1.3 meet at least one of the Equity Criteria outlined below, including Financial Hardship.

5.2 Equity Criteria:

5.2.1 Financial Hardship – student receives Centrelink Youth Allowance, Austudy, Abstudy or another income and asset tested entitlement (excluding Family Assistance) and can demonstrate exceptional financial circumstances that would impede full fee payment.

5.2.2 Disrupted Schooling – student attended three or more schools during Years 10, 11 and 12, moved interstate after beginning Year 11, or missed long periods of secondary schooling or experienced severe interruptions to studies due to refugee status or for reasons other than medical.

5.2.3 Severe Family Disruption – student experienced death of an immediate family member during Years 11 or 12, diagnosis of life-threatening or severe illness or disability of an immediate family member, divorce or separation of parents during Years 11 or 12, criminal proceedings, significant or deliberate interference to studies by family members, excessive home or family responsibility including care
of children or other family members, or work requirements to support family or responsibility to work in family business.

5.2.4 English Language Difficulty – student originated from a non-English speaking country and began their education in an Australian high school in Year 7 or later and English is not the language spoken at home and student meets the English language requirement for entry.

5.2.5 Long Term Condition / Effects of Abuse – student has a severe long term or recurrent medical condition/illness or a learning, physical, psychiatric or other disability or has experienced long term abuse, eg, domestic violence or emotional or physical abuse.

6. Equity Place Application Process

6.1 Prospective students seeking an equity place must express their interest via email at uowc-vocational@uow.edu.au or phone. UOW College will send a Smart and Skilled Concession Eligibility form via return email.

6.2 Prospective students must lodge an application seeking an equity place in writing.

6.3 Applications must be submitted via email to uowc-vocational@uow.edu.au after offer issue and no later than offer acceptance and no later than 1 week prior to course commencement.

6.4 Applications must include the following:

6.4.1 Student’s name and Student Number.

6.4.2 A statement outlining how the student meets the Financial Hardship Equity Criterion and any other applicable Equity Criteria (refer Part 5.2).

6.4.3 Documentary evidence to support the statement against the Equity Criteria, e.g. recent Centrelink entitlement statement.

6.4.4 A completed Smart and Skilled Concession Eligibility form.

7. Assessment

7.1 The Assessment Panel will comprise the Manager Vocational Programs or Assistant Manager Vocational Programs and the Program Manager Nursing and/or the Vocational Admissions Advisor.

7.2 The Assessment Panel will only consider complete applications (refer Part 6.4).

7.3 The Assessment Panel will assess each application on its merits and will determine and rank applications in order of merit.

7.4 The Assessment Panel will select applicants in accordance with the equity place student enrolment quota (refer Part 4) and will confirm Smart and Skilled eligibility for students
within this quota by submitting a Smart and Skilled quote request on the State Training Services portal.

7.5 Once Smart and Skilled eligibility is confirmed, the Assessment Panel will inform successful applicants in writing and a new offer will be issued outlining funding arrangements.

8. Version Control and Change History

<table>
<thead>
<tr>
<th>Revision No.</th>
<th>Approved By</th>
<th>Date Approved</th>
<th>Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Manager Vocational Programs</td>
<td>14 December 2016</td>
<td>&lt;First Version&gt;</td>
</tr>
</tbody>
</table>