

Veterans Education Program

2019-2020 Program Guidelines

Application dates:

Round 1 – 2 September 2019 to 15 November 2019, 5pm

Round 2 – 6 January 2020 to 20 March 2020, 5pm

Enquiries:

If you have enquiries, please contact the NSW Office for Veterans Affairs

Phone: (02) 8061 9288

Email: VeteransEmployment@veterans.nsw.gov.au



1. About the Veterans Education Program

The NSW Government established the **Veterans Education Program** in November 2018 to support veterans pursuing civilian career paths. Since it was established the Veterans Education Program has funded enrolment fees for veterans studying a range of courses at TAFE NSW including a Diploma of Nursing, Diploma of Viticulture and a Certificate 3 in Fitness.

The Veterans Education Program funds qualifications that are included on the [Smart and Skilled NSW Skills List](#) and delivered by TAFE NSW. The NSW Skills List is reviewed every two years and includes qualifications that have been identified as required to support the diverse skills needs of NSW employers.

The program is delivered by the Veterans Employment Program (VEP), which sits within the [NSW Office for Veterans Affairs](#) and the NSW Department of Communities and Justice. The Veterans Education Program is also strongly supported by TAFE NSW's Ranks to Recognition program, which gives veterans access to free career counselling and official recognition for prior learning. Ranks to Recognition assists veterans to identify skill gaps, and identifies any further training that is required to pursue a civilian career.

2. Purpose of the program

To support veterans who require further education and training to successfully pursue their civilian career.

3. Amount available

Please note that the Veterans Education Program only funds courses that are included on the [Smart and Skilled NSW Skills List](#) and delivered by TAFE NSW.

The Veterans Education Program will fund enrolment fees up to **\$4,000** (excluding GST). If an enrolment fee is less than \$4,000 the full amount of the enrolment fee only will be funded. If an enrolment fee is more than \$4,000 then the applicant will be invoiced by TAFE NSW for the remaining amount.

4. Eligibility criteria

To be considered for funding through the Veterans Education Program, you must comply with the following eligibility criteria.

- You meet the relevant eligibility requirements for [Smart and Skilled](#) funding which are;
 - you live or work in New South Wales (NSW)
 - you are an Australian citizen
- You have discharged from the Australian Defence Force (ADF) in the past five years
- You have not previously received funding through the Veterans Education Program
- You have identified a Smart and Skilled course that you would like to undertake to pursue a civilian career

Applicants will need to submit the following documentation as evidence of their eligibility for the Veterans Education Program;

- An identification document such as an Australian passport, Certificate of Identity or NSW Driver's Licence
- A certificate of service from the ADF
- A letter of endorsement from TAFE NSW's Ranks to Recognition

5. How to apply

Applications to the Veterans Education Program must be completed and submitted online via SmartyGrants at <https://veteransnsw.smartygrants.com.au/>. The online application form will be accessible from the NSW Office for Veterans Affairs SmartyGrants portal when an application round is open.

6. Assessment process and criteria

Applications to the Veterans Education Program are assessed by the Veterans Employment Program.

The Veterans Education Program application process is competitive. This means that applications received by the closing date for each round will be assessed against evaluation criteria and ranked in order of merit. The assessment criteria include the following:

- Does the applicant satisfy the program's eligibility criteria?
- Does the application demonstrate why further training or education is required to pursue a civilian career?
- Has the applicant provided all necessary supporting documents?

7. Important things to remember

- **The Veterans Education Program application process is competitive and funding is not guaranteed.**
Funding for each grant round is limited and the NSW Office for Veterans Affairs can receive a large number of applications. All applications will be treated confidentially and assessed by the NSW Office for Veterans Affairs after the application period closes. Your application will be evaluated against the program's eligibility criteria, assessment criteria and the other applications received in the same round.
Successfully meeting all the eligibility requirements does not guarantee funding through the Veterans Education Program and applicants will receive a letter detailing the outcome of their application.
- **You must provide enough detail and supporting evidence for assessors to understand why you need to complete further training or education to pursue a civilian career.**
Carefully read through the questions on the application form and make sure to include any requested supporting documentation.
- **You will need to obtain a letter of endorsement from TAFE NSW's Ranks to Recognition Program before you apply for funding through the Veterans Education Program.**

A letter of endorsement can be obtained by contacting Ranks to Recognition on 1300 923 758. A letter of endorsement is only valid for the current application round that a veteran is applying for. The letter will confirm:

- what course you would like to receive funding for
 - the course cost, location and start date
 - that you have met TAFE NSW's enrolment requirements
- **The Veterans Education Program does not fund retrospectively.**
This means that you cannot request funding for a course that you are already enrolled in, or have completed.
- **If an application is successful than funding is paid directly to TAFE NSW.**
The Veterans Education Program will provide successful applicants with a Confirmation of Funding letter which will outline the amount of funding that an applicant has been allocated. Applicants will need to provide this letter to TAFE NSW to have the amount specified in the letter deducted from their enrolment fee.
- **Unsuccessful applicants interested in reapplying to the Veterans Education Program should seek detailed feedback from the Veterans Employment Program.**
When reapplying to the Veterans Education Program after an unsuccessful application, it is important that you understand and address the Veterans Employment Program's feedback on how your application could have been improved. You can request further feedback by contacting the Veterans Employment Program.

8. Key dates

Applications to the Veterans Education Program must be completed and submitted online via SmartyGrants at <https://veteransnsw.smartygrants.com.au/>. Applications will open between two to three months prior to the closing date. Please monitor the Veterans Employment Program website or the NSW Office for Veterans Affairs website for updates.

Please note that funds are not awarded retrospectively for courses that have already been completed. Veterans must apply for funding prior to enrolment in a course listed on the NSW Smart and Skilled list.

If your application is successful the Office for Veterans Affairs will pay the amount you have been awarded directly to TAFE NSW.

	Round 1	Round 2
Approximate date for applications to open	2 September 2019	6 January 2020
Applications close	5pm, 15 November 2019	20 March 2020, 5pm
Approximate date for announcement of outcomes	2 December 2019	

9. Staff contact

You can contact the Veterans Employment Program with any questions or to discuss your application. Please call 1300 838 233 or email VeteransEmployment@veterans.nsw.gov.au.