



# Job Seeker Training Information Sheet

Thank you for your interest in finding a training course to help you meet your work goals. This information sheet has some suggestions on how to get started with finding a course as well as some things it is important to know so that you can enrol in a course successfully.

If you need further assistance after reading this information, please get in contact with us by email or phone (at [employment@asylumseekerscentre.org.au](mailto:employment@asylumseekerscentre.org.au) or call (02) 9078 1900).

## What Asylum Seekers Centre can/cannot do

**We can** help you to find the right training course for your situation and assist you with understanding the enrolment procedure and any steps that you have to follow.

**We cannot** pay course fees for you. So, if you have seen a training course that you want to do and have been asked to pay for it, please DON'T DO ANYTHING until you talk with someone in the employment team at Asylum Seekers Centre first! Email us at [employment@asylumseekerscentre.org.au](mailto:employment@asylumseekerscentre.org.au) or call (02) 9078 1900 and ask to speak to an employment coordinator.

## Can I really do training for free?

Absolutely! People seeking asylum are eligible to enrol in any government subsidised training in NSW as long as they have "Study Rights" on their visa. For very many of these courses, training will be free.

### ***What are the details about free training?***

1. You will need to be able to show the training provider that you have applied for a Protection Visa
2. There may be some costs associated with training that are not covered by the government, for example, essential equipment like chef's knives or a makeup kit
3. There may be some limits on how many fee-free courses you can do

## What documents do I need to enrol?

- A visa with study rights - you will need to **tell the training provider that you have a humanitarian visa and then give information about your bridging visa**. If you don't tell them this, they may not ask you and you will then probably be asked to pay for your training!
- A copy of your letter from Immigration - Acknowledgement of an Application for a Protection Visa and your Bridging Visa Grant Notice - to show that you have applied for a Protection Visa
- A Unique Student Identifier number (USI)
  - You can check here to see if you already have a USI  
<https://www.usi.gov.au/students/find-your-usi>

- You can go here if you don't already have a USI  
<https://www.usi.gov.au/students/get-a-usi> - if enrolling face-to-face the training provider can also help you to apply for a USI
- Proof that you live or work in NSW - this can be any Commonwealth or NSW Government issued document providing evidence of address, for example a NSW photo card or driving licence

When answering questions about previous studies, only include Australian qualifications or overseas qualifications which have been formally recognised in Australia.

As part of the enrolment process you will have to make some declarations and accept some conditions of enrolment. These will include declarations that:

- the information you have provided is true, accurate and complete
- you have read and understood all the conditions of enrolment, including rules about student conduct and disciplinary procedures
- you have been informed of all the fees and charges that relate to enrolment in the course
- you agree to the collection and use of collection and use of personal information.

### **Where can I look for training?**

There are hundreds of training courses available to you for free at either TAFE or community and private training colleges. You might have friends and family who have suggested training colleges to look at as well - that's great and we recommend that you take a look at their websites too.

We have put together a guide to searching for training on our [Training and Study Options](#) webpage.

Be prepared! **Finding the right training course takes time and there will be a lot to read as part of choosing a course and enrolling in it.** Remember, too, that you will probably still need to work while you are studying to cover the costs for your living, travel and family.

You can use our [checklist](#) to take notes.

## My training course checklist

Course name: .....

.....

Training college name: .....

.....

is the course subsidised (paid for) by the NSW Government?

are there extra conditions for studying for free, especially part qualifications and short courses?

Notes:

what are the entry requirements?

this is especially important when looking at Certificate IV or Diploma courses:  
you might need to complete a Certificate III course first to get the essential skills and knowledge needed for a higher level course

Notes:

is the course only available to apprentices and trainees?

that means you have to be working as an apprentice or trainee before you can enrol in the training

how many days per week do you need to put aside for classes and your own learning so that you can succeed in your course?

Notes:

will you need to do a test for English language, literacy and numeracy (LLN) before you can enrol in the course?

if you didn't complete school in Australia or you don't already have an Australian qualification at least Certificate III you will probably have to pass the LLN test requirements for the course

Notes:

do you need to have and be able to use computers to be successful in the course?  
classes might be online classroom or self-paced - in both situations you will need a computer to learn

does the course include a compulsory work placement?  
the days and times for the placement may be different to class days and times

Notes:

do you need to complete any checks related to compulsory work placement?  
for some courses in health, aged care, child related work in community services or education you may need a working with children check or a medical history/immunisation record

Notes: