

# Smart and Skilled Notification of Enrolment Policy and Procedure

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SAMPLE

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## Policy

*Insert name of RTO* understands that, as a Provider contracted under Smart and Skilled, they are contractually obliged to follow the Notification of Enrolment procedure as specified in the Smart and Skilled Operating Guidelines (Section 6).

## Procedure

*Insert name of RTO will* implement the following procedures when enrolling students in Smart and Skilled training courses:

1. Prior to enrolment on enquiry students will be:
  - a. referred to the [Eligibility Checker on the Smart and Skilled website](#), this will also give them an indication of the student fees
  - b. provided with the requisite Smart and Skilled Student Information and Course Information on our website
  - c. asked if they intend to apply for RPL or Credit Transfer to enable commencement of the assessment or verification process

To be eligible for a Smart and Skilled Place Students must meet the following criteria	
Type of training	Eligibility criteria
For all Smart and Skilled Courses	<ul style="list-style-type: none"><li>• Australian citizen, permanent resident, humanitarian visa holder, or New Zealand citizen, <u>and</u></li><li>• aged 15 years or older, <u>and</u></li><li>• left school, <u>and</u></li><li>• live or work in New South Wales (or a defined NSW border), <u>or</u></li><li>• Registered as a NSW Apprentice or New Entrant Trainee</li></ul>

**Exemptions:** The Department may, on a case by case basis, allow a Provider to enrol a person who does not meet the eligibility criteria

2. On enrolment: Complete **Proof of Eligibility Checklist** with Student obtaining signatures and evidence as required as out lined in the Proof of Eligibility Requirements Table below.

The **Proof of Eligibility Checklist** is available on page 8-11 below.

### Proof of Eligibility Requirements

Students will be provided with the following list regarding the evidence required to provide proof of eligibility.

Eligibility Requirement	Evidence Required
Proof of Identity	USI – validity checked with Office of USI Registrar
Australian (or New Zealand) Citizenship	Participant declaration and signature (The following can be requested to verify residency status: Australian/NZ Birth Certificate or Passport, Green Medicare Card or Naturalisation Certificate)
Permanent resident or Humanitarian Visa holder	One of the following must be sighted: <ul style="list-style-type: none"> <li>✓ Certificate of Evidence of Residency Status (CERS)</li> <li>✓ Passport</li> <li>✓ Humanitarian Visa</li> </ul> or substantiate using The Dept. of Immigration and Border Protection's Visa Entitlement Verification Online (VEVO)
Date of birth	Valid USI check and participant signature (completed by the Department)
Place of residency or employment NSW	Participant declaration and signature
If registered as a NSW apprentice or new entrant trainee	Training contract identifier (TCID) – Department System check against Training Contract details stored in State Training Service database
Previous Qualification	Participant declaration and signature (Department will check)
Completion of Year 10 or equivalent (if under 17)	Participant declaration and signature
Postcode for ATSI on borders	Participant declaration and signature

Proof for Concession Exemptions	
Concession: Welfare recipient	Centrelink Evidence – proof of benefit or Centrelink Evidence – dependent child of a specified welfare recipient
Exemption: Aboriginal descent	Participant declaration and signature
Concession/Exemption: Disability	Centrelink Evidence: proof of Disability Support Pension Documentary evidence of training support needs due to disability. A letter or statement from: <ul style="list-style-type: none"> <li>• A medical practitioner</li> <li>• An appropriate government agency or</li> <li>• Relevant specialist allied health professional or</li> <li>• Centrelink evidence – dependent child of a recipient of a Disability Support Pension</li> </ul>

Proof for Concession Exemptions	
Exemption: Social Housing recipient (aged 15- 30)	Participant declaration and signature Evidence of Commonwealth Welfare Recipient Status or Evidence of a dependent of person with Commonwealth Welfare Recipient Status
Out-of-home Care	<p><b>For Young People 15- 17yo (one of the following must be presented):</b></p> <ul style="list-style-type: none"> <li>• A copy of the Children’s Court Care order</li> <li>• A copy of the Confirmation of Placement letter</li> <li>• A letter from Family and Community Services or the <a href="#">OOHC Designated Agency</a> verifying that the young person is in statutory or supported care</li> <li>• Any other evidence which clearly shows that the young person is in out-of-home Care</li> </ul> <p><b>For young people 18-30yo (one of the following must be presented):</b>  A copy of the expired Children’s Court Care order  A copy of the Leaving Care letter form the Minister for Family and Community Services letter  A letter from Family and Community Services verifying that the young person was previously in statutory or supported care  Any other evidence which clearly shows that the young person was previously in out-of-home Care</p>
Exemption – person experience domestic violence	Letter from Family or Domestic or Family Violence Support Service
Exemption: Long term unemployed	Letter from Service Provider
Exemption – Refugees and Asylum Seekers	Visa documentation or Immicard – refer to <a href="#">Appendix 7 of the Smart and Skilled Fee Administration Policy</a> for approved type of visa s
Proof for Needs Loadings Paid to the Provider	
Needs Loading: Aboriginality	Automatic for anyone who has declared Aboriginality
Needs Loading: Disability	As for Proof for Concession/Exemption. Note: dependents of people with a Disability do not attract a loading
Needs Loading: Long Term Unemployed	As for proof of long term unemployed
Location Loading; Regional or remote	Students’ Residential Address

3. At enrolment Students must also sign:

- ***Consent to Use and Disclosure of Personal Information to the Department of Education and Communities and Other Government Agencies***, included on page 7 below and in the Smart and Skilled Operating Guidelines, Schedule 1.

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- **Prospective Student Declaration:** As included in the Proof of Eligibility Checklist
- **Privacy Form** if provider is applying for USI on the student's behalf. This is included in the **Smart and Skilled USI Policy** and can also be found at: <http://usi.gov.au/Training-Organisations/Documents/Privacy-Notice.pdf>

(Refer to USI Policy and Smart and Skilled Checklist with regard to use of the Privacy Form)

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4. At enrolment students will be informed of any subcontracting/third party arrangements.

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5. Commence the Notification of Enrolment Process on [STS Online](#) to notify Department of the student enrolment. This process must be completed in advance of a student starting training.

The process will:

- Validate eligibility of student
- Add details of Credit Transfer or RPL
- Generate details of the fee chargeable, subsidies and loadings

The steps outlined below will be implemented:

- Complete an enquiry.
- A Quote ID is issued for the enquiry. (A Quote ID is only issued if the enquiry is successful, which means the individual is eligible to undertake the Smart and Skilled subsidised course selected.)
- Complete the additional information required for the Notification of Enrolment. (This step cannot be completed if the enquiry is not successful.)
- A Notification of Enrolment Form is issued by the Department; a **hard or soft** copy will be kept on file. A copy should be given to the student

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6. The student will be informed of all fees, schedule of payments, refunds for withdrawal or deferment and the policy relating to fees paid in advance. All relevant information will be included in the Smart and Skilled Student Information published on website and in Student Handbook. (All Fees are calculated using the formulas provided in the S&S [Fee Administration Policy](#) - Appendix 5).

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7. Students continuing from 2015 will not be charged any additional fees for continuing their training Program in 2018

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8. Prior to starting training all students must sign a Training Plan.

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9. **Insert name of RTO** understands that failure to complete the process outlined above before a student commences training means the student cannot be reported through the

online (eReporting) system and this may result in payment not being made for these students.

#### **Note to point 4:**

The following information, provided by State Training Services in Training Matters-Issue 103, informs the online notification process:

- *A successful Notification of Enrolment for a student is achieved when a provider is issued with a Commitment ID.  
Commitment IDs begin with a "C" e.g. C150022650.*
- *An enquiry which results in a Quote and the issue of a Quote ID is not equivalent.  
A Quote ID is distinguishable because it begins with a "Q", e.g. Q15000378751.*
- *The Notification of Enrolment can be undertaken as a single transaction or a two stage transaction depending on when an enquiry proceeds to enrolment.*
- *Where a provider has undertaken a successful enquiry and not undertaken the Notification of Enrolment in the same transaction, they will need to return to that enquiry by clicking on the Quote ID in the Smart and Skilled Provider Calculator - Maintenance screen and provide the extra details to complete the Notification of Enrolment.*
- *Quote IDs will expire after **seven** days from the date of issue if the Notification of Enrolment is not undertaken before then.*

#### **Related Policies**

*Privacy Policy*

*Fees and Refunds Policy*

*Consumer Protection Policy*

*USI Policy*

#### **References**

Information on how to access STS online can be found on the State Training Services website:  
[http://www.training.nsw.gov.au/about\\_us/login/](http://www.training.nsw.gov.au/about_us/login/)

### Proof of Eligibility Checklist

Students are required to provide proof of eligibility for the Smart and Skilled Program on enrolment as in the table below. Students are to sign declarations as required and staff members are to fill in sections to indicate the sighting of documents and/or copies kept. This Checklist will be kept on Student file as evidence of collection of proof of eligibility along with the completed Notification of Enrolment Form.

#### STUDENT DETAILS

STUDENT NAME (LEGAL NAMES)	
NAME OF COURSE	
START DATE	

To be Eligible for Smart and Skilled students must meet the criteria in Sections 1-3 or 4

#### 1. PERSONAL DETAILS

Date Of Birth And Proof Of Identity	<input type="checkbox"/> I have supplied my USI <input type="checkbox"/> Access controls have been set to allow <i>insert name of RTO</i> and the government funding body (the Dept. of Industry) access to my USI records. <input type="checkbox"/> I have not supplied my USI. I would like the RTO to apply for one on my behalf and I have signed the <a href="#">Privacy Form</a>
I have left school and completed Grade 10 or equivalent	<input type="checkbox"/> Yes <input type="checkbox"/> No

#### 2. CITIZENSHIP/RESIDENCY

Australian Citizenship	<input type="checkbox"/> I am an Australian Citizen
Permanent resident or Humanitarian Visa holder	I have supplied one of the following documents as evidence of my residency status: <input type="checkbox"/> A Certificate of Evidence of Residence Status (CERS) <input type="checkbox"/> Humanitarian visa
<b>Office use: Proof of Residency Documents sighted:</b> <input type="checkbox"/> A Certificate of Evidence of Residence Status (CERS) <input type="checkbox"/> Humanitarian visa <input type="checkbox"/> Checked the Dept of Immigration and Border Protections Visa Entitlement Verification Online (VEVO) Copy kept: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Staff signed and dated:	

#### 3. PLACE OF RESIDENCY

<input type="checkbox"/> I live or work in NSW <input type="checkbox"/> I am of Aboriginal or Torres Straight Island descent and I live on the border of NSW. My postcode is: _____
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**4. APPRENTICES OR TRAINEES**

I am registered as a NSW apprentice or new entrant trainee	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Office use: Proof of apprenticeship or traineeship:</b>	
<input type="checkbox"/> Training contract identifier (TCID) checked against Training Contract details stored in State Training Service database	
TCID: _____	
Staff signed and dated:	

**5. PREVIOUS STUDY**

Give details below of the last Qualification you completed since leaving school.	Name of Qualification:	
	Date of completion:	
I am currently enrolled in a Qualification Course(s) other than the one this form applies to.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If Yes: name of course(s):	
<b>Office use: Proof of previous study:</b>		
<input type="checkbox"/> USI Check of previous history (STS system check against Smart and Skilled records in STS database and STS check against USI transcript) has been completed.		
Staff signed and dated:		

**6. CONCESSIONS AND EXEMPTIONS: ABORIGINALITY AND WELFARE RECIPIENT**

I am an Aboriginal or Torres Strait Islander	<input type="checkbox"/> Yes <input type="checkbox"/> No
I am a Welfare Recipient	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Office use: Proof of welfare recipient status:</b>	
<input type="checkbox"/> Centrelink Evidence – proof of benefit	
<input type="checkbox"/> Centrelink Evidence – dependent child of a specified welfare recipient	
Copy kept: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Staff signed and dated:	



**7. CONCESSIONS AND EXEMPTIONS: DISABILITY**

I have a disability	<input type="checkbox"/> Yes <input type="checkbox"/> No
I am a dependent child or partner of a person in receipt of a disability support pension	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Office use: Proof of Disability:</b> <input type="checkbox"/> Centrelink Evidence: proof of Disability Support Pension <input checked="" type="checkbox"/> Documentary evidence of training support needs due to disability. A letter or statement from: <ul style="list-style-type: none"> <li>- A medical practitioner</li> <li>- An appropriate government agency or</li> <li>- Relevant specialist allied health professional</li> </ul> <input type="checkbox"/> Centrelink evidence – dependent child of a recipient of a Disability Support Pension Copy kept: <input type="checkbox"/> Yes <input type="checkbox"/>	
Staff signed and dated:	

**8. CONCESSIONS AND EXEMPTIONS: LONG TERM UNEMPLOYED**

I am registered as long term unemployed (i.e. unemployed for 12 months or more)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Office use: Proof of Disability:</b> <input type="checkbox"/> Letter from Service Provider Copy kept: <input type="checkbox"/> Yes      No <input type="checkbox"/>	
Staff signed and dated:	

**9. CONCESSIONS AND EXEMPTIONS: FEE FREE SCHOLARSHIPS**

To be entitled to a fee free enrolment in training you must meet all the criteria below. Those who meet criterial 1-4 and who live in social housing are guaranteed a place in a Smart and Skilled training course.  If you live or have ever lived in out-of-home- care then you only need to meet Point 1 i.e. Be of 15- 30 years of age (Evidence of age, welfare recipient status and a check of the STS database must be completed as per requirements outlined above).	
1. I am 15 – 30 years of age	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. I live in Social Housing or I am on the waiting list for social housing (see notes below)	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. I am a Commonwealth welfare recipient or I am the dependent of a Commonwealth welfare recipient	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No
4. I have not received a Fee Free Scholarship for another Qualification this year	<input type="checkbox"/> Yes - I have <input type="checkbox"/> No – I have not
5. I live in Social Housing or I am on the waiting list for social housing (see notes below)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. I have experienced or I am experiencing domestic violence	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Office use: Proof of Out-of-home Care</b>	

**For Young People 15- 17yo (one of the following must be sighted):**

- A copy of the Children’s Court Care order
- A copy of the Confirmation of Placement letter
- A letter from Family and Community Services or the [OOHC Designated Agency](#) verifying that the young person is in statutory or supported care
- Any other evidence which clearly shows that the young person is in out-of-home Care

**For young people 18-30yo (one of the following must be sighted)::**

- A copy of the expired Children’s Court Care order
- A copy of the Leaving Care letter form the Minister for Family and Community Services letter
- A letter from Family and Community Services verifying that the young person was previously in statutory or supported care
- Any other evidence which clearly shows that the young person was previously in out-of-home Care

Copy kept:  Yes      No

**Note: To obtain an activity schedule for a full qualification for an Out-of-home Care Fee Free Scholarship – the Out-of-home Care Fee Free Scholarship Full Qualification request Form must first be completed. This is available at: STS Online > Smart and Skilled Contract Management > Support Documents.**

**Fee Free Scholarships: Notes**

Students with a disability or dependents of disability support pension recipients may be eligible for a Fee-Free Scholarship for their second qualification in a calendar year.

Eligible students are entitled to one Fee-Free Scholarship per financial year, and a maximum of two Fee-Free Scholarships from 1 July 2015 to 30 June 2019.

**Social Housing is defined as:**

- public housing or community housing (owned and managed by the NSW Government or managed by a community housing provider)
- Aboriginal housing (owned and/or managed by the Aboriginal Housing Office (AHO) and Aboriginal Community Housing Providers)
- clients receiving crisis accommodation/supported accommodation (Specialist Homelessness Services)
- clients receiving private rental assistance funded by Family and Community Services (for example: private rental subsidy, rental bond loans, tenancy guarantees)

**Out-of-home-care** is defined as:

Children or young people who are cared for by a person other than their parent, in a place that is not their usual home.

There are two main types of care:

- Statutory Care – where they are placed under care through a Care Order made by the Children’s Court
- Supported Care – where the Secretary of Family and Community Services forms the opinion that the child or young person is in need of care and protection.

Children and young people in in out-of-home-care usually live with relatives, kinship carers, foster carers or in residential care services.

## 10. PROSPECTIVE STUDENT DECLARATION

I,	<input type="text"/>
	(First middle and last name)
Of	<input type="text"/>
	(Current residential address)
With date of birth	<input type="text"/>

Declare that all information provided by myself to **Insert name of RTO** in connection with the Notification of Enrolment Process is true, accurate, complete and not misleading in any way.

I have been informed of:

- the subcontracting arrangement in place with **insert name of Subcontractor>/that there is not subcontracting arrangement in place**
- the fees chargeable
- the Student Information as follows:
  - Recognition of Prior Learning and Credit Transfer
  - Consumer protection information
  - Subcontractor information if relevant
  - What a student should do if they wish to defer or discontinue training
  - How students can access support during training
  - Contact details for any support services provided

<b>Signature of student</b>	<input type="text"/>
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### Office Use Notes:

- Eligibility for a fee concession or exemption is assessed at enrolment and cannot be adjusted after enrolment
- Where evidence is sighted and not kept, a record that confirms sighting the evidence must be kept that is dated and signed by an authorised staff member.
- Where the evidence provided by the student is a copy of the original, the copy must be certified by a person who is on the [Attorney General's list of approved witnesses who can verify documents](#).
- This document is to be filed along with the Notification of Enrolment (Commitment ID) form generated on completion of enrolment process at STS online.

Insert logo/name

## Consent to Use and Disclose Personal Information

### CONSENT TO USE AND DISCLOSURE OF PERSONAL INFORMATION TO THE DEPARTMENT OF EDUCATION & COMMUNITIES AND OTHER GOVERNMENT AGENCIES

I,	<input type="text"/>
	(First middle and last name)
Of	<input type="text"/>
	(Current residential address)
With date of birth	<input type="text"/>

Understand and agree that personal information (information or an opinion about me), collected from me, my parent or guardian, such as my name, Unique Student Identifier, date of birth, contact details, training outcomes and performance, or sensitive personal information (including my ethnicity or health information) (together **Personal Information**) collected by **<Insert Provider Name>** May be disclosed to the Department of Education & Communities (**Department**).

The Department may disclose my personal information to other Australian government agencies, including those located in States and Territories outside New South Wales.

The above government agencies may use my Personal Information for any purpose relating to the exercise of their government functions, including but not limited to the evaluation and assessment of my training, the determination of my eligibility to receive subsidised training or for any Fee Exemption or Concessions. My Personal Information may also be disclosed to other third parties if required by law.

I consent to the collection, use and disclosure of my Personal Information in the manner outlined above.

I also acknowledge and agree that the Department may contact me by telephone, email or post during or after I have ceased subsidised training with **<Insert Provider Name>** for the purposes of evaluating and assessing my subsidised training.

Print Full Name of Student	<input type="text"/>
Signature of Student <i>Note: if under 18 years of age at the time of giving consent, then the consent of their guardian is required)</i>	<input type="text"/>
Date	<input type="text"/>
Print Full Name of Guardian	<input type="text"/>
Signature of Guardian	<input type="text"/>
Date	<input type="text"/>