

Smart and Skilled Notification of Enrolment Policy and Procedure

Policy

As an approved provider for Smart and Skilled training delivery, Australian Salesmasters Training Co (ASTC) is required to comply with the Notification of Enrolment Process as specified in Section 6 of the Smart and Skilled Operating Guidelines.

<https://www.nsw.gov.au/education-and-training/vocational/funding/policies-smart-skilled>

Procedure

The following procedures need to be followed when enrolling learners into Smart and Skilled training programs:

1. Check the eligibility of prospective learners.
 - General eligibility criteria are included in the table below. Further details including eligibility for Aboriginal, Disabled and Unemployed people are available in Schedule 2 in the Smart and Skilled Contract.

Learners are required to fill in the Registration Form available on ASTC's website.

For a learner to be eligible for a Smart and Skilled funded program they must meet the following criteria.	
Type of training	Eligibility Criteria
For all Smart and Skilled Courses	<ul style="list-style-type: none"> ▪ Australian citizen, permanent resident, humanitarian visa holder (refugee or asylum seeker), or New Zealand citizen, and ▪ aged 15 years or older, and ▪ no longer be at school or equivalent (excluding home schooled students) and ▪ live or work in New South Wales.

Learners can also check their eligibility using the Eligibility Checker on the Smart and Skilled website (www.smartandskilled.nsw.gov.au/are-you-eligible). This will also give an indication of the fee that the learner will have to pay to enrol in their chosen course. These fees are set by Smart and Skilled and not by ASTC.

2. Learner must sign the Declaration in the Registration form which includes the **Consent to Use and Disclose of Personal Information**.
3. Ensure a valid USI is presented.
4. Complete the Notification of Enrolment Process in the Provider calculator on State Training Services (STS) Online to notify STS of the learner enrolment. The calculator will:
 - Validate eligibility of the learner
 - Add details of Credit transfer or RPL
 - Generate details of the fee chargeable, subsidies and loadings

This process will be completed in advance of a learner starting training. Failure to complete the process before a learner commences training means the learner cannot be reported through the online system and this may result in payment not being made for these learners.

The following process as outlined by STS will be followed to ensure the correct Notification of Enrolment process is completed:

- 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.)
- Ensure the learner provides permission to proceed.
- Complete the additional information required for the Notification of Enrolment. (This step cannot be completed if the enquiry is not successful.)
- A learner must be given a copy of the Quote and a completed Notification of Enrolment.

On completion of the Notification of Enrolment process, a Student Commitment ID is issued by State Training Services and this needs to be recorded against the learner record in VETtrak. An electronic copy of the Notification of Enrolment Report is also generated, and a copy kept in the learner's file.

5. The learner must 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 is posted on the Smart and Skilled page on the ASTC website and also in the Learner Handbook.

Proof of Student Eligibility Checklist

During registration, learners are required to provide proof of eligibility for the Smart and Skilled Program, as in the table below. Learners are to sign the registration form, which declares that the proof provided and recorded on the enrolment form is correct.

Requirement	Evidence	Evidence requirements
Proof of identify:		
1. Proof of identify	<ul style="list-style-type: none"> ▪ USI ASTC must ensure validity of the USI. The Department will also check validity with the USI Registry.	Valid USI at enrolment
Smart and skilled eligibility:		
2. Living or working in NSW	Living in NSW: <ul style="list-style-type: none"> ▪ any Commonwealth or NSW Government issued document providing evidence of living location, or Working in NSW (if the student does not live in NSW): <ul style="list-style-type: none"> ▪ employer-issued document confirming employment in NSW. 	Evidence sighted or collected by ASTC
3. Citizenship: Australian citizen, New Zealand citizen and permanent Australian resident	Australian citizen: <ul style="list-style-type: none"> ▪ Australian birth certificate; or ▪ Australian Passport; or ▪ Certificate of Australian Citizenship (Naturalisation Certificate); or ▪ Green Medicare Card. 	Evidence sighted or collected by ASTC

	<p>New Zealand citizen:</p> <ul style="list-style-type: none"> ▪ New Zealand birth certificate; or ▪ New Zealand Passport; or ▪ Green Medicare Card <p>Permanent Australian resident:</p> <ul style="list-style-type: none"> ▪ a Certificate of Evidence of Resident Status (CERS), which confirms status as an Australian permanent resident; or ▪ use the Department of Immigration and Border Protection’s Visa Entitlement Verification Online (VEVO) facility to confirm status as Australian permanent resident and check passport; or ▪ Green Medicare Card. 	
4. Humanitarian visa holder (Refugee or asylum seeker)	<ul style="list-style-type: none"> ▪ Relevant visa documentation; or ▪ ImmiCard (where appropriate) <p>If the student holds a Bridging Visa, the student must provide a document from the Department of Immigration and Border Protection acknowledging that the bridging visa is linked to an application for a humanitarian visa. For additional information, refer to Appendix 1: Refugees and asylum seekers.</p>	Evidence sighted or collected by ASTC
5. Home schooled students	<ul style="list-style-type: none"> ▪ Copy of current certificate of home schooling registration, which clearly indicates the period of time for which the student will be home schooled 	Evidence sighted or collected by ASTC
6. Date of birth	<ul style="list-style-type: none"> ▪ USI data 	USI checks date of birth
7. Registration as NSW apprentice or new entrant trainee	<ul style="list-style-type: none"> ▪ Training Contract identifier (TCID) number 	Department system check against details of approved or registered Training Contract stored in the Department’s database
8. Year 10 completion or equivalent (if under 17)	<ul style="list-style-type: none"> ▪ Evidence that student has met school leaving age requirement 	Student declaration/signature at enrolment
9. Postcode for Australian Aboriginal or Torres Strait Islander on borders	<ul style="list-style-type: none"> ▪ Any Commonwealth, NSW Government or local council issued document providing evidence of living location. 	Student declaration/signature at enrolment

Consent

To enrol a student into a Smart and Skilled funded program, ASTC must first obtain the consent of the learner to the Department's use of the learner's information by:

- the learner signing or electronically accepting (including by ticking a check box) a consent form, which includes wording as set out in Schedule 1 of the NSW Smart and Skilled Notification of Enrolment Process.
- the learner verbally providing consent provided that a consent statement is recited to the learner or is made available for the learner to read.

If the learner does not provide their consent, we as the provider cannot proceed with the notification of enrolment process.