



RTO	City-Wide Building & Training Services Pty Ltd (RTO ID 91138 )
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Applicable standards	Standards for Registered Training Organisations 2015 NSW Smart and Skilled Funding Contract
Authorised by	Compliance Officer
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## Policy: Smart and Skilled Notification of Enrolment

### Overview

City Wide Building and Training Services (CWBS) is a contracted provider under the Smart and Skilled funding contract and as such is contractually obliged to follow the Notification of Enrolment process as specified in the Smart and Skilled Operating Guidelines 2017.

### Prior to enrolment

Prior to enrolment into a Smart and Skilled qualification students will be:

- referred to the [Eligibility Checker on the Smart and Skilled website](#), which will allow them to check their eligibility as well as get an indication of the student fees payable
- provided with the required Smart and Skilled Student Information and Course Information on our website
- asked if they intend to apply for RPL or Credit Transfer to enable commencement of the assessment or verification process

Below is a general guide of eligibility for the Smart and Skilled Program

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, and</li><li>– aged 15 years or older, and</li><li>– left school, and</li><li>– live or work in New South Wales (or a defined NSW border), or</li><li>– Registered as a NSW Apprentice or New Entrant Trainee</li></ul>



Prior to enrolment students will also be provided with the following information via the student handbook or may access the information directly from the CWBTS website under the key links and document tab:

- Consumer protection information
- Recognition of Prior Learning and Credit Transfer information
- Information of what you should do if you wish to defer or discontinue training
- How to access support during training
- Fees chargeable
- Details for any support services provided

## On enrolment

On application for enrolment the student will need to complete the CWBTS application for enrolment form. This form will collect personal details about the student including evidence of eligibility and signatures as evidence of a student's eligibility to participate in training.

### Proof of eligibility requirements

Students will be required to provide the following information and /or documentation as 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 BorderProtection'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 of concession exemptions

Students may be eligible for a concession or exemption of fees depending on their individual circumstances. The following lists the types of concessions or exemption of fees available and the evidence required from students to access these fees.

Eligibility Requirement	Evidence Required
Concession: Welfare recipient	<ul style="list-style-type: none"> <li>– Centrelink evidence – proof of benefit or</li> <li>– Centrelink evidence – dependent child of a specified welfare recipient</li> </ul>
Exemption: Aboriginal descent	Participation declaration and signature
Concession / Exemption: Disability	Centrelink evidence: proof of Disability Support pension A letter or statement from one of the following support need for training support: <ul style="list-style-type: none"> <li>– A medical practitioner; or</li> <li>– An appropriate government agency; or</li> <li>– Relevant specialist allied health professional</li> </ul>
Exemption: Social Housing recipient	Participant declaration and signature and <ul style="list-style-type: none"> <li>– Evidence of Commonwealth Recipient Status, or</li> <li>– Evidence of dependent of person with Commonwealth Welfare Recipient Status</li> </ul>
Exemption: Out of home care (aged 15 – 17)  Previously have been in out of home care (aged between 18 – 30)	Participant declaration and signature
Fee-Free Scholarship: Domestic and Family Violence	<ul style="list-style-type: none"> <li>– Participant declaration and signature and</li> <li>– A letter of recommendation from a domestic and family violence service, refuge or other support agency</li> </ul>
Exemption: Refugee or Asylum Seeker	Evidence of relevant visa

### Other documentation

Students will also be required to sign the following documents at enrolment:

- *Consent to Use and Disclose of Personal Information to the Department of Education and Communities and Other Government Agencies*
- *Prospective Student Declaration*
- *Privacy Form* if provider is applying for USI on the student's behalf.



### **Notification of Enrolment Process**

Once students have completed all the necessary application for enrolment documentation, CWBTS will commence the Notification of Enrolment Process on STS Online to notify the Department of the student enrolment. This process will be completed in advance of a student commencing training.

The process will:

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

In order to complete the above process CWBTS will complete the following steps:

- Complete an enquiry
- A quote ID will be issued for the enquiry (A quote ID will only be issued if the enquiry is successful, which means that the individual is eligible to undertake the Smart and Skilled subsidies course) A quote ID will expire after seven days from the date of issue of the Notification of Enrolment is not undertaken before then
- Complete additional information required for the Notification of Enrolment (this will not be completed if the enquiry is unsuccessful)
- A Notification of Enrolment Form is issued by the Department; a hard or soft copy will be kept on the student's file and a copy given to the student for their records

### **Student information**

Once the notification of enrolment process has been completed students will be informed of all fees payable and the schedule of payments.

Before the commencement of training all students will be issued with a training plan which will include all units to be delivered and assessed for their qualification, students will be required to sign this training plan. Where a student is an apprentice or trainee the training plan will also require a signature from their employer.

If you have any questions with regard to the Notification of enrolment Process please contact us on 07 5536 1000.