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Authorised by	General Manager - Quality & Compliance
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Policy: Smart and Skilled Notification of Enrolment

Overview

City-Wide Building and Training Services (CWBT S) 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 2020 for the enrolment in Subsidised Training of eligible Prospective Students. This process does not apply to the School Based Apprenticeship and Traineeship (SBAT) Program.

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 information on Smart and Skilled subsidised training and their eligibility will be discussed and checked as per the below guide on eligibility
- provided with course information on the CWBT S website <https://cwbt s.com.au>
- asked if they intend to apply for RPL or Credit Transfer to enable commencement of the assessment or verification process

Students Returning after Deferral

Students wishing to resume studies after a deferral are treated as new enrolments and need to complete the Notification of Enrolment Process. Refer to the *Discontinuation, Transferring, Abandonment and Deferral of Training – Smart and Skilled policy* for deferral processes.

Students Transferring In to CWBT S

Students transferring into CWBT S from another provider have some additional steps. Refer to the *Discontinuation, Transferring, Abandonment and Deferral of Training – Smart and Skilled policy* which provides a process regarding transferring in students. Read and follow the steps before doing the Notification of Enrolment Process for these students.



Eligibility Discussion

Eligibility criteria is discussed with the student to provide information and ascertain whether the student may be eligible.

NSW Existing-worker trainees are not eligible to a government subsidy under any Smart and Skilled Program for the qualification that supports their traineeship.

The Department may on a case by case basis allow a Provider to enrol a student who does not meet Smart and Skilled eligibility criteria for a particular program.

Eligibility Criteria for Smart and Skilled Entitlement Apprenticeships and Traineeships Program

NSW apprentices and NSW new-entrant trainees undertaking traineeships on the NSW Skills List are eligible to a government subsidy under this program for the qualification that supports their apprenticeship or traineeship.

To be eligible for a Smart and Skilled Entitlement Apprenticeships and Traineeships Program Students must meet the following criteria	
Type of training	Eligibility criteria
For all Smart and Skilled Entitlement Apprenticeships and Traineeships Program)	<ul style="list-style-type: none"> <input type="checkbox"/> At the time of commencement in an approved qualification is an apprentice or new entrant trainee and has an approved training contract in NSW; and <input type="checkbox"/> has the Approved Qualification shown on their Training Contract

Eligibility Criteria for all other Smart and Skilled Programs

Below is a general guide of eligibility for all other Smart and Skilled Programs

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 Programs (other than Entitlement Apprenticeships and Traineeships Program)	<ul style="list-style-type: none"> <input type="checkbox"/> live or work in New South Wales (determined (or a defined NSW border) or <input type="checkbox"/> or live in a defined interstate NSW border area and is Australian Aboriginal or Torres Strait Islander and <input type="checkbox"/> Australian citizen, permanent resident, humanitarian visa holder, or New Zealand citizen, and <input type="checkbox"/> aged 15 years or older, and <input type="checkbox"/> left school



Live or work in NSW

An Aboriginal and Torres Strait Islander student who does not live or work in NSW but lives in specific defined interstate NSW border areas are eligible for government-subsidised training under Smart and Skilled (as identified in the list set out in the Smart and Skilled Operating Guidelines).

No longer at school

To be eligible for Smart and Skilled, a student must have left school. A student who is still at school and completing an apprenticeship or traineeship outside of their school studies is ineligible for Smart and Skilled.

Home Schooled Students

Home schooled students who are registered by the NSW Education Standards Authority are eligible for Smart and Skilled.

Student Information

Prior to enrolment Students will also be provided with the following information via the Student handbook or may access the information directly from the CWBT S 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, charges and refund information
- Details for any support services provided

Refer to *Fully Informed Students and Employers Policy* for details on the provision of **Student Information**.

On Enrolment

On application for enrolment the Student will need to complete the CWBT S 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	Valid USI at enrolment.
Smart & Skilled Eligibility	
Living or working in NSW	Sight or collect a Commonwealth or NSW Government issued document providing evidence of living location OR employer issued document confirming employment in NSW

<p>Citizenship: Australian citizen, New Zealand citizen and permanent Australian resident</p>	<p>Australian or New Zealand Citizen Sight one of the following: Australian/NZ Birth Certificate or Passport, Green Medicare Card, Certificate of Australian Citizenship(Naturalisation Certificate)</p> <p>OR</p> <p>Permanent Australian Resident Sight one of the following: ✓ Certificate of Evidence of Residency Status (CERS) ✓ Use Visa Entitlement Verification Online (VEVO) confirming status as Australian permanent resident and check passport ✓ Green Medicare card</p>
<p>Humanitarian Visa holder (Refugee or asylum seeker)</p>	<p>One of the following must be sighted: ✓ Relevant visa documentation ✓ If the student holds a Bridging Visa, they must provide evidence that the visa is linked to an application for a humanitarian visa. Refer to Appendix 6 of <i>the Smart and Skilled Fee Administration Policy</i>. or ImmiCard</p>
<p>Home schooled students</p>	<p>Sight a copy of current certificate of home-schooling registration, which clearly indicates the period of time for which the student will be home schooled</p>
<p>Date of birth</p>	<p>USI checks date of birth</p>
<p>Registration as a NSW apprentice or new entrant trainee</p>	<p>Training contract identifier (TCID) number – Department System check against Training Contract details stored in State Training Service database</p>
<p>Previous Qualification</p>	<p>Student declaration/signature at enrolment (Department system may check against Smart and Skilled records and/or USI academic transcripts)</p>
<p>Year 10 completion or equivalent (if under 17)</p>	<p>Student declaration and signature as evidence that student has met school leaving age requirement.</p>
<p>Postcode for Australian Aboriginal or Torres Strait Islander on borders</p>	<p>Participant declaration and signature</p>

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: Commonwealth Government Welfare Recipient	<p>Must sight or collect</p> <ul style="list-style-type: none"> <input type="checkbox"/> Centrelink/Department of Human Services evidence – proof of benefit or <p>Refer to Appendix 3 of Smart and Skilled Fee Administration Policy for further details and examples of the above</p>
Concession: Dependent of Commonwealth Government Welfare Recipient	<p>Must sight or collect</p> <ul style="list-style-type: none"> <input type="checkbox"/> Evidence that recognises the student as a dependant child, spouse or partner of a Commonwealth Government welfare recipient. <p>Refer to Appendix 3 of Smart and Skilled Fee Administration Policy for further details and examples of the above</p>
Fee Exemption: Australian Aboriginal or Torres Strait Islander	Student declaration/signature
Fee Exemption: Disability	<p>Sight evidence that clearly shows the CRN and confirms receipt of the Disability Support pension (Refer to Appendix 3 of Smart and Skilled Fee Administration Policy for further details and examples)</p> <p>Documentary evidence of support demonstrating a clear additional need as a result of the student’s disability. This evidence must be a letter or statement from one of the following</p> <ul style="list-style-type: none"> <input type="checkbox"/> A medical practitioner; or <input type="checkbox"/> An appropriate government agency; or Relevant specialist allied health professional <p>(Refer to Appendix 3 of Smart and Skilled Fee Administration Policy for further details and examples)</p>
Fee Exemption: Dependent of a person with a disability	Sight documentary evidence that Centrelink recognises the student as a dependant child, spouse or partner of someone who is receiving a Commonwealth Government Disability Support Pension. Must clearly show the CRN of the pension recipient.
Fee Waiver: Refugee or Asylum Seeker	Sight evidence of relevant Visa or an Immi card
Fee-Free – Fee Free Scholarship: (Concession eligible)	<p>Participant declaration and signature</p> <ul style="list-style-type: none"> <input type="checkbox"/> Commonwealth Government Welfare Recipient or Dependent of Commonwealth Government Welfare Recipient

	<p>☐ Student who meets the requirements for Social housing status will be given priority.</p> <p>(Refer to Appendix 3 (requirement 17) of Smart and Skilled Fee Administration Policy for further details and examples)</p>
Fee Free training - Fee Free Scholarship (Out of home care eligible)	<p>Must sight or collect evidence</p> <p>For a student currently in out-of-home care</p> <p>For a student previously in out-of-home care</p> <p>(Refer to Appendix 3 (requirement 18) of Smart and Skilled Fee Administration Policy for further details and examples)</p>
Fee Free training – Fee-Free Scholarship (Domestic and Family Violence eligible)	<p>Sight or collect a letter of recommendation from a domestic and family violence service, refuge or other support agency</p> <p>(Refer to Appendix 3 (requirement 19) of Smart and Skilled Fee Administration Policy for further details and examples)</p>
Fee Free training – Entitlement Foundation Skills	Student enrolment in program
Fee Free training – Fee Free Apprenticeships	<p>Student declaration/signature at enrolment</p> <p>Date of commencement of Smart and Skilled training must be 1 January 2018 or later</p> <p>For additional information refer to Appendix 8: Fee Free Traineeships</p>
Fee Free training – Fee Free Traineeships	<p>Student declaration/signature at enrolment</p> <p>Date of commencement of Smart and Skilled training must be 1 January 2020 or later</p> <p>For additional information refer to Appendix 8: Fee Free Traineeships</p>

Evidence of Eligibility - Identification Process

Students enrolling with CWBTS must provide evidence of eligibility, prior to completion of the enrolment process, as specified according to the relevant program they are accessing.

There are six mechanisms for CWBTS to obtain verification of student identification:

Mechanism	ID Verification	Process
Over the Phone: Green ID for Eligibility and Concession	Students are asked verbal permission to undertake Green ID Online verification	<p>CWBTS verifies the student in Green ID, then students are required to take a photo of their ID and Concession where applicable, and email to CWBTS.</p> <p>This will ensure the ID verified is current, has start and expiry</p>

		dates, and is accepted by the Department. CWBTS then retain a transaction record showing the student's details were verified.
In Person: Photo of ID for Eligibility and Concession	Original ID is photographed by CWBTS staff member. (copies of Green Medicare Cards must be in colour or they will not be accepted if reproduced in black and white)	Photo is printed out and CWBTS staff member signs and dates that they sighted original documentation. Note in relation to evidence of concession entitlement, CWBTS can sight and retain correspondence from the card issuer confirming that a concession is granted to an individual.
In Person: Digital Wallet	ID via Digital Wallet is provided by student.	Digital Wallet verification completed within Pre-Training Review process. This includes a declaration: <ul style="list-style-type: none"> • name of the authorised delegate who sighted the card • date the card was sighted • document number of the card • name of card holder.
In Person: Express Plus Medicare Mobile application for Eligibility and citizenship/permanent residence	Green Medicare Card ID is provided by student via the Digital Express Plus Medicare mobile application.	Digital Express Plus Medicare mobile application verification completed within Pre-Training Review process. This includes a declaration: <ul style="list-style-type: none"> • name of the authorised delegate who sighted the card • date the card was sighted • document number of the card • name of card holder.
Via Traditional Mail Student does not have ID with them in one of the above scenarios or feels uncomfortable with the Green ID process	Original ID is photographed or photocopied by student and the copy certified by an Authorised Certifier*. (copies of Green Medicare Cards must be in colour or they will not be accepted if reproduced in black and white)	Student forwards certified copy via traditional mail.
Evidence sighted and retained as part of a previous enrolment	Original evidence sighted and retained as part of a previous	CWBTS can use original evidence sighted and retained as part of a previous

	enrolment can be used as evidence of eligibility	enrolment can be used as evidence of eligibility
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*Statutory Declarations Regulations 2018 - Schedule 2 for more information can be located at: <https://www.legislation.gov.au/Details/F2018L01296>

The identification required will depend on whether the student is eligible for a government funded subsidy, is paying for their course via government student loan or paying the course costs themselves (or via a third party such as their Employer).

*For the purpose of obtaining a white card for eligible CWBTS enrolled students, the National Sales Manager or the General Manager – Quality and Compliance can authorise proof of photo ID outside of the normal ID's (e.g.: DL, Proof of age card key Pass card etc.). Accepted photo id include tertiary student id with photo or other id cards with photo and DOB.

* If the students who are above 17 years of age and Under 20 years of age, if they produce a Green Medicare Card, they are eligible to undertake the Skills First funding with CWBTS. We do not require any age proof document (e.g.: Proof of age card, Key Pass card, DL etc.).

The PTR provides guidance to staff member as to the type of ID required for each payment option.

Confirm Eligibility Status

Confirm to the student their eligibility for Subsidised Training and ensure the required evidence has been collected.

Unique Student Identifier

As per the Student USI Policy, students who wish for CWBTS to create a USI on their behalf are issued with the Privacy Notice for Students related to creating a USI, they will need to sign the CWBTS USI Permission Form and supply valid ID. Students who request CWBTS to find their USI agree and give permission in their enrolment form.

Obtain Consent to Use and Disclosure of Personal Information

Inform the prospective student that the information supplied by them (including their personal details and identification) will be used by the Department, and all prospective students must give their consent for the Department's use of their information.

Provide to the student and get the student to sign the *Consent to Use and Disclosure of Personal Information* form.

Notification of Enrolment Process

CWBTS will not commence this process until the student has completed enrolment paperwork, signed the "Consent to Use and Disclosure of Personal Information" document and provided proof of eligibility for Subsidised Training.

Check that the Student has completed/provided all the necessary enrolment documentation including:

- application for enrolment form complete and signed
- Consent to Use and Disclosure of Personal Information (signed by student)
- CWBTS USI Permission Form and valid ID if provider is applying for USI on the Student's behalf.

- Proof of eligibility for Subsidised Training obtained

Once the above is confirmed, 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 involves using the Smart and Skilled Provider Calculator to enter the student data to:

- Validate eligibility of the Student
- Add details of Credit transfer or RPL
- Generate details of the fee chargeable, subsidies and loadings (if applicable).

Provide the resulting details of fee chargeable, subsidies and loadings to the student. No additional fees will be charged to the student except for additional costs outlined in Section 4 of the Smart and Skilled Fee Administration Policy. Refer to Fees, charges and refunds policy.

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 subsidised program) A quote ID will expire after seven days from the date of issue of the Notification of Enrolment is not undertaken before then
- Enter all details required into the Provider Calculator
- provide the fee chargeable, subsidies and loadings to student.
- Provide and have the student sign the Prospective Student Declaration confirming that:
 - All information that they provided in connection with the Notification of Enrolment Process is true, accurate, complete and not misleading in any way.
 - They have been provided with the details of the Fee chargeable and the **Student Information** (refer to *Fully Informed Students and Employers Policy* for details on the provision of **Student Information** and *Smart and Skilled Operating Guidelines 5.2*).
- Complete any additional information required for the Notification of Enrolment (this will not be completed if the enquiry is unsuccessful)
- A Notification of Enrolment Report 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
- Successful completion of the Notification of Enrolment Process will result in the issue of a Commitment ID. Record the Commitment ID in the Enrolled Student's VETtrak record.

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

Training Contract ID:

CWBTS is responsible for obtaining and submitting the TCID to ensure correct submission of data. Access the TCID from:

- The Enrolled Student; or
- The Employer; or
- The Australian Apprenticeship Network Provider; or
- The Training Contract search in the Portal
- CWBTS is sent a list of 'Approved' TCs for their RTO and hence the TCIC weekly from IVETS.

Record the TCID in the Enrolled Student's VETtrak record.

Training Plan:

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.

The Training Plan:

- Includes the Enrolled Student's name and their Commitment ID
- Includes name and contact details of CWBTS
- Specifies and directs the training activity for both CWBTS and the Enrolled Student
- Includes details of the support services that Enrolled students will receive from CWBTS including if they:
 - Are Australian Aboriginal or Torres Strait Islander
 - Have a disability or
 - Are long-term unemployed
- Includes any RPL and/or Credit Transfer granted

Please refer to the CWBTS *Fully Informed Students and Employers Policy* for details on the provision of **Student Information**.