

RTO	City-Wide Building & Training Services Pty Ltd (RTO ID 91138)
Type	Public
Applicable standards	Standards for Registered Training Organisations 2015 Smart and Skilled Funding Contract Smart and Skilled Operating Guidelines
Authorised by	General Manager - Quality & Compliance
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## Policy: Smart and Skilled Notification of Enrolment Process

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### Overview

City-Wide Building and Training Services (CWBT S) is a contracted provider under the Smart and Skilled funding contract.

CWBT S contractually obliged to follow the Notification of Enrolment process as specified in the Smart and Skilled Operating Guidelines for the enrolment in Subsidised Training of eligible Prospective Students.

This policy provides guidance on the CWBT S Smart and Skilled Notification of Enrolment Process which runs concurrently with the CWBT S Smart and Skilled Enrolment Process.

Refer to the CWBT S Smart and Skilled Enrolment Process for guidance on the Pre-Training Review and Smart and Skilled funding eligibility checks. Notification of Enrolment only occurs for funded students.

CWBT S is approved for the following Smart and Skilled funding:

- Smart and Skilled Entitlement Apprenticeships and Traineeships Program (EAT)
- Smart and Skilled Entitlement Full Qualifications Program
- School Based Apprenticeship and Traineeship (SBAT) Program

The notification of enrolment process within this policy does not apply to the School Based Apprenticeship and Traineeship (SBAT) Program.

### 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 *CWBT S Smart and Skilled Discontinuation, Transferring, Abandonment and Deferral of Training Policy* for deferral processes.

### **Students Transferring In to CWBTS**

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

## **Notification of Enrolment Process**

The Notification of Enrolment Process must be carried out simultaneously with the enrolment process and must be completed before CWBTS delivers any Training to the student.

Once the student is ready to enrol, 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.

### **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.

The wording required in the *Consent to Use and Disclosure of Personal Information* form is found within Schedule 1 of the Smart and Skilled Operating Guidelines and a copy is provided at appendix 1 within this policy document.

### **Third Part Arrangement**

CWBTS must notify the Prospective Student (and any relevant employer) of any Third Party Arrangements (including any Brokering Arrangement). CWBTS does not currently have Third Party Arrangements in place. Refer to the *CWBTS Third Party Delivery and Assessment Policy*.

### **Provider Calculator**

Ensure the student has signed the "Consent to Use and Disclosure of Personal Information" form.  
**Do not continue with this process until this form has been signed by the student.**

CWBTS will use the Smart and Skilled Provider Calculator to enter the student data to:

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

Although CWBTS refer to the Smart and Skilled Fee Administration Policy issued by the NSW Department of Education for guidance on fees chargeable, subsidies and loadings, CWBTS uses the Provider Calculator to confirm the student's Smart and Skilled eligibility for a qualification and the student fee (or no fee) to be charged and will not charge a student a fee other than what is calculated by the NSW Government through the Provider Calculator.

CWBTS 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 the *CWBTS 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)

#### **Notification of Enrolment Report**

- 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

#### **Prospective Student Declaration**

The prospective student will sign or electronically accept a declaration confirming:

All information provided by the Prospective Student to CWBTS, in connection with the Notification of Enrolment Process is true, accurate, complete and not misleading in any way.

A Notification of Enrolment process has not concurrently been completed for the same qualification and/or the same units of competency for the same or other qualification(s).

The Prospective Student is aware of any Third Party arrangements (if applicable)

The Prospective Student had been provided with the details of the Fee chargeable and the Student Information.

#### **Commitment ID**

Successful completion of the Notification of Enrolment Process will result in the issue of a Commitment ID.

CWBTS will:

- Record the Commitment ID in the Enrolled Student's VETtrak record
- Commence the Enrolled Student in the Approved Qualification connected to the Commitment ID on the Planned Start Date within the corresponding Activity Period (noting that where the student does not Commence within the original Commitment ID's corresponding Activity Period, CWBTS must cancel the Commitment ID and create a new Commitment ID in the relevant Activity Period
- Submit Training Activity Data for the Enrolled Student within 28 days of the Actual Start Date



The Commitment ID will expire if the Training Activity Data for the Enrolled Student is not submitted:

- Within 10 weeks of the Planned Start Date if the Enrolled Student is an Apprentice or Trainee.
- Within 6 weeks of the Planned Start Date if the Enrolled Student is not an Apprentice or Trainee.

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

## Appendix 1

Template form as per Schedule 1 of the Smart and Skilled Operating Guidelines. This wording is included on a form provided by CWBTS for the student to sign prior to the Notification of Enrolment being completed.

### Schedule 1: Consent Wording

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#### CONSENT TO USE AND DISCLOSURE OF PERSONAL INFORMATION

I, \_\_\_\_\_  
(First, middle and last Name)

of \_\_\_\_\_  
(current residential address)

with date of birth \_\_\_\_\_

understand and agree that, under the *National Vocational Education and Training Regulator (Data Provision Requirements) Instrument 2020*, [insert name of the Provider] is required to collect 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, sensitive personal information (including my ethnicity or health information) and other enrolment and training activity-related information (together **Personal Information**) and disclose that Personal Information to the National Centre for Vocational Education Research Ltd (**NCVER**).

My Personal Information (including the personal information contained on my enrolment form and my training activity data) may be used or disclosed by [insert name of the Provider] for statistical, regulatory and research purposes. [insert name of the Provider] may disclose my personal information for these purposes to third parties, including:

- School – if I am a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if I am enrolled in training paid by my employer;
- Commonwealth and State or Territory government departments and authorised agencies, including the NSW Department of Education (**Department**);
- NCVER;
- Organisations (including the Department) conducting student surveys; and
- Researchers.

Personal Information disclosed to NCVER may be used or disclosed for the following purposes:

- issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

I may receive an NCVET student survey which may be administered by an NCVET employee, agent or third party contractor. I may opt out of the survey at the time of being contacted.

NCVET will collect, hold, use and disclose my Personal Information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVET policies and protocols (including those published on NCVET's website at [www.ncvet.edu.au](http://www.ncvet.edu.au)).

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 Exemptions or Concessions. My Personal Information may also be disclosed to other third parties if required by law.

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 name of the Provider]* for the purposes of evaluating and assessing my subsidised training.

I declare that the information I have provided to the best of my knowledge is true and correct.

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

PRINT FULL NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*Note: If under 18 years of age at the time of giving consent, then the consent of their guardian is required*

PRINT FULL NAME OF GUARDIAN: \_\_\_\_\_

SIGNATURE OF GUARDIAN: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_