

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 Student Eligibility Policy School Based Apprenticeships and Traineeships Student Eligibility Policy Smart and Skilled Operating Guidelines Smart and Skilled Fee Administration Policy Smart and Skilled Funding Contract Terms and Conditions
Authorised by	General Manager - Quality & Compliance
Effective date	10 January 2022
Version	V1.1

Policy: Smart and Skilled Enrolment Process

Overview

City-Wide Building and Training Services (CWBT S) is a contracted provider under the Smart and Skilled funding contract. This policy provides guidance on the pre-enrolment and enrolment processes for students seeking Smart and Skilled Subsidised Training.

CWBT S can only offer places for Smart and Skilled Students into programs that are listed on its Funded Scope. The Approved Qualifications Activity Schedule contains information on CWBT S's Funded Scope and student allocation.

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

Notification of Enrolment Process

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. The enrolment process and the notification of enrolment process run simultaneously.

Refer to the *CWBT S Smart and Skilled Notification of Enrolment Process* for guidance on this process once a student is ready to enrol.

The notification of enrolment process 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 *CWBTS 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 and information on Credit Transfer and fee implications. Read and follow the required steps before doing the Notification of Enrolment Process for these students.

Student transitioning from superseded qualifications

Where a student is enrolled in a qualification that is superseded and the student is required to transition to the new qualification to continue and complete the training, and the price of the new qualification is different to that of the superseded qualification:

- The Provider will continue to be paid the applicable subsidy for the superseded qualification
- The student fee will remain the same

Definitions

New Entrant Trainee means a Trainee employed within an enterprise for not more than three months full-time; or 12 months part-time or casual or a combination of part-time/casual for a continuous period not exceeding 12 months.

An **Existing Worker Trainee** is a person is not eligible to be classified as a new entrant trainee, but still wishes to undertake a traineeship.

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 CWBTS website <https://cwbts.com.au>
- asked if they intend to apply for RPL or Credit Transfer to enable commencement of the assessment or verification process

Pre-Training Review

Prior to enrolment, CWBTS undertakes a number of checks to ensure course suitability and possible funding eligibility. These checks are collectively known as the 'Pre-Training Review' (PTR).

The Pre-Training Review is defined as the process undertaken between CWBTS and the student to determine the most suitable and appropriate training option for that individual.

Once a student has registered an expression of interest, they are referred to a Course Advisor or Staff member within Student Services who are trained to hold a PTR conversation.

PTRs are undertaken to identify:

1. Course Suitability
2. Eligibility Discussion
3. Provide Student Information

The purpose of these checks is to ensure that a student is fully informed and to ensure that BAA is meeting the quality requirements and obligations for each funding contract and student loan contract.

The Staff member will work through a PTR form for the course. The PTR form varies from state to state and payment options to payment option to allow for different funding subsidy and legislation requirements.

The PTR form is a series of questions which the students answer and is recorded in the form.

Course Suitability

To ensure a Potential Student is enrolled into the most appropriate Approved Qualification that suits them. the Student Support Officer conducting the PTR will discuss with the student:

- Their career goals and rational for wanting to undertake this course
- Their recent work history
- Their education
- A self-assessment of their computer literacy
- If they have any special requirements that BAA may need to be aware of (these include physical, medical, learning, or other needs that we may need to be aware of)
- Whether they can commit to the duration of the course and the number of classes per week
- The amount of work they are required to undertake outside of class hours

- Whether they may be eligible for Credit transfer or would like to apply for Recognition of Prior Learning (RPL).

The Potential Student is advised on the most suitable Qualification, taking into account their requests, the appropriate pathway to achieve their goals and their abilities.

Eligibility Discussion

Eligibility criteria for government subsidies are discussed with the student to provide information and ascertain whether the student may be eligible, whether they are eligible for a concession or fee waiver, whether this will pay for the full or partial cost of their tuition fees. Discussion includes how completing the course under a government subsidy (if eligible) may affect their eligibility for future funded courses.

Eligibility criteria for all Smart and Skilled Programs (except Smart and Skilled Entitlement Apprenticeships and Traineeships Program)

These criteria do apply to the Smart and Skilled Entitlement Full Qualifications Program.

These criteria do not apply to the SBAT program or the Smart and Skilled Entitlement Apprenticeships and Traineeships 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 Programs (other than Entitlement Apprenticeships and Traineeships Program)	<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

A student must declare that the information they provide with regards to eligibility is true, accurate, complete and not misleading.

CWBTS will sight or maintain acceptable evidence as detailed in Section 3 of the Smart and Skilled Student Eligibility Policy: Accepted evidence.

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. For example, students who are still in school may seek enrolment into the following program types which will not have Smart and Skilled funding:

- a VET program on a part-time basis.
- VET fee-for-service programs.
- VET in schools.
- A School-Based Apprenticeship/Traineeship (SBAT).
- a Head Start Apprenticeship/Traineeship (HSAT).

NOTE: If a student who is legally required to attend school is intending to leave school to enrol with CWBTS they will need to obtain an exemption from School. Refer to the section below “Exemption from School”.

Home Schooled Students

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

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	<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

NOTE: If a student who is legally required to attend School is intending to leave School to enrol with CWBTS they will need to obtain an exemption from School. Refer to the section below “Exemption from School”.

Eligibility Exception

If a person is approved or registered as an Existing Worker Trainee, they will not be eligible to receive Subsidized Training in a Smart and Skilled Qualification that is associated with the Training Contract for their existing worker traineeship.

The Department may allow a Smart and Skilled Provider to treat a person, who does not fit any of the above eligibility criteria, as being eligible to receive Subsidized Training under Smart and Skilled.

Eligibility criteria for School Based Apprenticeships and Traineeships Program

School Based Apprenticeships and Traineeships (SBATs) are available to all Year 10, 11 and 12 high school students in NSW. They allow students to commence an apprenticeship or commence and complete a traineeship while at school.

To be eligible to undertake a qualification under the SBAT Program funded by Smart and Skilled, students must meet the following criteria	
Type of training	Eligibility criteria
For all School Based Apprenticeships and Traineeships	<ul style="list-style-type: none"> <input type="checkbox"/> Be undertaking a qualification listed on the NSW Skills List as an apprenticeship or traineeship qualification and <input type="checkbox"/> Be an approved or registered School Based Apprentice or School Based Trainee in NSW at the time of commencing the qualification and <input type="checkbox"/> has the Qualification shown on their Training Contract

A student must declare that the information they provide with regards to eligibility is true, accurate, complete and not misleading.

Student Fee Arrangements

Fees payable including access to Fee-free initiatives, concessions and exemptions are dependent on the program the student is eligible for. The eligibility discussion will include evaluating the Prospective Student's potential eligibility for initiatives, concessions and exemptions.

Refer to the following documents for acceptable evidence for fee exemptions and concessions.

- Appendix 2 of the Smart and Skilled Fee Administration Policy
- Appendix 12 of the School Based Apprenticeships and Traineeships Program Fee Administration Policy

Concession

Concession fees are discounted fees for a disadvantaged student. Concession fees are a flat fee for the qualification level. A student who receives a specified Commonwealth Government benefit or allowance is eligible for a concession fee for a qualification up to and including Certificate IV. The student must be in a receipt of the specified benefit or allowance at the time of enrolment to be eligible. The concession fee is also available to a student who is a dependant of a person receiving a specified Commonwealth Government benefit or allowance at the time of enrolment.

Specified Commonwealth Government benefits and allowances for concession fees:

Commonwealth Government benefits and allowances	
Age Pension	Austudy
Carer Payment (see comments below)	Disability Support Pension
Farm Household Allowance	Family Tax Benefit Part A (maximum rate)
JobSeeker Payment	Parenting Payment (Single)
Special Benefit	Veterans' Affairs Pensions
Veterans' Children Education Scheme	Widow Allowance
Youth Allowance	

Note:

- A NSW Apprentice on a JobSeeker Payment or a NSW Apprentice who is the dependant of a person receiving a JobSeeker Payment is not eligible for a concession fee.
- A NSW New Entrant Trainee on a JobSeeker Payment nor a NSW New Entrant who is the dependant of a person receiving a JobSeeker Payment is not eligible for a concession fee.
- The Carer Payment is a specific benefit aid by the Commonwealth Government: this category does not include the Carer Allowance or Carer Adjustment Payment.

Fee Free Traineeship or Apprenticeship Initiative

NSW apprentices including school based apprentices who are funded under Smart and Skilled, and NSW apprentices funded through the Cross Border Contract, and who commence subsidised training on or after 1 July 2018, are eligible for free training.

NSW trainees including school based trainees who are funded under Smart and Skilled, and who commence subsidised training on or after 1 July 2018, are eligible for free training.

Exemptions and fee free training

A student who falls into one of the following categories will qualify for fee-free training

- an Aboriginal or Torres Strait Islander person
- a student with a disability
- dependant child, spouse or partner of a recipient of a disability support pension
- most school based apprentices and trainees
- refugee or Asylum seeker (and eligible Partners) – for training up to and including Certificate IV
- recipient of a Fee-Free Scholarship – for training up to and including Certificate IV.

Smart and Skilled Fee-Free Scholarships

A student undertaking a full qualification up to and including Certificate IV may be eligible for a Smart and Skilled Fee-free Scholarship if they are:

- aged between 15 and 30 (inclusive) at the start date for training and eligible for a concession fee
- meet the Out-of-Home Care definition at the time of enrolment and are:
 - aged 15-17 years and current in out of home care; or
 - aged 18-30 years and previously in out of home care; or
- Aged 15 and over and be able to disclose (self-declare) at enrolment that they meet the domestic and family violence definition.

A student is eligible for one scholarship per financial year and a maximum of two scholarships over four financial years. There is a limit of 50,000 Smart and Skilled Fee-Free Scholarships per financial year. This limit does not apply to a student who meets the fee-free criteria who are living in social housing in SNW or on the NSW Housing Register (waiting list); or a student who meets the out-of-home care criteria for a fee-free scholarship.

Refer to the Smart and Skilled Fee Administration Policy for the following:

- Social Housing definition
- Out-of-Home Care definition
- Domestic and family violence definition

Student Information

Prior to enrolment Students will 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:

- Fee Information
- Information regarding Recognition of Prior Learning and Credit Transfer, deferring or discontinuing Subsidised Training (including any implication on fees)
- Consumer protection information
- Information of what a student should do if they wish to defer or discontinue training
- How to access support and assistance during training
- Contact details for various support services within CWBTS

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

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.

For all Smart and Skilled funded students who are ready to enrol (except SBAT), refer to the *CWBTS Smart and Skilled Notification of Enrolment Process* to complete necessary actions.

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.

Obtain Eligibility Evidence – all programs except SBAT

- All students must provide Proof of Identity.
- All students must meet school leaving age requirement or have obtained Exemption from School. Refer to section "Under 17 Years of Age - Exemption from School"
- All students will be required to provide proof of meeting eligibility criteria. Refer to the section "Eligibility Discussion" which lists the specific eligibility requirements for the relevant program. The following table outlines the evidence required to meet each eligibility requirement.

As per the Smart and Skilled Student Eligibility Policy, a student declaration is acceptable at enrolment where a form of evidence is required to be sighted or collected by CWBTS. However, the required evidence outlined in the below table, must be sighted or collected by CWBTS prior to submitting Training Activity Data for an enrolled student who has commenced.

(The following is taken from the Smart and Skilled Student Eligibility Policy. Refer to Section 3: Accepted evidence)

Requirement	Evidence	Evidence requirements
Proof of Identity:		
1. Proof of identity	<ul style="list-style-type: none"> USI. <p>The Provider must ensure validity of the USI. The Department will also check validity with the USI Registry.</p>	Valid USI at enrolment
Smart and skilled eligibility:		
2. Living or working in NSW	<p>Living in NSW:</p> <ul style="list-style-type: none"> any Commonwealth or NSW Government issued document providing evidence of living location, or <p>If the student does not live in NSW, Working in NSW:</p> <ul style="list-style-type: none"> employer-issued document confirming employment in NSW. 	Evidence sighted or collected by Provider
3. Citizenship: Australian citizen, New Zealand citizen and permanent Australian resident	<p>Australian citizen:</p> <ul style="list-style-type: none"> Australian birth certificate; or Australian Passport; or Certificate of Australian Citizenship (Naturalisation Certificate); or Green Medicare Card. <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 Protections Visa Entitlement Verification Online (VEVO) facility to confirm status as Australian permanent resident and check passport; or Green Medicare Card. 	Evidence sighted or collected by Provider
4. Humanitarian visa holder and Partner 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 2: Refugees and asylum seekers.</p>	Evidence sighted or collected by Provider
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 Provider
6. Date of birth	<ul style="list-style-type: none"> USI data 	USI checks date of birth

Requirement	Evidence	Evidence requirements
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 an Aboriginal or Torres Strait Islander Person	N/A	Student declaration/signature at enrolment

NOTE: The student's name on their documents used for eligibility evidence and their USI must match. Where the student is unable to provide eligibility evidence with their name matching the name as per their USI, they will be required to update either their USI or their eligibility documents before verification can be completed.

Obtain Eligibility Evidence – SBAT Programs

Requirement	Evidence	Evidence requirements
Proof of Identity:		
1. Proof of identity	<ul style="list-style-type: none"> School Enrolment 	Evidence sighted or collected by Provider
Smart and skilled eligibility:		
7. Registration as NSW School based apprentice or 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

Refer to the following documents for acceptable evidence for fee exemptions and concessions.

- Appendix 2 of the Smart and Skilled Fee Administration Policy
- Appendix 12 of the School Based Apprenticeships and Traineeships Program Fee Administration Policy

Appendix 2: Acceptable evidence for fee exemptions and concessions

(Should be read in conjunction with *Section 3: Fee categories and eligibility*)

Note:

The *Smart and Skilled Eligibility Policy* outlines the acceptable evidence for Smart and Skilled eligibility.

At enrolment, a student declaration is acceptable where a form of evidence is required to be sighted or collected by the Provider. The required evidence, however, must be sighted or collected by the Provider prior to submitting Training Activity Data for an enrolled student who has commenced to ensure the student is charged the appropriate fee.

Requirement	Evidence	Evidence requirements	
Previous qualification vs first qualification fee			
1.	Previous qualification	<ul style="list-style-type: none"> Department's system may check against Smart and Skilled records and/or USI academic transcript records. 	Student declaration/signature at enrolment
Concession fee eligibility:			
2.	Concession Fee: Commonwealth Government Benefit Recipient	<ul style="list-style-type: none"> a letter from the Department of Human Services (Centrelink) confirming receipt of the benefit. The letter should clearly show the Centrelink Reference Number (CRN) and the benefit or allowance category; or a current concession card that shows the CRN and clearly shows the benefit or allowance category; or a current Centrelink income statement that clearly shows the CRN and the benefit or allowance category; or any other evidence that clearly shows the CRN and the benefit or allowance category; or documentary evidence from the Department of Veterans' Affairs stating their pension/benefits status; or for people applying for Austudy or Youth Allowance, an approval letter from Centrelink that shows the CRN and indicates that commencement date of their benefit is within two weeks of their enrolment or two weeks within the date of the first class attendance or participation in training 	Evidence sighted or collected by Provider
3.	Concession Fee: Dependant of Commonwealth Government Benefit Recipient	<ul style="list-style-type: none"> A dependant child, spouse or partner of someone who is receiving a specified Commonwealth Government benefit or allowance, must provide documentary evidence that Centrelink recognises the student as the dependant <p>The evidence must clearly show the CRN of the benefit or Commonwealth Government benefit recipient.</p>	Evidence sighted or collected by Provider

Requirement	Evidence	Evidence requirements
Exemptions, waivers and fee-free training eligibility:		
4.	Fee Exemption: Aboriginal person or Torres Strait Islander person	N/A
5.	Fee Exemption: Person with Disability	<ul style="list-style-type: none"> a letter from Centrelink confirming receipt of the Disability Support Pension. The letter should clearly show the Centrelink Reference Number (CRN); or a current Disability Pensioner Concession Card that shows the CRN; or a current Centrelink income statement for the Disability Support Pension, which clearly shows that income is for the disability pension and also shows the CRN; or; a completed NSW School Leaver Individual Transition Plan that clearly identifies the student's disability; or any other evidence that clearly shows the CRN and confirms receipt of the Disability Support Pension; or 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: <ul style="list-style-type: none"> a medical practitioner; or an appropriate government agency such as Veteran's Affairs or a TAFE NSW teacher consultant (for a student with a disability), a school counsellor or special education coordinator, Centrelink, a Disability Service Provider, or a Job Capacity Assessor; or a specialist allied health professional (including a rehabilitation counsellor, psychologist, speech pathologist, or occupational therapist).
6.	Fee Exemption: Dependant of a person with a disability	<ul style="list-style-type: none"> 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. <p>The evidence should clearly show the Centrelink Reference Number (CRN) of the Disability Support Pension recipient.</p>
7.	Fee Waiver: Refugee or Asylum Seeker (and their Partners)	<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.</p> <p>Note: eligible Partners must also provide evidence that their visa sponsor holds or held one of the eligible humanitarian visas</p> <ul style="list-style-type: none"> For additional information, refer to Appendix 1: Refugees and asylum seekers in the Smart and Skilled Eligibility Policy.

Requirement	Evidence	Evidence requirements
8. Fee-free training - Fee-free Scholarship (Concession eligible)	<ul style="list-style-type: none"> As per requirement 2 or 3, Concession Fee A concession student who meets the requirements for Social housing status will be given priority. 	Student declaration/signature at enrolment
9. Fee-free training - Fee-Free Scholarship (Out-of-Home Care eligible)	<p>For a student currently in out-of-home care:</p> <ul style="list-style-type: none"> A copy of the Children's Court Care Order, or A copy of the 'Confirmation of Placement' letter, or A letter from Family and Community Services or the Out-of-Home Care Designated Agency verifying that the student is in statutory or supported care, or Any other evidence which clearly shows that the student is in out-of-home care. <p>For a student previously in out-of-home care:</p> <ul style="list-style-type: none"> A copy of the expired Children's Court Care Order, or A copy of the 'leaving care' letter from the Minister for Family and Community Services, or A letter from Family and Community Services verifying the student was previously in statutory or supported care, or Any other evidence which clearly shows that the student was previously in out-of-home care. 	Evidence sighted or collected by Provider
10. Fee-free training - Fee-Free Scholarship (Domestic and Family Violence eligible)	<p>A letter of recommendation is required from a domestic and family violence service, refuge or other support agency such as:</p> <ul style="list-style-type: none"> Legal Aid NSW through their Women's Domestic Violence Court Advocacy Services, or Organisations who provide Integrated Domestic Family Violence Services, or Organisations who provide <i>Staying Home, Leaving Violence</i> services, or Organisations who deliver Specialist Homelessness Services (i.e. refuges and crisis accommodation), or Domestic Violence NSW, or Any other organisation which clearly shows that the student is or has been previously receiving support services for domestic and family violence (for example a non-government organisation or charity that is self-funded). 	Evidence sighted or collected by Provider
11. Fee-free training - Entitlement Foundation Skills	N/A	Student enrolment in the Program
12. Fee-free training - Fee-free Apprenticeships	<ul style="list-style-type: none"> Date of commencement of Smart and Skilled training must be 1 July 2018 or later <p>For additional information, refer to Appendix 5: Fee-free Apprenticeships</p>	Student declaration/signature at enrolment
13. Fee-free training – Fee-free Traineeships	<ul style="list-style-type: none"> Date of commencement of Smart and Skilled training must be 1 January 2020 or later <p>For additional information, refer to Appendix 6: Fee-free Traineeships</p>	Student declaration/signature at enrolment
14. Fee-free training – Skilling for Recovery Initiative	For evidence requirements, refer to the Smart and Skilled Policy for the Skilling for Recovery Initiative.	Student declaration/signature at enrolment

Requirement	Evidence	Evidence requirements
Loading to Provider: Evidence Requirements		
15.	Needs Loading: Aboriginal person or Torres Strait Islander person	<ul style="list-style-type: none"> A student that meets eligibility/evidence requirements for a fee exemption based on being Aboriginal or Torres Strait Islander person will automatically attract a loading (as per requirement 4)
16.	Needs Loading: Person with Disability	<ul style="list-style-type: none"> A student that meets eligibility/evidence requirements for a fee exemption based on disability will automatically attract a loading (as per requirement 5). <p>Dependants of a recipient of a Disability Support Pension do not attract a loading.</p>
17.	Needs: Long-term unemployed person – over 12 months	<ul style="list-style-type: none"> A letter from Employment Service Provider is required.
18.	Location Loading: Residential address – regional or remote	<ul style="list-style-type: none"> Evidence sighted or collected of any Commonwealth or NSW Government issued document providing evidence of living location

NOTE:

- All evidence must be able to be verified by the Provider. At the Department's discretion, the Department may request a copy of the evidence or proof that the evidence has been sighted.
- Where evidence is sighted but not kept, a record that confirms sighting of the evidence and a description of the evidence, must be maintained by the Provider. The record must be dated and signed by a person authorised by the Provider. The name of the signatory and their position should also be captured.
- 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 list of approved witnesses who can verify documents. A list of which is available at the Commonwealth Attorney General's Department website at www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx
- If a student declares their status in relation to a disability, concession or long-term unemployment or identifies themselves as an Aboriginal or Torres Strait Islander person at a point in time **after** enrolment, the Provider must:
 - sight or collect the relevant evidence within 28 days of being notified by the student, and
 - abide by the **Declaring Student Status after Enrolment Policy (Version 2.0)**, located in the Support Documents section of STS Online.

Students who are inmates with NSW Corrective Services

Students who are inmates in NSW correctional facilities do not have access to many of the documents required to allow the Provider to assess program or fee eligibility.

NSW Corrective Services records information in the Offender Integrated Management System (OIMS) which can verify:

- Smart and skilled Eligibility:
 - Living or working in NSW
 - Citizenship: Australian citizen, New Zealand citizen and permanent Australian resident
 - Refugee or Asylum seeker
- Concession, exemptions, fee-free scholarship and other fee-free training eligibility:
 - Commonwealth benefit status
 - Disability status
 - Domestic and Family Violence status
 - Refugee or Asylum seeker – as above

Providers must make arrangements with the correctional facility on how information to support eligibility will be accessed/sighted. The sighting of information recorded on OIMS is deemed as sufficient evidence, however must be recorded by the Provider as per note 2 above.

Appendix 1: Acceptable evidence for fee exemptions and concessions

(Should be read in conjunction with [Section 3: Fee Category eligibility](#))

At enrolment, a student declaration is acceptable where a form of evidence is required to be sighted or collected by the Provider. The required evidence, however, must be sighted or collected by the Provider prior to submitting Training Activity Data for an enrolled student who has Commenced to ensure the student is charged the appropriate fee.

Requirement	Evidence	Evidence requirements
Concession fee eligibility:		
1. Concession Fee: Dependant of Commonwealth Government Benefit Recipient	<ul style="list-style-type: none"> A dependant child, spouse or partner of someone who is receiving a specified Commonwealth Government benefit or allowance, must provide documentary evidence that Centrelink recognises the student as the dependant <p>The evidence must clearly show the CRN of the benefit or Commonwealth Government benefit recipient.</p>	Evidence sighted or collected by Provider
Exemptions, waivers and fee-free training eligibility:		
2. Fee Exemption: Australian Aboriginal or Torres Strait Islander	N/A	Student declaration/signature
3. Fee Exemption: Disability	<ul style="list-style-type: none"> a letter from Centrelink confirming receipt of the Disability Support Pension. The letter should clearly show the Centrelink Reference Number (CRN); or a current Disability Pensioner Concession Card that shows the CRN; or a current Centrelink income statement for the Disability Support Pension, which clearly shows that income is for the disability pension and also shows the CRN; or a completed NSW School Leaver Individual Transition Plan that clearly identifies the student's disability; or any other evidence that clearly shows the CRN and confirms receipt of the Disability Support Pension; or 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: <ul style="list-style-type: none"> a medical practitioner; or an appropriate government agency such as Veteran's Affairs or a TAFE NSW teacher consultant (for a student with a disability), a school counsellor or special education coordinator, Centrelink, a Disability Service Provider, or a Job Capacity Assessor; or a specialist allied health professional (including a rehabilitation counsellor, psychologist, speech pathologist, or occupational therapist). 	Evidence sighted or collected by Provider
4. Fee Exemption: Dependant of a person with a disability	<ul style="list-style-type: none"> 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. <p>The evidence should clearly show the Centrelink Reference Number (CRN) of the Disability Support Pension recipient.</p>	Evidence sighted or collected by Provider

Requirement	Evidence	Evidence requirements
5. Fee-free training - Fee-free Apprenticeships	<ul style="list-style-type: none"> Date of commencement of Smart and Skilled training must be 1 July 2018 or later For additional information, refer to Smart and Skilled Eligibility Policy and the Smart and Skilled Fee Administration Policy	Student declaration/signature at enrolment
6. Fee-free training - Fee-free Traineeships	<ul style="list-style-type: none"> Date of commencement of Smart and Skilled training must be 1 January 2020 or later For additional information, refer to Smart and Skilled Eligibility Policy and the Smart and Skilled Fee Administration Policy	Student declaration/signature at enrolment
7. Fee-free training - Skilling for Recovery Initiative	For evidence requirements, refer to the Smart and Skilled Policy for the Skilling for Recovery Initiative .	Student declaration/signature at enrolment

Loading to Provider: Evidence Requirements		
8. Needs Loading: an Aboriginal or Torres Strait Islander person	<ul style="list-style-type: none"> A student that meets eligibility/evidence requirements for a fee exemption based on being an Aboriginal or Torres Strait Islander person will automatically attract a loading (as per requirement 2) 	
9. Needs Loading: A student with disability	<ul style="list-style-type: none"> A student that meets eligibility/evidence requirements for a fee exemption based on disability will automatically attract a loading (as per requirement 3). Dependants of a recipient of a Disability Support Pension do not attract a loading. 	
10. Location Loading: Residential address - regional or remote	<ul style="list-style-type: none"> Evidence sighted or collected of any Commonwealth or NSW Government issued document providing evidence of living location 	

NOTE:

- All evidence must be able to be verified by the Provider. At the Department's discretion, the Department may request a copy of the evidence or proof that the evidence has been sighted.
- Where evidence is sighted but not kept, a record that confirms sighting of the evidence and a description of the evidence, must be maintained by the Provider. The record must be dated and signed by a person authorised by the Provider. The name of the signatory and their position should also be captured.
- 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 list of approved witnesses who can verify documents. A list of which is available at the Commonwealth Attorney General's Department website at www.aq.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx
- If a student declares their status in relation to a disability, concession or long-term unemployment or identify as an Aboriginal or Torres Strait Islander person at a point in time **after** enrolment, the Provider must:
 - sight or collect the relevant evidence within 28 days of being notified by the student, and
 - abide by the **Declaring Student Status after Enrolment Policy (Version 2.0)**, located in the Support Documents section of STS Online.

Students who are inmates with NSW Corrective Services

Students who are inmates in NSW correctional facilities do not have access to many of the documents required to allow the Provider to assess program or fee eligibility.

NSW Corrective Services records information in the Offender Integrated Management System (OIMS) which can verify:

- Smart and Skilled Eligibility:
 - Living or working in NSW
 - Citizenship: Australian citizen, New Zealand citizen and permanent Australian resident
 - Refugee or asylum seekers

- Concession, exemptions, fee-free scholarship and other fee-free training eligibility:
 - Commonwealth benefit status
 - Disability status
 - Domestic and Family Violence status
 - Refugee or asylum seekers

Providers must make arrangements with the correctional facility on how information to support eligibility will be accessed/sighted. The sighting of information recorded on OIMS is deemed as sufficient evidence, however must be recorded by the Provider as per note 2 above.

Proof of Address

As part of CWBTS's entry process, we require that all students provide photographic ID evidence including their current residential address.

CWBTS will seek one of the following:

- Current Drivers Licence
- Current Learners Permit
- Proof of Age Card
- 'Keypass' Card

Note: - a letter provided by the relevant roads authority while the student is awaiting their driver's Licence/learner permit card is acceptable.

Other Identity Document Options

If a student does not have a valid form of Photo ID as per the list above, the matter will need to be referred onto the Student Admissions Team Leader for approval before the enrolment can be finalised.

Other Identity Documents that may be considered:

- Marine Licence photo card.
- Firearm Licence photo card.
- Security Guard/Crowd Controller photo card.
- Australian Police Force Officer photo identity card.
- Utility Bill in Student's name
- Lease
- Bank Statement
- Rates Notice

The PTR provides guidance to staff members as to the type of ID required.

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.

Parent Guardian Approval for Students under 18

Students under 18 at the time of enrolment need Parent/Guardian Approval. CWBTS obtains parent/guardian approval during the enrolment process. Enrolment paperwork is sent to the parent/guardian for signature as well as the student.

Sighting, Verifying and Retaining Evidence of Eligibility

Where any section above indicates a document must be sighted or verified, please use the table below to determine sighting and verifying options.

Below are the mechanisms for CWBTS to obtain verification of student eligibility documents:

<u>MECHANISM</u>	<u>ID VERIFICATION</u>	<u>PROCESS</u>
Over the Phone: Green ID for Eligibility and Concession	Students are asked verbal permission to undertake Green ID Online verification.	BAA verifies the student in Green ID, then students are required to take a photo of their ID and Concession where applicable, and email to BAA. This will ensure the ID verified is current, has start and expiry dates, and is accepted by the Department. BAA 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 BAA 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 BAA staff member signs and dates that they sighted original documentation. Note in relation to evidence of concession entitlement, BAA can sight and retain correspondence from the card issuer confirming that a concession is granted to an individual.
In Person: Digital Wallet for Concession	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	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, feels uncomfortable with the Green ID process or Green ID verification is unsuccessful.	Original ID is photographed or photocopied by student and the copy certified by an Authorised Certifier*. (Copies of Green Medicare Cards and Photo ID 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 enrolment can be used as evidence of eligibility.	BAA can use original evidence sighted and retained as part of a previous enrolment can be used as evidence of eligibility

*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).

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

Submit the Training Contract ID:

CWBTS is responsible for obtaining and submitting an Apprentice/Trainee's 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.

CWBTS will record the TCID in the Enrolled Student's VETtrak record.

Issue the 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**.

Under 17 Years of Age - Exemption from School

Each state has rules around the requirements for students under 17 to attend School. In some cases a student may obtain an Exemption from School.

All students in NSW must complete Year 10 or be 17 years old before they can leave school.

NOTE: NSW students who have completed Year 10, but are younger than 17, may leave school if they are engaged in full time study, employment, or a combination of the two (including an apprenticeship or traineeship). For these purposes, "full time" is defined in the Act as a minimum of 25hpw. No official application for exemption is required.

CWBTS cannot ask for an exemption on a student's behalf. The exemption process must be managed by the student's school and should involve the student and their parents/carers.

Typically, a student requiring an Exemption from School to undertake a traineeship or apprenticeship program will have obtained an Exemption from School prior to enrolment with CWBTS.

Note: Students under 17 do not need an exemption if they are still attending school and are enrolling in:

- a VET program on a part-time basis.
- VET fee-for-service programs.
- VET in schools.
- A School-Based Apprenticeship/Traineeship (SBAT).
- a Head Start Apprenticeship/Traineeship (HSAT).

The above programs are not Smart and Skilled funded. CWBTS will only accept a student who is required to be attending School into one of the above programs unless they have obtained an Exemption from School as detailed below.

The following requirements apply to students under the age of 17 who have not completed Year 10 and want to leave school to undertake a full time (as defined in appropriate award) apprenticeship or traineeship:

1. Students who have not completed Year 9 may only leave school under extraordinary conditions. They may lodge an application for exemption from enrolment for consideration with the Executive Director for the government school the child attends; OR for Non-Government schools, Child Protection Services, NSW Department of Education. For further details see Exemption from School Procedures policy.
2. Students who have completed Year 9, should lodge an application for exemption from enrolment at school with their School Principal.
3. Students who have or have not completed the equivalent of Year 9 interstate, and who have not commenced school in NSW (ie. do not have a NSW school principal), should lodge an application for exemption from enrolment under special circumstance consideration with the Executive Director for the government school the child would attend; OR for Non-Government schools, Child Protection Services, NSW Department of Education.

NOTE: If a student gains an exemption to undertake an apprenticeship or traineeship, and that apprenticeship or traineeship is cancelled before they turn 17, the [NSW Education Act](#) requires them to return to school. Refer to the CWBTS “Student Support and Welfare Policy” and the “Smart and Skilled Discontinuation, Transferring, Abandonment and Deferral of Training Policy.”

For further details see NSW’s [Exemption from School Procedures policy](#).