

## Smart and Skilled Notification of Enrolment Procedure

Hunter-V-Tec understands that, as a Provider contracted under Smart and Skilled, they are contractually obliged to follow the Notification of Enrolment procedure as specified in the Smart and Skilled Operating Guidelines (Section 6).

### Procedure

Hunter-V-Tec will follow the following procedures when enrolling students in Smart and Skilled training courses:

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

Students and Providers will fill in the **Proof of Eligibility Checklist** on enrolment. This is available on pages 6-9 below. (For further details refer to the Fee Administration Policy, Schedule 6).

For a student to be eligible for a Smart and Skilled funded place they must meet the following eligibility requirements:

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, <b>and</b></li> <li>• aged 15 years or older, <b>and</b></li> <li>• left school, <b>and</b></li> <li>• live or work in New South Wales (or a defined NSW border - for ATSI students only, see Fee Administration Policy, Appendix 8)</li> <li>• <b>OR</b> any student registered as a NSW Apprentice or New Entrant Trainee</li> </ul>
For Courses up to and including Cert III	<ul style="list-style-type: none"> <li>• Have not completed qualifications at Certificate IV or above.</li> </ul>
Other training, part qualifications, prevocational training and full qualifications from Certificate IV to Advanced Diploma,	<ul style="list-style-type: none"> <li>• Can have any level of Qualification</li> </ul>
All	<ul style="list-style-type: none"> <li>• Enrolling student must reside the postcodes designated in the Funding Contract (including online learning)</li> <li>•</li> </ul> <p>A list of Postcodes included in each region can be found at: <a href="http://www.training.nsw.gov.au/forms_documents/smartandskilled/development_training/regions_postcodes.pdf">http://www.training.nsw.gov.au/forms_documents/smartandskilled/development_training/regions_postcodes.pdf</a></p>

Students must sign the following declarations include on HVTC's Smart & Skilled enrolment form:

- **Consent to Use and Disclosure of Personal Information to the Department of Education and Communities and Other Government Agencies**, included on page 5 below and in the Smart and Skilled Operating Guidelines, Schedule 1. It is to be used in addition to the Provider's normal Privacy Policy and Procedures. This exact wording must be used but can be incorporated into any existing notification/consent forms or used as a stand-alone declaration.
  - **Prospective Student Declaration**: As included on page 5 below.
  - **Privacy Form** if provider is applying for USI on their behalf is included in the USI policy document and can also found at: <http://usi.gov.au/Pages/privacy-policy.aspx>
  - (Refer to USI Policy and Smart and Skilled Checklist with regard to use of the Privacy Form)
2. Inform students of any subcontracting arrangements.
  3. Complete the Notification of Enrolment Process in the Provider calculator on STS Online to notify STS of the student enrolment. The calculator will:
    - Validate eligibility of student
    - Add details of Credit transfer or RPL
    - Generate details of the fee chargeable, subsidies and loadings

This process will be completed in advance of a student starting training.

Hunter-V-Tec understands that failure to complete the process before a student commences training means the student cannot be reported through the online (eReporting) system and this may result in payment not being made for these students.

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

- Complete an enquiry.
- A Quote ID is issued for the enquiry. (A Quote ID is only issued if the enquiry is successful, which means the individual is eligible to undertake the Smart and Skilled subsidised course selected.)
- Complete the additional information required for the Notification of Enrolment. (This step cannot be completed if the enquiry is not successful.)

On completion of the Notification of Enrolment process a Student Commitment ID is issued by State Training Services and a copy kept on RTO file.

4. A hard or electronic copy of the Notification of Enrolment Report is generated and a copy kept on RTO file.

5. The student must be informed of all fees, schedule of payments, refunds for withdrawal or deferment and the policy relating to fees paid in advance. All relevant information will be included in the Smart and Skilled Student Information published on our website and available in conjunction with the Student Handbook

**Note to points 3 & 4:**

The following information, provided by State Training Services in Training Matters-Issue 103, informs the online notification process:

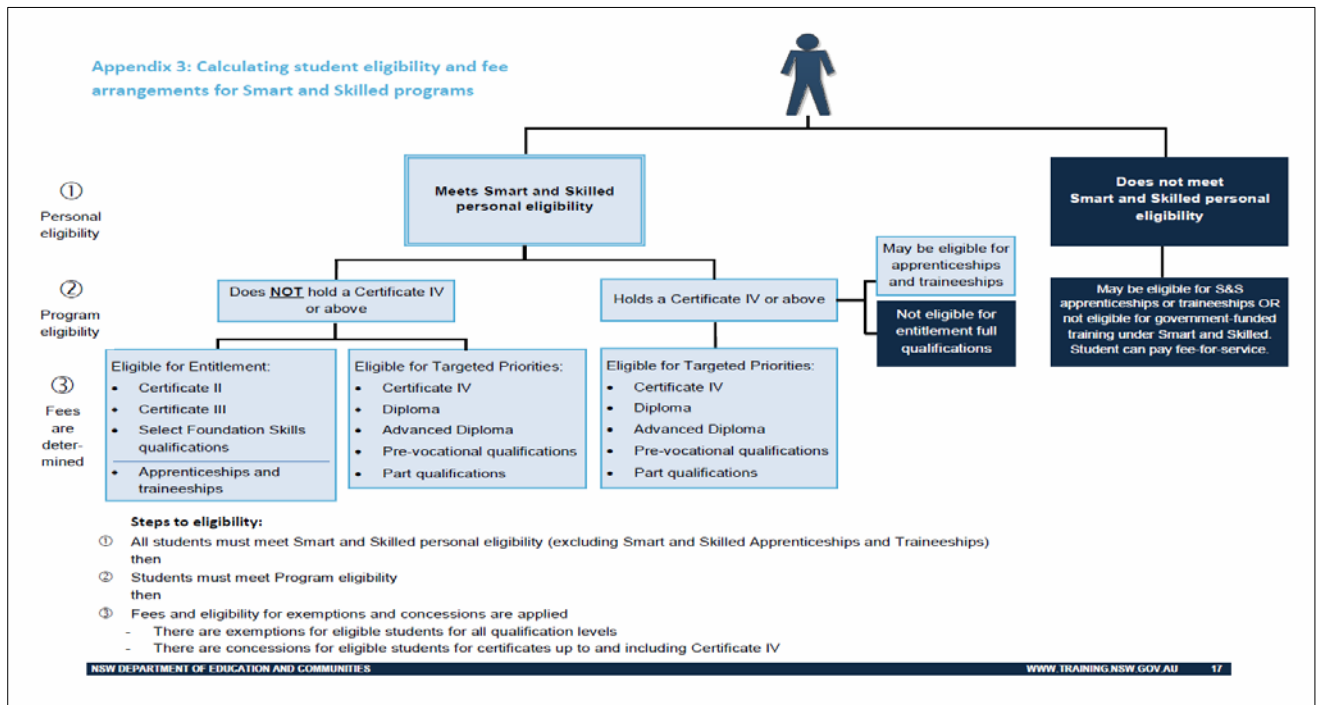
- *A successful Notification of Enrolment for a student is achieved when a provider is issued with a Commitment ID.  
Commitment IDs begin with a "C" e.g. C150022650.*
- *An enquiry which results in a Quote and the issue of a Quote ID is not equivalent.  
A Quote ID is distinguishable because it begins with a "Q", e.g. Q15000378751.*
- *The Notification of Enrolment can be undertaken as a single transaction or a two stage transaction depending on when an enquiry proceeds to enrolment.*
- *Where a provider has undertaken a successful enquiry and not undertaken the Notification of Enrolment in the same transaction, they will need to return to that enquiry by clicking on the Quote ID in the Smart and Skilled Provider Calculator - Maintenance screen and provide the extra details to complete the Notification of Enrolment.*
- *Quote IDs will expire after **seven** days from the date of issue if the Notification of Enrolment is not undertaken before then.*

Continuing student from 2014 will not be included in the Notification of Enrolment process outlined above but will be informed of transition arrangements and the fees for continuing students as outlined in [2015 Fees for Continuing Students Fact Sheet](#). Fees will be calculated using the formulas provided in the STS [Fee Administration Policy](#) - Appendix 5.

**References:** Information on how to access STS online can be found on the State Training Services website: [http://www.training.nsw.gov.au/about\\_us/login/](http://www.training.nsw.gov.au/about_us/login/)

## Determining Eligibility

The following diagram, taken from NSW Department of Education and Communities, Fee Administration Policy, illustrates the steps to determining eligibility:



## Prospective Student Declaration

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

Of \_\_\_\_\_  
(Current residential address)

With date of birth \_\_\_\_\_

Declare that all information provided by myself to HVTC in connection with the Notification of Enrolment Process is true, accurate, complete and not misleading in any way.

I have been informed of (delete as relevant)

- the subcontracting arrangement in place
- the fees chargeable
- the Student Information as follows:
  - Recognition of Prior Learning and Credit Transfer
  - Consumer protection information
  - Subcontractor information if relevant
  - What a student should do if they wish to defer or discontinue training
  - How students can access support during training
  - Contact details for any support services provided

<b>Signature of student</b>	
<b>Name of student</b>	
<b>Date</b>	

## Consent to Use and Disclose Personal Information

(included on Enrolment Form)

CONSENT TO USE AND DISCLOSURE OF PERSONAL INFORMATION TO THE  
 DEPARTMENT OF EDUCATION & COMMUNITIES AND OTHER GOVERNMENT  
 AGENCIES

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

Of \_\_\_\_\_  
 (Current Residential Address)

With birth date \_\_\_\_\_

Understand and agree that 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, or sensitive personal information (including my ethnicity or health information) together with **Personal Information**) collected by HVTC may be disclosed to the Department of Education & Communities (**Department**).

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

I consent to the collection, use and disclosure of my Personal Information in the manner outlined above. 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 HVTC for the purposes of evaluating and assessing my subsidised training.

<b>Print Full Name of Student</b>	
<b>Signature of Student</b> <i>(Note: if under 18 years of age at the time of giving consent, then the consent of their guardian is required)</i>	
<b>Date</b>	
<b>Print Full Name of Guardian</b>	
<b>Signature of Guardian</b>	
<b>Date</b>	

## Smart & Skilled Notification of Enrolment Procedure

A division of Hunter Valley Training Company Pty Ltd  
PO Box 559 Maitland NSW 2320  
ABN 45 002 226 619  
T 02 4932 4184 F 02 4932 0158  
huntervtec@hvtc.com.au NC 90179



### Proof Of Student Eligibility Checklist

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

Smart and Skilled Requirements	Examples of evidence
I have supplied Proof of Identity	USI – validity checked with Office of USI Registrar
I am an Australian Citizenship/permanent resident or Humanitarian Visa holder	Australian Birth Certificate, passport or a Certificate of evidence of Resident Status which confirms status as an Australian permanent resident, <b>or</b> Humanitarian visa
My date of birth	Valid USI check and student signature
I live or work in NSW	Student declaration and signature
I am 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 highest qualification	Student declaration/ signature plus USI Check of previous history (STS system check against Smart and Skilled records in STS database and STS check against USI transcript)
I have completed Year 10 or equivalent (if under 17)	Student declaration and signature

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Smart and Skilled Requirements	Examples of evidence
My Postcode for ATSI on borders	Student declaration and signature
I am of Aboriginal descent	Student declaration and signature in next column
I have a disability	Centrelink Evidence: proof of Disability Support Pension Documentary evidence of training support needs due to disability. A letter or statement from: <ul style="list-style-type: none"> <li>- A medical practitioner</li> <li>- An appropriate government agency or</li> <li>- Relevant specialist allied health professional or</li> </ul> Centrelink evidence – dependent child of a recipient of a Disability Support Pension
Disability Student: I am entitled to exemption or concession in the year	Student declaration/signature STS database check for other Smart and Skilled enrolments, commencements and completions in the year
I am a welfare recipient	Centrelink Evidence – proof of benefit or Centrelink Evidence – dependent child of a specified welfare recipient
Disability loading	As above
Aboriginal loading	As above
Long term unemployed over 12 months	Letter from Employment Service Provider



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Smart and Skilled Requirements	Examples of evidence
Location Loading; residential address regional or remote	Student Declaration

### Notes:

- Eligibility for Fee exemption or concession is assessed at enrolment and cannot be adjusted at a later date.
- Where evidence provided by 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 can be found at: <http://www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx> The most convenient person from the list of approved witnesses for an RTO is:
  - Teacher employed on a full-time basis at a school or tertiary education institution

The NCVER Glossary of VET terms defines *tertiary education* as: Formal education beyond secondary education, including higher education, vocational education and training, or other specialist post-secondary education or training.