



Nepean Community College

Smart and Skilled Notification of Enrolment Policy

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1. Policy

Nepean Community College (NCC) (RTO Code: 1223), understands that, as a Provider contracted under Smart and Skilled, it is contractually obliged to follow the Notification of Enrolment procedure as specified in the Smart and Skilled Operating Guidelines (Section 6).

2. Prior to Enrolment

NCC will implement the following procedures when enrolling students in Smart and Skilled training courses:

2.1 On Enquiry

Prior to enrolment on enquiry students will be:

- referred to the Eligibility Checker on the Smart and Skilled website, this will also give them an indication of the student fees
- provided with the requisite Smart and Skilled Student Information and Course Information on our website
- asked if they intend to apply for RPL or Credit Transfer to enable commencement of the assessment or verification process

To be eligible for a Smart and Skilled Place Students must meet the following criteria	
Type of training	Eligibility criteria
For all Smart and Skilled Courses	<ul style="list-style-type: none"> Australian citizen, permanent resident, humanitarian visa holder, or New Zealand citizen, and aged 15 years or older, and left school, and live or work in New South Wales (or a defined NSW border), or Registered as a NSW Apprentice or New Entrant Trainee

Exemptions: The Department may, on a case-by-case basis, allow a Provider to enrol a person who does not meet the eligibility criteria

2.2 On enrolment

Complete **Proof of Eligibility Checklist** with Student obtaining signatures and evidence as required as out lined in the Proof of Eligibility Requirements Table below.

2.3 Proof of Eligibility Requirements

Students will be provided with the following list regarding the evidence required to provide proof of eligibility.

Eligibility Requirement	Evidence Required
Proof of Identity	USI – validity checked with Office of USI Registrar
Australian (or New Zealand) Citizenship	Participant declaration and signature (The following can be requested to verify residency status:

	Australian/NZ Birth Certificate or Passport, Green Medicare Card or Naturalisation Certificate)
Permanent resident or Humanitarian Visa holder	One of the following must be sighted: <ul style="list-style-type: none"> • Certificate of Evidence of Residency Status (CERS) • Passport • Humanitarian Visa or substantiate using The Dept. of Immigration and Border Protection's Visa Entitlement Verification Online (VEVO)
Date of birth	Valid USI check and participant signature (completed by the Department)
Place of residency or employment NSW	Participant declaration and signature
If registered as a NSW apprentice or new entrant trainee	Training contract identifier (TCID) – Department System check against Training Contract details stored in State Training Service database
Previous Qualification	Participant declaration and signature (Department will check)
Completion of Year 10 or equivalent (if under 17)	Participant declaration and signature
Postcode for ATSI on borders	Participant declaration and signature

2.4 Proof for Concession Exemptions

Proof for Concession Exemptions	
Concession: Welfare recipient	Centrelink Evidence – proof of benefit or Centrelink Evidence – dependent child of a specified welfare recipient
Exemption: First Nations descent	Participant declaration and signature
Concession/Exemption: Disability	Centrelink Evidence: proof of Disability Support Pension Documentary evidence of training support needs due to disability. <ul style="list-style-type: none"> • A letter or statement from: • A medical practitioner • An appropriate government agency or • Relevant specialist allied health professional or Centrelink evidence – dependent child of a recipient of a Disability Support Pension
Exemption: Social Housing recipient (aged 15- 30)	Participant declaration and signature Evidence of Commonwealth Welfare Recipient Status

	or Evidence of a dependent of person with Commonwealth Welfare Recipient Status
Out-of-home Care	<p><u>For Young People 15- 17 years old</u> (one of the following must be presented):</p> <ul style="list-style-type: none"> • A copy of the Children's Court Care order • A copy of the Confirmation of Placement letter • A letter from Family and Community Services or the OOHC • Designated Agency verifying that the young person is in statutory or supported care • Any other evidence which clearly shows that the young person is in out-of-home care <p><u>For young people 18-30 years old</u> (one of the following must be presented):</p> <ul style="list-style-type: none"> • A copy of the expired Children's Court Care order • A copy of the Leaving Care letter from the Minister for Family and Community Services letter • A letter from Family and Community Services verifying that the young person was previously in statutory or supported care • Any other evidence which clearly shows that the young person was previously in out-of-home Care
Exemption: Long term unemployed	Letter from Service Provider

2.5 Proof for Needs Loadings

Proof for Needs Loadings Paid to the Provider	
Needs Loading: Aboriginality	Automatic for anyone who has declared Aboriginality
Needs Loading: Disability	As for Proof for Concession/Exemption. <i>Note:</i> dependents of people with a Disability do not attract a loading
Needs Loading: Long Term Unemployed	As for proof of long term unemployed
Location Loading: Regional or remote	Students' Residential Address

3. Additional Documentation to Sign

At enrolment Students must also sign:

- Consent to Use and Disclosure of Personal Information to the Department of Education and Communities and Other Government Agencies, in the Smart and Skilled Operating Guidelines, Schedule 1.
- Prospective Student Declaration: As included in the Proof of Eligibility Checklist
- Privacy Form if provider is applying for USI on the student's behalf. This is included in the

Smart and Skilled USI Policy and can also found at: <http://usi.gov.au/Training-Organisations/Documents/Privacy-Notice.pdf>

- (Refer to USI Policy and Smart and Skilled Checklist with regard to use of the Privacy Form)

4. Information for Students

At enrolment students will be informed of any subcontracting/third party arrangements.

5. STS Online Process

Commence the Notification of Enrolment Process on STS Online to notify Department of the student enrolment. This process must be completed in advance of a student starting training.

The process will:

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

The steps outlined below will be implemented:

- 1) Complete an enquiry.
- 2) 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.)
- 3) Complete the additional information required for the Notification of Enrolment. (This step cannot be completed if the enquiry is not successful.)
- 4) A Notification of Enrolment Form is issued by the Department; a hard or soft copy will be kept on file. A copy should be given to the student.
- 5) The student will 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 website and in Student Handbook. (All Fees are calculated using the formulas provided in the S&S Fee Administration Policy.)
- 6) Students continuing from 2018 will not be charged any additional fees for continuing their training Program in 2019.
- 7) Prior to starting training all students must sign a Training Plan.
- 8) Nepean Community College understands that failure to complete the process outlined above before a student commences training means the student cannot be reported through STS online portal and this may result in payment not being made from these students.

Note to point 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.

END OF DOCUMENT