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## SMART AND SKILLED NOTIFICATION OF ENROLMENT PROCEDURE

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### 1. PURPOSE AND SCOPE

As a provider of Smart and Skilled funding APT Specialist Hydraulics and Training (APT) must only carry out notification of enrolment via the portal in accordance with the following notification of enrolment process.

APT will adhere to the following procedures when enrolling students in Smart and Skilled training courses:

APT must check student's eligibility for the Smart and Skilled program. This will also give an indication of the student fee that the student will have to pay to enrol in their chosen course This policy and procedure is applicable to all staff and potential consumers.

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#### 1.1 PROVIDE APPROPRIATE INFORMATION TO PERSPECTIVE STUDENTS AND REQUEST COMPLETION OF ONLINE APT SMART AND SKILLED ENROLMENT APPLICATION FORM.

Representatives of APT will provide current and up to date information to perspective students for them to make an informed decision regarding their enrolment into desired qualification and request completion of APT Smart and Skilled Enrolment Application Form and consent.

Information collected throughout this process is used to determine eligibility for a Smart and Skilled subsidised qualification.

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#### 1.2 CHECK POTENTIAL STUDENT ELIGIBILITY UNDER THE APPLICABLE SMART AND SKILLED PROGRAM

APT representative will use the information provided by potential student through the APT Smart and Skilled Enrolment Application Form to produce an enrolment enquiry through the Smart and Skilled Provider Calculator. This will confirm eligibility and applicable student fee.

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#### 1.3 PROVIDE STUDENT WITH OUTCOME OF ENQUIRY AND CONFIRM AGREEMENT TO ENROLMENT

APT representatives advise potential student of enquiry outcome and request confirmation for enrolment.

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#### 1.4 RTO ENROLMENT Pt 1

On receipt of confirmation of enrolment, an APT representative will use the information provided though the APT Smart and Skilled Enrolment Application to enrol student into APT's Student Management System (SMS).

Upon enrolment, students are provided access to APT's Learning Management System (LMS) and requested to finalise their enrolment.



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### 1.5 RTO ENROLMENT Pt 2

On receipt of confirmation of enrolment, an APT representative will use the information provided through the APT Smart and Skilled Enrolment Application to enrol student into APT's Student Management System (SMS).

Upon enrolment, students are provided access to APT's Learning Management System (LMS) and requested to finalise their enrolment through the provision of required eligibility documents and required consents /declarations.

On submission of relevant documents and required consents, an APT representative will confirm relevant documents and consents have been provided, approve the enrolment, Notify the NSW Training Services of enrolment through the Notification of Enrolment process using the Smart and Skilled provider calculator, create a Training Plan (where required) and allow access to commence Learning and Assessment.

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### 1.6 COMMITMENT ID

Successful completion of the Notification of Enrolment Process will result in the issue of a Commitment ID by Training Services NSW.



### Proof of Student Eligibility Checklist

At enrolment, students are required to provide proof of eligibility for the Smart and Skilled Program, 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 Requirement	Examples of Evidence
Proof of identity	Unique Student Identifier (USI) – validity checked with Office of USI Registrar.
Australian citizen, permanent resident or a humanitarian visa holder	Australian birth certificate, passport, Certificate of Australian Citizenship, Green Medicare Card, a Certificate of Evidence of Resident Status (confirms status as an Australian permanent resident), or relevant visa documentation or ImmiCard.
New Zealand citizen	New Zealand birth certificate or passport or Green Medicare Card
Date of birth	Valid USI check and student declaration/signature at enrolment.
Living or working in NSW	Any government-issued document providing evidence of living location, or employer-issued document confirming employment in NSW. Student declaration/signature at enrolment.
Registered as NSW apprentice or new entrant trainee	Training Contract Identifier (TCID) number – Department system check against Training Contract details stored in Training Services NSW database
Completion of Year 10 or equivalent (if under 17)	Evidence that student has met school leaving age requirement. Student declaration/signature at enrolment.
Postcode for ATSI on borders	Student declaration/signature at enrolment
Aboriginal descent	Student declaration and signature.
Disability Entitled to an exemption or concession in the year	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 Centrelink evidence – dependent child of a recipient of a Disability Support Pension. Student declaration/signature at enrolment. Training Services NSW database check for other Smart and Skilled enrolments, commencements and completions in the year.</li> </ul>
Welfare recipient	Centrelink Evidence – proof of benefit or Centrelink Evidence – dependent child of a specified welfare recipient.



Long term unemployed over 12 months	Letter from Employment Service Provider.
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### **Consent**

To enrol a student into a Smart and Skilled funded course, APT must first obtain the consent of the candidate to the Department's use of the candidates information by:

- the candidate signing or electronically accepting (including by ticking a check box) a consent form, which includes wording as set out in Schedule 1 of the NSW Smart and Skilled Notification of Enrolment Process.
- the candidate verbally providing consent provided that a consent statement is recited to the candidate or is made available for the candidate to read.

If the candidate does not provide their consent, we as the provider cannot proceed with the notification of enrolment process.

### **Provider Calculator**

APT must use the Provider Calculator to validate eligibility, input detail of any Credit Transfers or Recognition of Prior Learning and generate details of the fee chargeable and the applicable subsidy together with any loadings (if applicable). We as the Provider must provide the candidate with the details of the fee chargeable.

### **Notification of Enrolment Report**

APT must generate and maintain a hard copy of the Notification of Enrolment Report – Provider Copy, which can be referred to where the fee and subsidy is adjusted after the Commitment ID is issued.

### **Prospective Student Declaration**

APT must confirm that the candidate has signed or electronically accepted a declaration confirming:

1. All information provided by the candidate to us in connection with the Notification of Enrolment Process is true, accurate, complete and not misleading in any way.
2. The candidate is aware of any subcontracting arrangements (if applicable).
3. The candidate has been provided with the details of the fee chargeable and the student information.

