# Smart & Skilled Notification of Enrolment Policy & Procedure

## Purpose:

The purpose of this policy and procedure is to describe Real Estate Training Solutions (RETS) processes for notifying NSW State Training Services of the enrolment of a student into a subsidised training program.

This policy and procedure also address the requirements of:

- *Smart & Skilled Operating Guidelines, Paragraph 1.4, 6*

## Policy:

- RETS must notify the NSW Department of Education of the enrollment of eligible prospective students into subsidised training.
- RETS does not need to complete this process for enrolments into the School Based Apprenticeship and Traineeship (SBAT)Program.
- The Notification of Enrolment process takes place at the same time as RETS conducts it student enrolment process (see Student Enrolment Policy and Procedure).
- Prior to notifying the Department, RETS must ensure that the prospective students meet the Smart & Skilled Eligibility Policy criteria and were applicable, the School Based Apprenticeships and Traineeships Student Eligibility Policy criteria.
- RETS requires prospective students to provide the following information while completing the Application Form & Written Agreement:
    o Name
    o Date of birth
    o Gender
    o Contact details
    o Language and cultural diversity information
    o Disability information
    o Schooling/ previous study information
    o Previous qualifications achieved
    o Employment information
    o Reasons for study
    o Unique Student identifier (USI)
    o Consent to use and disclosure of personal information (including USI Privacy Notice
- RETS requires prospective students to provide certified copies of the following information:
    o Photo ID, for example, passport, or driving licence
    o Medicare card
    o Previous qualifications as evidence of LLN skills (for example HSC certificate)
- RETS notifies the Department using the STS Online Portal.
- RETS adheres to the following process when notifying enrolments via STS Online:
    o RETS must first get the prospective student's consent for the Department to use the student's personal information
    o To receive this consent, the prospective student signs the relevant section of the RETS Application, Privacy & Consent Form
    o RETS will notify the prospective student of any third-party arrangements involved with the delivery of training and assessment services to the student, if applicable
    o RETS used the Provider Calculator to:

- validate the prospective student's eligibility
- input CT or RPL details, if applicable
- generate Student Fee chargeable
- generate the Subsidy amount

- o RETS provides the prospective student with details of the fees chargeable via the *Eligibility Enquiry Report* generated on SDS Online
- o RETS generates a *Notification of Enrolment Report – Provider Copy* from STS Online and retains a hard copy for reference if future fee adjustments occur
- o RETS uses the Application Form and Written Agreement to secure the student declaration in writing confirming that:

  - all information provided by the prospective student to RETS, to allow the Notification of Enrolment Process to be completed, 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 Student Fee chargeable and the Student Information.

- When RETS has completed the Notification of Enrolment process on STS Online, it will result in the generation of a Commitment ID for the prospective student.

- RETS will commence the enrolled student in the chosen qualification on the planned start date and within the corresponding activity period.

- If the student does not commence inside the activity period linked to the student's commitment ID, RETS will cancel the student's Commitment ID and created a new Commitment ID linked to the relevant Activity Period.

- RETS will submit Training Delivery Data for the enrolled student within 28 days of student's actual start date.

- If RETS does not submit training Delivery Data within 10 weeks of the planned start date for trainees/ apprentices or within 6 weeks for non-apprentice/ trainees, the Commitment ID will expire.

## Procedure:
- Enrolments Officer receives:
  - o Training Plan Proposal (TPP) from Apprenticeship Centre
  - o All completed enrolment documentation returned by prospective student including:
    - completed Enrolment Form and Written Agreement
    - certified copies of photo ID, Medicare card and previous qualifications (if applicable)
- Enrolments Officer logs into STS Online to enter new student information and answer range of questions including:
  - o Qualification to be completed
  - o student's name and personal information (date of birth, address, region, etc.)

- o USI
- o Training start date and end date (as per Training Plan Proposal)
- o Delivery Mode
- STS Generates an Eligibility Enquiry Report
- If fee is chargeable, send prospective student Eligibility Enquiry Report and 'TPG Quote Letter' listing the applicable subsidy and student fee due.
- When TPQ Quote Letter confirmation is returned, Officer informs Accounts who raises an invoice for the student.
- Office proceeds to 'Notification of Enrolment' in STS Online.
- A 'Commitment ID' is generated.
- Generate bd print:
  - o Notification of Enrolment – Provider Copy
  - o Notification of Enrolment – Student Copy
- Send copy of 'Notification of Enrolment – Student Copy' to trainee.
- Use 'Student File Checklist' to record, 'Entered in STS Online.'