



Notification of Enrolment Process

- 1 Purpose
- 2 General Information
- 3 Language, Literacy and Numeracy (LLN) Outcomes
- 4 Smart and Skilled Program Eligibility (When applicable)
- 5 Smart and Skilled Program Evidence of Eligibility required (When applicable)
- 6 Subsidised Training for Disadvantage Students
- 7 Evidence of Disability Requirements for Smart and Skilled Fee Exemptions
- 8 Submitting your documents
- 9 Smart and Skilled Notification of Enrolment Process

Purpose

This procedure outlines the steps students must follow during the **Notification of Enrolment** for Smart and Skilled funding. It ensures students receive all necessary information to complete their enrolment.

General Information

At the application stage of the Entry Process, each prospective student is assessed for eligibility and suitability, before enrolling in any qualification or course. All students completing a qualification must undergo Language, Literacy, and Numeracy Testing. Before enrolment, potential students will be provided with:

- Detailed information about course requirements, costs, and duration
- Assurance that the course aligns with their work goals, career aspirations, and personal abilities.
- Notification if a current Working with Children Check or police check is needed
- Information on any necessary immunizations relevant to the qualification
- Guidance on applying for credit transfer or recognition of prior learning



- Ensuring a student’s entry to a funded program meets the eligibility and suitability requirements of that program
- Ensuring clear and concise advice is provided to students eligible under Government funding programs or loan schemes

Language, Literacy and Numeracy (LLN) Outcomes

In New South Wales (NSW), under the Australian Skills Quality Authority (ASQA) guidelines, compliance for Language, Literacy, and Numeracy students, are required to complete LLN testing, as a part of the enrolment process for their chosen qualification at WAYS RTO. It is important to assess Language, Literacy, and Numeracy (LLN) skills to ensure you are well-supported throughout your studies.

Here is what you need to know:

1. LLN Assessment:

Before enrolling, all students are required to complete an LLN assessment. This helps us determine if you have the language, literacy, and numeracy skills necessary to successfully complete your course. The assessment aligns with the Australian Core Skills Framework (ACSF).

2. Course Readiness:

The results of the LLN assessment help us ensure that your skills are suited to the course requirements. If any area needs improvement, we will work with you to provide additional support to help you succeed.

Smart and Skilled Program Eligibility (When applicable)

[Smart and Skilled Student Eligibility Policy - Version 3.0 \(nsw.gov.au\)](#)

To qualify for a funded place through the Smart and Skilled program, prospective students must meet certain eligibility requirements.:



- be an Australian citizen, permanent resident, humanitarian visa holder or New Zealand citizen.
- be aged 15 years or older.
- live or work in NSW (determined by postcode of the usual place of residence or place of work)
- no longer in secondary education – except for registered home school students
- Aboriginal and Torres Strait Islander people who live in specific defined interstate border areas with NSW may be eligible for Smart and Skilled. You can find out the areas covered from your training provider.

Smart and Skilled Program Evidence of Eligibility required (When applicable)

1. **Proof of Identity and date of birth** – You must provide a Unique Student Identifier (USI) to enroll. If you do not have one, we (as the provider) can assist you in creating a USI www.usi.gov.au . The training provider is responsible for verifying the USI's validity.
2. **Living or working in NSW** – any Commonwealth or NSW Government issued document providing evidence of living location or Work in NSW (if the student does not live in NSW); an Aboriginal or Torres Strait Islander student who does not live or work in NSW but lives in specific defined interstate NSW border areas is eligible for government subsidised training under Smart and Skilled.
3. **Citizenship: Australian citizen, New Zealand Citizen, and Permanent Resident** – Australian Birth Certificate, Australian Passport, Green Medicare card, NZ Birth Certificate, NZ Passport, Certificate of Evidence of Resident Status (CERS)
4. **Humanitarian Visa holder and Partner visa holder (Refugee or asylum seeker)** - Relevant visa documentation, or Immicard where appropriate.
5. **Year 10 completion or equivalent (if under 17)** - Evidence that student has met school leaving age requirement.

Subsidised Training for Disadvantaged Students

[Fee-free training for disadvantaged students \(nsw.gov.au\)](http://nsw.gov.au)

- **Students with disabilities**



If you have disabilities or are dependent on a person with disabilities, you may qualify for fee exemptions when you enroll in Smart and Skilled training.

- **Commonwealth Government Benefit recipients**

If you are receiving a Commonwealth Government benefit or are the dependent of a Commonwealth Government benefit recipient, you may be eligible for concession fees when you enroll in Smart and Skilled training

- **Asylum Seekers**

Initiatives to support asylum seekers are available to help them achieve long-term skilled employment in NSW. If you are a refugee or an [asylum seeker](#) and undertaking a Smart and Skilled course (Certificate I to Certificate IV), you may be eligible for fee-free training under Smart and Skilled.

- **Fee-free Scholarships**

Smart and Skilled Fee-Free Scholarships are available for eligible students enrolling in courses up to and including Certificate IV level. You may qualify if you are a young person eligible for a concession fee, have been in out-of-home care, or have experienced domestic and family violence, including as a dependent of someone who has.

Evidence of Disability Requirements for Smart and Skilled Fee Exemptions

To qualify for a fee exemption under the Smart and Skilled program due to disability, students must provide appropriate evidence to verify their eligibility. The acceptable forms of evidence include:

- 1. Commonwealth Government Disability Support Pension (DSP) Recipient:**

- a. A current **Centrelink Income Statement** indicating receipt of the Disability Support Pension.
- b. A valid **DSP Health Care Card**.

- 2. Non-DSP Disability with Additional Support Needs:**

- a. A **written statement** from a qualified professional, such as:
 - A medical practitioner
 - A specialist allied health professional



- A relevant government agency (e.g., Department of Veterans' Affairs)
 - b.** This statement must clearly outline the student's disability, and the additional support required for their training.
- 3. Dependant of a Disability Support Pension Recipient:**
- a.** Evidence demonstrating dependency status, such as:
 - A Centrelink Income Statement showing the student as a dependant
 - A DSP Health Care Card listing the student as a dependant

Submitting your Documents

All documents must be either original or certified copies, your documents must be signed and dated by a Justice of the Peace (JP) or notary public (for certified copies), ensuring compliance with Smart and Skilled program requirements. When submitting your documents, ensure that sensitive details, such as full Medicare numbers, are not shared unnecessarily. Providing the correct documentation promptly will help process your enrolment smoothly and maintain your eligibility for government funding.

Smart and Skilled Notification of Enrolment Process

Section	Details
1. Purpose	This procedure outlines the steps students must follow during the Notification of Enrolment (NoE) process for Smart and Skilled funding. It ensures students receive all necessary information to complete their enrolment successfully.
2. Information Students Need	<p>Confirm Eligibility and Course Selection:</p> <ul style="list-style-type: none"> • Residency and Citizenship: Students must verify that they live or work in NSW and are an Australian citizen, permanent resident, New Zealand citizen, or holds an eligible visa. • Age and Education Status: Ensure the student is 15 years or older, no longer at school, and meets any specific prerequisites for the chosen course. • They should review the course details, including duration, fees, and potential fee exemptions.
	1. Provide Personal Information:



3. Enrolment Steps	<ul style="list-style-type: none"> • Full name, date of birth, and contact details. • Unique Student Identifier (USI). • Proof of identity (e.g., Medicare card, passport). • Residency or employment details in NSW.
	<p>2. Evidence for Fee Exemptions or Concessions (if applicable):</p> <ul style="list-style-type: none"> • Disability support pension documents. • Proof of Aboriginal or Torres Strait Islander status. • Evidence of dependency (if claiming as a dependant).
	<p>3. Pre-Enrolment Information Provided to Students:</p> <ul style="list-style-type: none"> • Smart and Skilled Student Information Guide explaining rights and responsibilities. • Fee details (including potential exemptions or concessions). • Details about training delivery, support services, and complaint procedures.
	<p>4. Assess Credit Transfers (CT) and Recognition of Prior Learning (RPL)</p> <ul style="list-style-type: none"> • Your provider must evaluate any prior learning or qualifications the student may have to determine eligibility for CT or RPL, which can affect course duration and fees.
	<p>5. Consent and Declarations:</p> <ul style="list-style-type: none"> • Students must review and sign a Consent Form allowing data sharing with the NSW Government. • They must acknowledge they have received and understood all pre-enrolment information.
	<p>6. Your provider will create a Notification of Notification:</p> <ul style="list-style-type: none"> • They will generate a commitment ID ensuring that all documentation and information that you have provided is current and accurate. • That all information entered matches the supporting documentation.
	<p>7. Notification of Enrolment Confirmation: Students will receive a Notification of Enrolment Report, including:</p> <ul style="list-style-type: none"> • Their eligibility status. • The final fee payable.



	<ul style="list-style-type: none">• A summary of the enrolment details.
	8.Completion of Enrolment: <ul style="list-style-type: none">• Once all steps are completed, students will receive confirmation of enrolment.
3. Additional Notes	<ul style="list-style-type: none">• The training provider must retain all documentation and provide students with a copy of their enrolment details.• If students require assistance, they should contact Student Support Services for guidance.