

SMART AND SKILLED NOTIFICATION OF ENROLMENT PROCEDURE

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

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

Contour must check student's eligibility for the Smart and Skilled program. Students can also check their eligibility using the *Eligibility Checker* on the Smart and Skilled website (www.smartandskilled.nsw.gov.au/are-you-eligible). This will also give an indication of the student fee that the student will have to pay to enrol in their chosen course. These fees are set by Smart and Skilled and not by Contour.

To be eligible for Smart and Skilled funding (training subsidised by the NSW Government), students must meet the following criteria:

Type of Training	Eligibility Criteria
For all Smart and Skilled Courses	<ul style="list-style-type: none"> • be an Australian citizen, permanent Australian resident, a humanitarian visa holder or a New Zealand citizen, and • aged 15 years or older, and • live or work in NSW (or a defined NSW border – for ATSI students only, see the Smart and Skilled Fee Administration Policy, Appendix 1) • no longer be at school or equivalent* (Note: a home schooled student is eligible) • OR any student registered as NSW Apprentice or New Entrant Trainee.
For Courses up to and including Certificate III	<input type="checkbox"/> Have not completed qualifications at Certificate IV or above.
Other training, part qualifications, prevocational training and full qualifications from Certificate IV to Advanced Diploma	<input type="checkbox"/> Can have any level of qualification.
All	<input type="checkbox"/> The enrolling student must reside within the postcodes designated in the Funding Contract (including online learning)

* A student must have left school (whether by school education or an alternative pathway, with the exception of home-schooling) in adherence with the NSW School Leaving Age.

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.
Previous highest qualification	Department system check against Smart and Skilled records and/or USI academic transcript records. Student declaration/signature at enrolment.
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: – 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. Student declaration/signature at enrolment. Training Services NSW database check for other Smart and Skilled enrolments, commencements and completions in the year.
Welfare recipient	Centrelink Evidence – proof of benefit or Centrelink Evidence – dependent child of a specified welfare recipient.
Disability loading	Centrelink Evidence: proof of Disability Support Pension. Documentary evidence of training support needs due to disability. 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.

Smart and Skilled Requirement	Examples of Evidence
Aboriginal loading	Student declaration/signature at enrolment.
Long term unemployed over 12 months	Letter from Employment Service Provider.
Location loading; residential address regional or remote	Student declaration/signature at enrolment.

Consent

To enrol a student into a Smart and Skilled funded course, Contour 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

Contour 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

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

Prospective Student Declaration

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

- 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.
- The candidate is aware of any subcontracting arrangements (if applicable).
- The candidate has been provided with the details of the fee chargeable and the student information.

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