

Smart & Skilled Notification of Enrolment Policy

2023-2024 Contract

Policy Statement

- UMA College understands that as a Provider under Smart & Skilled, they are contractually obliged to follow the Notification of Enrolment (NOE) process in the Smart & Skilled Operating Guidelines.
- UMA College will follow their Privacy Policy in relation to retention of identification evidence and personal information.
- UMA College will follow their electronic signatures policy in relation to Smart & Skilled applications and enrolments.

Procedure

UMA College will implement the following procedures when enrolling students in Smart & Skilled funded programs:

1. Prior to enrolment, students will be:
 - referred to the eligibility checker on the Smart & Skilled website (via brochure or website)
 - provided with appropriate Smart & Skilled information (course information/ brochure/student handbook)
 - asked if they require CT or RPL prior to commencement of the verification process
 - provided with an application form , consent and declaration
2. Prior to enrolment, UMA College will collect evidence of eligibility, using a checklist to be retained for 3 years.

Proof of eligibility requirements

Students will be provided access to the following list of evidence required to provide proof of eligibility:

Eligibility Requirement	Evidence Required
Proof of identify	USI-validity checked with Office of USI Registrar
Australian Citizenship (or NZ Citizenship)	Applicant declaration and signature (Evidence to be sighted to verify residency status: Aus/NZ birth Certificate or Passport, Green Medicare Card or citizenship certificate.
Permamnent Residency or Humanitarian Visa Holder	One of the following must be sighted: <ul style="list-style-type: none"> • Certificate of residency status (CERS) • Passport • Humanitarian Visa Or validate using the Department of Home Affairs VEVO system.
Date of Birth	Valid USI Check and applicant signature Photo ID

Place of residency or employment in NSW	Applicant declaration and signature Photo ID with home address or utilities bill with evidence of home address
Previous Qualification	Applicant declaration and signature
Proof for Concession Exemptions	
Concession: Welfare Recipient	Centrelink Evidence-proof of benefit Centrelink Evidence-dependent child of a specified welfare recipient
Exemption – Aboriginal descent	Applicant declaration and signature
Concession/Exemption: Disability	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 relevant specialist allied health professional, or Centrelink evidence-dependent child of a recipient of Disability Support Pension.

3. After a completed application have been received and checked, UMA College will commence the NOE process on STS Online to notify the department of the student enrolment. This process must be completed IN ADVANCE of student starting training.

The process will:

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

The steps outlined below will be implemented:

- Complete an *enquiry* using the SS Calculator (STS ONLINE)
- A Quote ID is issued for the enquiry - this means that the enquiry is successful, and the student is eligible for SS funding
- Complete additional information required for the Notification of Enrolment
- An NOE form is issued by the department. A hard or soft copy must be retained on file AND a copy given to the student.

A successful NOE is achieved for a student when a provider is issued a Commitment ID (CID).

An enquiry (step 1) results in a Quote ID, which is not equivalent to a CID. Quote ID's will expire 7 days from the date of issue. CID's expire 6 weeks after issue for non-trainees.

4. Prior to commencing training all students must be issued a Training Plan.