

Smart and Skilled Enrolment Process Policy

Purpose

This policy has been developed to ensure that Arbortrim Australis meets the Authorised Provider obligations as set out in the Smart and Skilled Contract Terms and Conditions.

This policy outlines the Smart and Skilled pre-enrolment information and notification of enrolment requirements that will be provided to and obtained from prospective students to enrol in a Smart and Skilled Approved Qualification and includes the following:

- Unique Student Identifier
- Student Information
- Notification of Enrolment
- Credit Transfer and Recognition of Prior Learning

Unique Student Identifier

Arbortrim Australia provides information regarding the Unique Student Identifier (USI) in pre-enrolment information for Smart and Skilled as follows:

- The USI may be used for:
 - The Notification of Enrolment Process; and
 - Reporting Training Activity Data to the Department with the consent of the student in accordance with Notification of Enrolment
- Arbortrim Australia will:
 - Assist students to apply for a USI from the Student Identifiers Registrar as defined in the legislation including publishing on Arbortrim Australia's website information for students on how to obtain a Student Identifier; or
 - Apply to Student Identifiers Registrar for a Student Identifier to be assigned to a student if authorised by a student to do so
- Arbortrim Australia ensures that every prospective student sets their access controls in relation to their USI to allow the Department and Arbortrim Australia the appropriate levels of access to their USI records
- Arbortrim Australia must request Student Identifiers Registrar to verify that an identifier is the USI of that student prior to using it or providing it to the Department.

Student Information

Arbortrim Australia ensures that all students considering enrolling in subsidised training, receive or are aware of how to access information either in electronic or hard copy form before enrolment which is designed to make them aware of policies relating to their training, including their rights and responsibilities and avenues for complaints.

Relevant student information includes:

- Fee information
- RPL/Credit Transfer
- Deferring or discontinuing studies including implications
- Consumer Protection Information
- Process to defer or discontinue subsidised training
- Access support and assistance during training
- Contact details for various support services within Arbortrim Australia

Notification of Enrolment

The following applies to notification to the Department of enrolment in Subsidised Training of eligible prospective students.

Eligibility criteria

Arbortrim Australia adheres to the eligibility criteria for students as outlined on the [Smart and Skilled](#) website.

Consent Form

Arbortrim Australia will obtain written consent of the Prospective Student for the Department's use of the prospective student's information using the exact wording set out in Schedule 1 "Consent to Use and Disclosure of Personal Information" of the Operating Guidelines. Students will be required to read and sign the consent form as part of the enrolment process. If a prospective student does not provide this consent, Arbortrim Australia will not proceed with the Notification of Enrolment process.

Notification of Enrolment

Arbortrim Australia complies with the process for the enrolment of Prospective Students in all Approved Qualifications as set out in the Operating Guidelines as follows:

- **Consent:** obtain the consent from the prospective student for the Department to use the Prospective Student's information by signing the "Consent to Use and Disclosure of Personal Information"

Provider Calculator for Eligibility: Arbortrim Australia uses the provider calculator to determine if the prospective student is eligible for Subsidised Training to:

- Validate eligibility
- Input details of any Credit Transfer or Recognition of Prior Learning
- Generate details of Fees chargeable and the applicable Subsidy together with any Loadings (if applicable)
- Provide the student with a copy of details of the Fees chargeable

Notification of Enrolment Report – provider Copy: Arbortrim Australia generates and maintains a copy of the Notification of Enrolment Report – provider copy that can be referred to where the fee and subsidy is adjusted after the Commitment ID is issued

Prospective Student Declaration: Arbortrim Australia confirms that the prospective student has signed and accepted a declaration confirming:

- All information provided by the student in connection with the Notification of Enrolment process is true, accurate, complete and not misleading in any way
- The prospective student 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.

The Notification of Enrolment Process is carried out simultaneously with Arbortrim Australia's enrolment process and will be completed before any Training is delivered to the student.

Arbortrim Australia will take all steps to:

- Commence the Enrolled Student in the Approved Qualification connected to the Commitment ID on the Planned Start date; and
- Submit Training Activity Data for the Enrolled Student within 28 days of the actual start date

The Commitment ID will expire if the Training Activity Date for the Enrolled Student is not submitted:

- Within 10 weeks of the Planned Start Date if the Enrolled Student is an Apprentice or Trainee
- Within 6 weeks of the Planned Start date if the Enrolled Student is not an Apprentice or Trainee

Credit Transfer and Recognition of Prior Learning

Arbortrim Australia identifies the difference between Credit Transfer and Recognition of Prior Learning to ensure that the correct process is carried out and the correct Unit of Competency Outcome Code is reported.

Credit Transfer

Arbortrim Australia complies with the VET Regulator guidelines in connection with granting credit transfer.

Record keeping obligation:

- Arbortrim Australia obtains and keeps all evidence used to establish credit transfer by using the Credit Transfer Application Form
- Evidence includes a student's Statement of Attainment or Transcript

Reporting Obligation:

- Arbortrim Australia uses Unit of Competency Outcome Code 60
- The start and end dates will reflect the date of granting Credit Transfer

Recognition of Prior Learning

Arbortrim Australia ensures the Recognition Process aligns with the NSW Recognition Framework as published from time to time.

Record keeping obligation:

Arbortrim Australia maintains records for all Subsidised Training and for all Enrolled Students as evidence of Recognition of Prior Learning.

Reporting Obligation:

- Arbortrim Australia uses Unit of Competency Outcome Code 51
- The start and end dates will reflect the Recognition of Prior Learning process

Appendix1: ELIGIBILITY

Eligibility criteria for all Smart and Skilled Programs except Smart and Skilled Entitlement Apprenticeships and Traineeships Program

A person who is eligible to receive Subsidised Training in all Smart and Skilled Programs except Smart and Skilled Apprenticeship and Traineeship Program is a person who, at the time of enrolment in an Approved Qualification:

(a) Either:

- Lives or works in NSW (determined by postcode of the usual place of residence or place of work); or
- Lives in a defined interstate NSW border area (as identified by a postcode in the list set out in the Operating Guidelines) and is Australian Aboriginal or Torres Strait Islander: and

(b) Is:

- An Australian citizen; or
- A permanent Australian Resident; or
- A humanitarian visa holder; or
- A New Zealand citizen; and
- Is aged 15 years or older; and
- Is no longer in secondary education

Appendix 2: CONSENT TO USE AND DISCLOSURE OF PERSONAL INFORMATION

I _____ (First, Middle and Last Name)

of _____ (Current Residential Address)

with date of birth _____ understand and agree that, under the Data Provision Requirements 2012, Arbortrim Australia is required to collect personal information (information or an opinion about me), collected from me, my parent or guardian, such as my name Unique Student identifier, date of birth, contact details, training outcomes and performance, sensitive personal information (including my ethnicity or health information) and other enrolment and training activity-related information (together Personal Information) and disclose that personal Information to the National Centre for Vocational Education Research Ltd (NCVER).

My Personal Information (including the personal information in my enrolment form and my training activity data) may be used or disclosed by Arbortrim Australia for statistical, regulatory and research purposes. Arbortrim Australia may disclose my personal information for these purposes to third parties, including:

- School – if I am a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if I am enrolled in training paid for by my employer;
- Commonwealth and State or Territory government departments and authorized agencies including NSW Department of Education (Department);
- NCVER;
- Organisations conducting student surveys; and
- Researchers

Personal information disclosed to NCVER may be used or disclose for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- Facilitating statistics and research relating to education, including surveys;
- Understanding how the VET market operates, for policy, workforce planning and consumer information; and
- Administering VET including program administration, regulation, monitoring and evaluation

I may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor.

I may opt out of the survey at the time of being contacted. NCVER will collect, hold, use and disclose my Personal Information in accordance with the Privacy Act 1988 (CTH), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER website at www.ncver.edu.au)

The Department may disclose my Personal Information to other Australian government agencies, including those located in States and Territories outside NSW.

The above government agencies may use my Personal Information for any purposes relating to the exercise of their government functions, including but not limited to the evaluation and assessment of my training, the determination of my eligibility to receive Subsidised training or for any Fee exemptions or Concessions. My Personal Information may also be disclosed to other third-parties if required by law.

I also acknowledge and agree that the Department may contact me by telephone email or post during or after I have ceased subsidised training with Arbortrim Australia for the purposes of evaluating and assessing my subsidised training.

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my Personal Information in the manner outlined above.

PRINT FULL NAME _____

SIGNATURE: _____ DATE: ____/____/____

Note: If under 18 years of ages at the time of giving consent, then the consent of their guardian is required

PRINT FULL NAME OF GUARDIAN _____

SIGNATURE OF GUARDIAN: _____ DATE: ____/____/____