

Smart and Skilled (NSW) Notification of Enrolment Process (NoE)

1. Context

This procedure is to be read in conjunction with **Student Enrolment Policy**. As per the NSW Smart and Skilled Contract, FCIATA Training Academy Pty Ltd (FCIATA) must ensure all NSW Smart and Skilled students are registered on STS prior to enrolment and commencement of training.

This procedure applies to all Smart and Skilled placements undertaken with FCIATA.

Staff involved in the delivery of Smart and Skilled Contract should refer to the following documents and ensure they are fully conversant and can comply with requirements outlined within:

- Smart and Skilled Operating Guidelines
- Smart and Skilled Terms and Conditions

2. Notification of Enrolment Process

The following process applies to the notification to the Department of the enrolment in Subsidised Training of eligible Prospective Students.

2.1.1 FCIATA must adhere to the eligibility criteria for students, outlined in the Smart and Skilled Student Eligibility Policy and the School Based Apprenticeships and Traineeships Student Eligibility Policy.

2.1.2 FCIATA must only carry out notifications of enrolment via the Portal in accordance with the following process (the Notification of Enrolment Process):

(a) (Consent) FCIATA must first obtain the consent of the Prospective Student to the Department's use of the Prospective Student's information by:

- (i) the Prospective Student signing or electronically accepting (including by ticking a check box) a consent form that includes the wording set out in Schedule 1 of these Operating Guidelines; or
- (ii) the Prospective Student verbally providing their consent provided that a consent statement is recited to the Prospective Student or is made available for the Prospective Student to read.

The wording set out in Schedule 1 of the Operating Guidelines has been drafted for the purpose of allowing FCIATA to provide personal information collected from students to the Department for use by the Department and other government agencies, including those in other States and Territories in Australia. The disclosure should be in addition to FCIATA's other notification and disclosure obligations in relation to privacy and does not relieve FCIATA of its responsibilities under the Privacy Act and other applicable privacy laws. FCIATA must use the exact wording in the attached form but may incorporate this wording in its own notification/consent forms or use the form as an additional disclosure/consent.

If the Prospective Student does not provide their consent, FCIATA must not proceed with the Notification of Enrolment Process.

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(b) (Third Party Arrangement) FCIATA must notify the Prospective Student (and any relevant employer) of any Third-Party Arrangement (including any Brokering Arrangement)

(c) (Provider Calculator) FCIATA must use the Provider Calculator to validate eligibility, input details 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). FCIATA must provide the Prospective Student with details of the Fee chargeable.

(d) (Notification of Enrolment Report – Provider Copy) FCIATA should generate and maintain a hard copy or electronic 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.

(e) (prospective student declaration) FCIATA must confirm that the Prospective Student has signed or electronically accepted a declaration confirming:

(i) all information provided by the Prospective Student to FCIATA, in connection with the Notification of Enrolment Process is true, accurate, complete and not misleading in any way

(ii) 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)

(iii) the Prospective Student is aware of any Third-Party arrangements (if applicable), and

(iv) the Prospective Student had been provided with the details of the Fee chargeable and the Student Information.

(f) The Notification of Enrolment Process must be carried out simultaneously with the FCIATA's enrolment process and must be completed before FCIATA delivers any Training to the student.

Successful completion of the Notification of Enrolment Process will result in the issue of a Commitment ID.

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