1.0 PURPOSE

1.1 To ensure Axiom Compliance Learning follows the Operating Guidelines within the NSW Smart and Skilled funding arrangements

2.0 SCOPE

2.1 This policy and procedure covers all enrolments of students funded through Smart and Skilled funding program

3.0 RESPONSIBILITY

3.1 It is the responsibility of all staff enrolling students to follow this procedure

3.2 It is the responsibility of Administration to conduct the Notification of Enrolment on e-Reporting

3.3 The CEO will ensure that the process is being followed through regular audits

4.0   POLICY

Axiom understands that, as a Provider contracted under Smart and Skilled, they are contractually obliged to follow the Notification of Enrolment procedure as specified in the Smart and Skilled Operating Guidelines (Section 6)

5.0 PROCEDURE

Axiom will follow the following procedures when enrolling students in Smart and Skilled training courses:

5.1 Check eligibility of prospective student. To be eligible they must be:

- approved or registered as a NSW new entrant trainee **and**

- enrolling in a qualification that supports their traineeship

5.2 Students will fill in the ***Proof of Eligibility Checklist*** prior to enrolment

5.3 Students must sign the Declaration in the Application for Enrolment form which includes the ***Consent to Use and Disclosure of Information to the NSW Department of Education***

5.4 Inform students of any subcontracting arrangements

5.5 Complete the Notification of Enrolment Process in the Provider Calculator on STS Online to notify STS of the student enrolment. The calculator will:

- validate eligibility of student

- add details of Credit transfer or RPL

- generate details of the fee chargeable, subsidies and loadings

This process will be completed in advance of a student starting training.

Axiom understands that failure to complete the process before a student commences training means the student cannot be reported through the online (reporting) system and this may result in payment not being made for these students.

The following process as outlined by State Training Services will be followed to ensure the correct Notification of Enrolment process is completed:

- complete an enquiry

- a Quote ID is issued for the enquiry. (A Quote ID is only issued if the enquiry is successful, which means the individual is eligible to undertake the Smart and Skilled subsidised course selected.)

- Complete the additional information required for the Notification of Enrolment. (This step cannot be completed if the enquiry is not successful.)

On completion of the Notification of Enrolment process a Student Commitment ID is issued by State Training Services and a copy kept on the student's file.

5.6 The student will be informed of all fees, schedule of payments, refunds for withdrawal or deferment and the policy relating to fees paid in advance. All relevant information will be included in the Smart and Skilled Information published on the website and in the Student Pre-Enrolment Guide

Notes to points 5.4 & 5.5

The following information, provided by State Training Services in Training Matters-Issue 103, informs the online notification process:

- *A successful Notification of Enrolment for a student is achieved when a provider is issued with a Commitment ID.*
  Commitment IDs begin with a "C" e.g. C150022650.

- *An enquiry which results in a Quote and the issue of a Quote ID is not equivalent.*
  A Quote ID is distinguishable because it begins with a "Q", e.g. Q15000378751.

- *The Notification of Enrolment can be undertaken as a single transaction or a two stage transaction depending on when an enquiry proceeds to enrolment.*

- *Where a provider has undertaken a successful enquiry and not undertaken the Notification of Enrolment in the same transaction, they will need to return to that enquiry by clicking on the Quote ID in the Smart and Skilled Provider Calculator - Maintenance screen and provide the extra details to complete the Notification of Enrolment.*

- *Quote IDs will expire after **seven** days from the date of issue if the Notification of Enrolment is not undertaken before then.*

References:

Information on how to access STS online can be found on the State Training Services website:
https://www.nsw.gov.au/education-and-training/vocational/for-vet-training-providers/logins-service-providers#sts_online

6.0 RELATED POLICIES & PROCEDURES

Fees and Charges Policy and Procedure

7.0 RELATED LEGISLATION

Education and Training Reform Act 2006