

Notification of Enrolment Process

Smart and Skilled NSW

As a provider of Smart and Skilled funding, Response Learning must only carry out notification of enrolment via the NSW portal (STS Online) in accordance with the following notification of enrolment process.

1. Pre-enrolment information

Prior to enrolment, students will be provided with Smart and Skilled Enrolment Information and a Smart and Skilled Enrolment Pack with information relating to enrolling, fees, refunds, consumer protection and training with Response Learning.

2. Check Eligibility

Response Learning must check student's eligibility for the Smart and Skilled program. Students can also check their eligibility on the [Eligibility Checker](#) on the Smart and Skilled Website. This will also give an indication of the student fee that students will have to pay to enrol in their chosen course. These fees are set by Smart and Skilled and not by Response Learning. To be eligible for Smart and Skilled funding (this training is subsidised by the NSW Government), students must meet the following criteria:

- ✓ aged 15 years or older; and
- ✓ have left school; and
- ✓ live or work in NSW; and
- ✓ are an Australian citizen, permanent resident, humanitarian visa holder, or a New Zealand citizen

3. Consent

Response Learning must 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 wording set out in Schedule 1 of the NSW Smart and Skilled Notification of Enrolment Process, or
- (ii) The Prospective Student verbally providing consent provided that a consent statement is recited to the Prospective Student or is made available for the Prospective Student to read.

If the Prospective Student does not provide their consent, we as the provider cannot proceed with the notification of enrolment process.

4. Provider Calculator

Response Learning must use the Provider Calculator to validate eligibility, input details of 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 must provide the Prospective Student with the details of the Fee chargeable.

5. Notification of Enrolment Report – Provider Copy

Response Learning must generate and maintain a hard copy of 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.

Notification of Enrolment Process

Smart and Skilled NSW

6. Prospective Student Declaration

Response Learning must confirm that the Prospective Student has signed or electronically accepted a declaration confirming:

- (i) All information provided by the Prospective Student to us in connection with the Notification of Enrolment Process is true, accurate, complete and not misleading in any way.
- (ii) The Prospective Student is aware of any subcontracting arrangements (if applicable).
- (iii) The Prospective Student has been provided with the details of the Fee chargeable and the Student Information.

7. Inform Student

The student must be informed of all fees, schedule of payments, refunds for withdrawal or deferment and the policy relating to fees paid in advice. All relevant information is published on our website and available in the Participant Handbook.

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