

# Notification of Enrolment (NoE) Policy

## 1. Quality Statement

This policy ensures that all Smart and Skilled student enrolments are managed in accordance with the NSW Smart and Skilled Operating Guidelines. CERT is committed to a transparent, compliant, and learner-centred enrolment process that upholds regulatory requirements and supports learner access to subsidised training opportunities.

## 2. Quality Standards

This policy aligns with the NSW Smart and Skilled Operating Guidelines and the requirements of the Smart and Skilled contract. It ensures:

- 100% of all learners are assessed for eligibility prior to enrolment.
- Notification of Enrolment is completed in accordance with Section 6 of the Smart and Skilled Operating Guidelines.
- 100% of learners are informed of all relevant fees, subsidies, and their rights and obligations before commencing training.

## 3. Quality Principles

### Information Provision

- Provide prospective learners with clear information about Smart and Skilled eligibility, fees, and available support.
- Inform learners of any subcontracting arrangements.
- Ensure learners understand the Notification of Enrolment process and consent to the use of their information.
- Advise learners of their right to access support and appeal processes.

## 4. Roles and Responsibilities

- **National Quality Manager:** Ensures the enrolment process is compliant and all records are maintained.
- **Training Coordinators:**
  - Check learner eligibility and collect required evidence.
  - Guide learners through the Notification of Enrolment process.
  - Ensure all required consents and documentation are obtained and retained.
- **Learner:** Provides accurate information, required evidence, and consent for the use of their personal data.

<b>Policy Name and Code</b>	NOE Policy and Procedure V.25.1 (--V25.1)		
<b>Effective Date</b>	28-Apr-2025	<b>Policy Owner</b>	State Manager/RTO Manager
<b>Last reviewed</b>	28-Apr-2025	<b>Page Number</b>	1 of 3
<b>Next Review</b>	28 Apr -2027	<b>Tags</b>	enrolment, eligibility, website, student, regulation, approval, smart and skilled, funded

## 5. Procedure

Training Coordinator conducts the following

1. Confirm Learner Eligibility
  - Interview learner to conduct initial eligibility check using the Smart and Skilled Eligibility Checker.
  - If initial eligibility check passed, collect and confirm evidence such as:
    - Proof of age and residency (e.g. Medicare card, driver licence).
    - Evidence of previous qualifications.
    - Evidence of concession status (if applicable).
  - Retain verified evidence in the learner file.
2. Determine Learner Entitlement
  - Access the Smart and Skilled Provider Calculator via STS Online.
  - Enter the learner's:
    - Personal details.
    - Residency status.
    - Previous education.
    - Unique Student Identifier (USI).
  - Review calculated:
    - Fee charge.
    - Entitlement status.
    - Subsidy level.
3. Complete Notification of Enrolment in STS Online
  - Log into STS Online.
  - Complete the Notification of Enrolment, including:
    - Learner details.
    - Qualification and training location.
    - Confirming learner consent.
  - Generate and issue a Student Commitment ID (SCID).
  - Save or print a copy of the SCID confirmation.
4. Issue Notification Documents to the Learner
  - Provide the learner with:
    - Smart and Skilled Fee Schedule.
    - Notification of Enrolment confirmation.
    - Consumer Protection Strategy and contact details.
    - Student Handbook (grievance procedures, support information, etc.).
5. Finalise Enrolment
  - Ensure the student has:

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<b>Next Review</b>	28 Apr -2027	<b>Tags</b>	enrolment, eligibility, website, student, regulation, approval, smart and skilled, funded

- Signed the Enrolment Form.
- Provided a valid USI.
- Paid or arranged their student fee (if applicable).
- Upload student records to the Student Management System (SMS).
- Retain all documentation for compliance audits.

## 6. Related Documents and Tools

- Smart and Skilled Operating Guidelines
- Smart and Skilled Provider Calculator
- Student Enrolment Form
- USI Consent Form
- Notification of Enrolment Report
- Student Management System
- Evidence of Eligibility Checklist

## 7. Feedback

Feedback on this policy and its implementation can be provided at any time to the National Quality Manager via [Quality.Compliance@certrail.com](mailto:Quality.Compliance@certrail.com). All feedback is valued and will be considered as part of CERT's ongoing commitment to quality improvement.

## Compliance Notes:

- Training or assessment must not occur before Notification of Enrolment is completed.

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