Pre-Enrolment Guide

Smart and Skilled Qualifications

A guide for prospective students who wish to apply for Smart and Skilled Subsidised Training (NSW)
DISCLAIMER

This Pre-enrolment Guide has been produced by Goodstart Institute of Early Learning for the specific purposes of providing potential students in New South Wales information for applying for enrolment in a Smart and Skilled subsidised qualification.

The information provided in this guide is true and correct at the time of publication, as stated in the footer of this document.

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Centrelink Course Approval Ref Number 4P043

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Goodstart Early Learning Limited
ABN 69 139 967 794
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About this guide
This guide has been created to provide information regarding Smart and Skilled Subsidised Training provided by Goodstart Institute of Early Learning to prospective students. Allowing each prospective student to make a sound and informed decision when applying for enrolment in a Smart and Skilled Subsidised Qualification.

Prospective Students can contact Student Services on 1800 617 455 or via email to goodstart@goodstart.edu.au should they have any questions or need clarity around components of this guide.

About Smart and Skilled

Smart and Skilled is a reform of the NSW Vocational Education and Training (VET) system. It’s helping people in NSW get the skills they need to find a job and advance their careers.

From 1 January 2015, Smart and Skilled provides eligible students with:

- An entitlement to government-subsidised training up to and including Certificate III
- Government funding for higher-level courses (Certificate IV and above) in targeted priority areas.

If you’re a prospective student, the Smart and Skilled website (www.smartandskilled.nsw.gov.au) tells you everything you need to know about Smart and Skilled before you apply.


State Training Services, in the NSW Department of Industry, is responsible for Smart and Skilled and leads policy, planning, funding, regulation and advice on VET and employment in NSW.

Approved Qualifications

Goodstart Institute of Early Learning is approved to deliver the following qualifications with subsidised training fees under the NSW State Government’s Smart and Skilled Program.

- CHC30113 Certificate III in Early Childhood Education and Care
- CHC50113 Diploma of Early Childhood Education and Care
Important information before you apply
This section contains important information which applies to all students who wish to apply for Smart and Skilled subsidised training. The information is provided to allow students to make an informed decision about their training provider and to be aware of the obligations of both the student and Goodstart Institute of Early Learning.

**Qualifications**

Goodstart Institute of Early Learning is approved to deliver the following qualifications with subsidised training fees under the NSW State Government’s Smart and Skilled Program.

- CHC30113 Certificate III in Early Childhood Education and Care
- CHC50113 Diploma of Early Childhood Education and Care

Students who wish to apply for these qualifications are required to review the program information on Goodstart Institute of Early Learning’s website. The program information contains important information regarding the units of competency to be studied, how the training will be delivered and assessed and the structure of the learning program. Follow the link below to review the program information for these qualifications.

http://www.goodstart.edu.au/Future-students/Find-a-course

**Unique Student Identifier (USI)**

As of 1 January 2015 all new and continuing students must hold or apply for a Unique Student Identifier (USI). A USI gives students access to a government online portal that will contain all of your nationally recognised training records and results from 1 January 2015 onwards.

Goodstart Institute of Early Learning will not process an Enrolment Application unless a valid USI has been provided, or the student has completed the USI application section within the Enrolment Application and provided relevant documentation to verify their identity.

Creating a Unique Student Identifier takes less than five minutes and can be done on the USI website www.usi.gov.au by selecting create USI under the Student Entry section. Once the student has created their Unique Student Identifier they will need to make sure their USI account is activated and the student has granted permission for Goodstart Institute of Early Learning to apply results to their page.

If you have any questions about Unique Student Identifiers you can contact the Student Identifier Office directly on 1300 857 536 or via email to usi@education.gov.au. Alternatively you can speak with Student Services who will gladly help with your enquiry by calling 1800 617 455.
Recognising Relevant Experience

Credit Transfers

Where a student provides a certified copy of a valid nationally recognised qualification and/or statement of attainment every effort will be made to apply credit transfers to the students enrolment. Credit Transfers are awarded to Units of Competence that have equivalent competency outcomes, as determined within the relevant training package.

Goodstart Institute of Early Learning will use the qualification and/or statement of attainment provided by the student to determine if any of their previous study can be mapped to the current qualification’s units of competency. The student will be notified of the units of competency (if any) they have received a credit transfer for.

When a credit transfer has been applied to a unit of competency, the student will not be required to pay a fee for that unit of competency as no training or assessment will be undertaken.

Recognition of Prior Learning

“Recognition of Prior Learning (RPL) is an assessment process that assesses the individual student’s formal, non-formal and informal learning to determine the extent to which that individual has achieved the competency standards.”


At Goodstart Institute of Early Learning, all RPL is conducted utilising the ‘RPL Assessment Toolkits’ provided by the Australian Government, Department of Education, Employment and Workplace Relations (DEEWR). Students will be required to complete several RPL forms and provide evidence of current experience and skills in order to be adequately assessed for RPL. Students may receive full or partial recognition and may be required to complete gap assessments.

It should be noted that Recognition of Prior Learning should not be seen as an ‘express’ method to receive a qualification. In order to sufficiently assess a student for RPL the student will need to provide sufficient valid evidence and the PLC will need to assess the evidence provided against the requirements of the units of competency – this process may take some time.

Subcontracting Arrangements

Goodstart Institute of Early Learning does not deliver any training and assessment services under subcontracting arrangements. All training and assessment is delivered by qualified Goodstart Institute of Early Learning staff.
Agents

Goodstart Institute of Early Learning does not enter into paid arrangements with third party marketing agents to promote qualifications and services.

Deferring and Discontinuing Training

Deferring (suspension)

If a student would like to defer or suspend their enrolment in approved qualification the student must first discuss this with their Professional Learning Consultant (PLC). The PLC may refer the student to a more senior staff member if the reason for deferring studies relates to support requirements or a complaint about the training and assessment being received.

Where a student does decide to defer/suspend their training they may only do so for a maximum term of 12 months. Should the student not return at the end of this suspension period they will not be allowed to continue study in their course.

Discontinuing (cancellation/withdrawal)

If a student would like to discontinue their enrolment in an approved qualification, the student must first discuss this with their Professional Learning Consultant (PLC). The PLC may refer the student to a more senior staff member if the reason for discontinuing studies relates to support requirements or a complaint about the training and assessment being received.

Where a student does decide to discontinue their training the following process will be followed:

- Cancellation form will be completed between the student and the Professional Learning Consultant. This will include date of cancellation, and the reason for cancellation.

- Student will receive an invitation to complete a Student Exit Survey anonymously.

- Outstanding assessments received will be graded and results returned to the student prior to date of cancellation.

- Training plan will be updated and a final copy will be issued to the student.

- Student may be refunded fees if applicable in line with the Fee and Refund Policy

- Student may be required to pay outstanding fees in line with the Fee and Refund Policy and Employer Funded Study Assistance scheme.

- Student will be issued with a statement of attainment for the units of competency in which they have received competency, within 21 days of notification of cancellation of enrolment.
Fees and Charges

In most cases, students approved for Smart and Skilled subsidised training will be required to pay a Student Contribution Fee. As an Approved Provider of Smart and Skilled Subsidised Training, Goodstart Institute of Early Learning provides all information regarding Student Contribution Fees to be paid by the student on an individual basis at the completion of the Notification of Enrolment Process.

The student’s contribution fee will be calculated using the Provider Calculator. The student will be notified of the schedule of their Student Contribution Fees prior to confirming their enrolment in an approved Smart and Skilled qualification. Student Contribution Fees will be adjusted to reflect any Recognition of Prior Learning or Credit Transfers and where applicable the necessary refunds or adjustments will be made.

Students will be notified of any additional equipment costs prior to enrolment. The Student Contribution Fee Schedule will ensure that all fees are paid in full prior to completion of training and assessment. Student Contribution Fees collected will be retained by Goodstart Institute of Early Learning.

The student may have their Student Contribution Fees covered by the Employer Funded Study Assistance scheme, providing the student has completed all necessary documentation and been accepted onto this funding scheme. Where applicable (i.e. under certain awards) the employer will pay the Student Contribution Fees for eligible Trainees and Apprentices.

Where a student does not complete a qualification at a certain level, but has completed all requirements of a qualification at a lower level with lower Student Contribution Fees, Goodstart Institute of Early Learning will refund the difference of the Student Contribution Fees.

Should sub-contracting arrangements be made by Goodstart Institute of Early Learning, Goodstart Institute of Early Learning will not charge additional fees to approved Smart and Skilled students.

Any pre-payment of fees will be compliant with the Pre-payment of Course Fees section of the Fee and Refund Policy, which complies with standard 7.3 of the Standards for Registered Training Organisations, ASQA. Goodstart Institute of Early Learning does not collect more than $1,000 in pre-paid student fees.

For further information please see the Smart and Skilled Fee Administration Policy, New South Wales State Government.

Consumer Protection

Consumer Protection Policy

Goodstart Institute of Early Learning maintains compliance with the national Competition and Consumer ACT 2010 and associated Australian Consumer Law (ACL) requirements as specified in the Act and enacted in various state legislation across Australia. The ACL protects clients and ensures fair training in Australia. Under the ACL clients have the same protections, and businesses have the same obligations and responsibilities, across Australia.

Goodstart Institute of Early Learning have implemented this Consumer Protection Policy and an aligned Consumer Protection Strategy to protect the needs and interests of all clients. The designated Consumer Protection Officer for Goodstart Institute of Early Learning is the Senior Coordinator, Student Services who can be contacted privately and securely on 1800 617 455 or via email to feedback@goodstart.edu.au.

Students should read Goodstart Institute of Early Learning’s Consumer Protection Policy to ensure they understand not only the rights and obligations of Goodstart Institute of Early Learning, but also the rights and obligations of the student. This policy can be found on the Goodstart Institute of Early Learning website http://www.goodstart.edu.au/About-The-Institute/Policy-and-procedures.

Feedback and Complaints

Goodstart Institute of Early Learning has a clear and transparent Feedback and Complaints procedure. Students enrolling with Goodstart Institute of Early Learning should read this procedure to familiarise themselves with their rights and how to provide feedback and make a formal complaint, should they need to during their enrolment.

This procedure is publically available on Goodstart Institute of Early Learning’s website http://www.goodstart.edu.au/About-The-Institute/Policy-and-procedures.

Support Services

Goodstart Institute of Early Learning offers multi-mode delivery of training and assessment services for Early Childhood professionals. Goodstart Institute of Early Learning aims to offer study modes and qualifications to suit all student’s needs. As part of this, Goodstart Institute of Early Learning has implemented the following services.
Study via MyPortal

Goodstart Institute of Early Learning currently delivers training and assessment services via an online learning platform called MyPortal. MyPortal offers students access to online interactive presentations, learning guides (textbooks), additional resources and readings, and assessment activities.

MyPortal is continually being updated and improved to ensure students are receiving the best possible learning materials to support them on their learning pathway. Goodstart Institute of Early Learning welcomes feedback from students on how MyPortal can be improved to enhance their learning experiences.

Academic Support

Goodstart Institute of Early Learning offers Academic Support, Monday to Friday via 1800 617 455 between the hours of 7.30am and 5.30pm (AEST), with out of hours phone support available between 5.30pm and 8pm (AEST) Monday to Friday by calling 0488 427 136. This services allows students to seek guidance from a Professional Learning Consultant when completing assessments outside of normal operating hours.

Independent Study Days

In many areas, Professional Learning Consultants (PLC) offer independent study days where students are able to come to a training hub to utilise facilities and receive face-to-face support for their studies. Students will be notified of upcoming Independent Study Days by their PLC throughout each calendar year. The student is required to register their attendance with the PLC prior to attending as places may be limited.

Access to Additional Services

Some students may require a higher level of support than others. Goodstart Institute of Early Learning makes every reasonable effort to offer additional services to students in order to help them achieve competency during their enrolment.

If a student believes they may require additional support to complete their studies they should raise this with Student Services during the enrolment process. This will allow Goodstart Institute of Early Learning the opportunity to accurately assess the student’s needs and make the necessary adjustments to the program to allow the student to complete the qualification.
Notification of enrolment procedure (how to apply)
About

Goodstart Institute of Early Learning understands that, as an approved 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).

Procedure

This section outlines the procedure Goodstart Institute of Early Learning will follow when processing enrolment for students applying for Smart and Skilled subsidised training.

Eligibility

All students applying for Smart and Skilled subsidised training will be assessed for eligibility against the following eligibility criteria as prescribed by the New South Wales state government. Further conditions apply for unemployed, disabled, or Aboriginal/Torres Strait Islander peoples.

The student and Goodstart Institute of Early Learning will complete the ‘Proof of Eligibility Checklist’ (Appendix C) during the enrolment process. The student will be asked to provide proof of eligibility and will be informed of what forms or evidence will be accepted. A copy of this checklist and supporting evidence will be kept on file for compliance purposes.

Criteria

For all Smart and Skilled Courses

- Australian citizen, permanent resident, humanitarian visa holder, or New Zealand citizen, and
- aged 15 years or older, and
- left school, and
- live or work in New South Wales (or a defined NSW border)
- any student registered as a NSW Apprentice or New Entrant Trainee

For Courses up to and including Cert III

- have not completed qualifications at Certificate IV or above

Other training, part qualifications, prevocational training and full qualifications from Certificate IV to Advanced Diploma

- can have any level of Qualification
Application Documents

Along with a completed Enrolment Application Form for an approved Smart and Skilled qualification, the student will also be required to complete the following documents, forms, and checklists.

- Prospective Student Declaration (Appendix A).
- Consent to Use and Disclosure of Personal Information to the Department of Education and Communities and Other Government Agencies (Appendix B).
- Section 2 – Unique Student Identifier (USI) of the Enrolment Application for an Approved Qualification – should the student wish for Goodstart Institute of Early Learning to apply for a USI on the students behalf.
- Proof of Eligibility Checklist (Appendix C).

Students who do not complete these documents and return them to Goodstart Institute of Early Learning will not have their enrolment assessed for Smart and Skilled subsidised training.

Notification to Department

Prior to the student commencing enrolment in a Smart and Skilled subsidised program, the following process will be completed by Goodstart Institute of Early Learning.

1. Student provided with Pre-enrolment Guide and information regarding Smart and Skilled.
2. Student completes and returns required application documents in order to have their application assessed for Smart and Skilled.
3. Complete the Notification of Enrolment Process in the Provider Calculator on STS Online to notify STS of the student enrolment. The calculator will:
   a) Validate eligibility of student for Smart and Skilled
   b) Add details of any approved credit transfers or RPL
   c) Calculate the fees to be charged (student contribution fee), subsidies that will be paid, and any relevant loading.

Failure to complete the process prior to the student’s commencement date of training will result in the student not being reported through the online ‘eReporting’ system which may result in Smart and Skilled funding not being applied.

The follow process will be followed as outlined by State Training Service New South Wales to ensure the correct Notification of Enrolment Process is completed:

- Complete enquiry
- Should the enquiry be successful and the student is eligible for enrolment in the Smart and Skilled subsidised qualification which they applied for a Quote ID will be issued.
- Additional data used to calculate fees, loading and subsidies is entered.
Once all information has been entered as required and the student has been approved for Smart and Skilled a Student Commitment ID is issued by State Training Services and will be kept on file.

A copy of the Notification of Enrolment Report is generated and kept on file for Goodstart Institute of Early Learning’s records.

The student is informed of the outcome of their application and provided with a Smart and Skilled Fee Schedule, detailing the qualification cost, subsidies received, and student contribution fees payable.

Questions and clarification

Students are encouraged to contact Student Services on 1800 617 455 or via email to goodstart@goodstart.edu.au if they have any questions or would like clarification on any information provided in this guide.
Appendix A
Prospective Student Declaration
Prospective Student Declaration
For New South Wales Smart and Skilled Funded Enrolments.

I, [First, Middle, Last Name]
of [Current residential address]

with date of birth [DD] / [MM] / [YYYY]

declare that all information provided by me to Goodstart Institute of Early Learning in connection with the Notification of Enrolment Process is true, accurate, complete and not misleading in any way.

I have been informed of:

- The fees chargeable
- There is no subcontracting arrangement in place
- The Student Information as follows:
  - Recognition of Prior Learning and Credit Transfer
  - Consumer protection information
  - Subcontractor information if relevant
  - What a student should do if they wish to defer or discontinue training
  - How students can access support during training
  - Contact details for any support services provided

<table>
<thead>
<tr>
<th>Student’s Signature</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s Name</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>
Appendix B
Consent to Use and Disclosure of Personal Information
CONSENT TO USE AND DISCLOSURE OF PERSONAL INFORMATION TO THE NEW SOUTH WALES DEPARTMENT OF EDUCATION & COMMUNITIES AND OTHER GOVERNMENT AGENCIES

I, [First, Middle, Last Name]

of [Current residential address]

with date of birth [DD] / [MM] / [YYYY]

understand and agree that 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, or sensitive personal information (including my ethnicity or health information) (together Personal Information) collected by Goodstart Institute of Early Learning may be disclosed to the New South Wales Department of Education & Communities (Department).

The Department may disclose my personal information to other Australian government agencies, including those located in States and Territories outside New South Wales.

The above government agencies may use my Personal Information for any purpose 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 Exemption or Concessions. My Personal Information may also be disclosed to other third parties if required by law.

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

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 Goodstart Institute of Early Learning for the purposes of evaluating and assessing my subsidised training.

<table>
<thead>
<tr>
<th>Student’s Full Name</th>
<th>Student’s Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(If student is under 18 years of age at the time of giving consent, then the consent of their guardian is required below)</td>
</tr>
</tbody>
</table>

| Date |

<table>
<thead>
<tr>
<th>Guardian’s Full Name</th>
<th>Guardian’s Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>(If applicable)</td>
<td></td>
</tr>
</tbody>
</table>

| Date |
Appendix C
Proof of Eligibility Checklist
Proof of Eligibility Checklist

Students are required to provide proof of eligibility for the Smart and Skilled Program on enrolment as in the table below. Students are to sign declarations as required and staff members are to fill in sections to indicate the sighting of documents and/or copies kept. If documents are sighted without filing a copy, a note should be made in the Checklist of the relevant document and then signed and dated by the staff member who sighted it.

<table>
<thead>
<tr>
<th>Student name</th>
<th>Qualification</th>
<th>Commencement Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Smart and Skilled Requirement</th>
<th>Example of acceptable evidence</th>
<th>Student Signature and Date</th>
<th>Evidence Provided</th>
<th>Verified by RTO Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proof of Identity / Personal and Program Eligibility</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student has provided proof of identity</td>
<td>• Verified Unique Student Identifier (USI)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Certified copy of drivers licence, 18+ card or passport</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student is an Australian Citizen, Australian Permanent Resident, or</td>
<td>• Australian Birth Certificate, Australian Passport, International Passport with current and</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humanitarian Visa holder</td>
<td>valid visa</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student is over 15 years of age</td>
<td>• Student has provided their date of birth.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student lives or works in New South Wales</td>
<td>• Student has provided address on relevant application documents.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smart and Skilled Requirement</td>
<td>Example of acceptable evidence</td>
<td>Student Signature and Date</td>
<td>Evidence Provided</td>
<td>Verified by RTO Staff</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Student is registered as a New South Wales Apprentice or New Entrant Trainee</td>
<td>• Training contract identifier (TCID)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Department System check against Training Contract details stored in State Training Service database</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student has specified their highest qualification completed</td>
<td>• Student completed Section 7 of Enrolment Application in full</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Student declaration/ signature</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>• USI Check of previous history</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• (STS system check against Smart and Skilled records in STS database and STS check against USI transcript)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student (if under 17) have completed grade 10 or equivalent</td>
<td>• Student completed Section 7 of Enrolment Application in full</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Student declaration/ signature</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student has provided their post code (for ATSI on borders)</td>
<td>• Student completed Section 3 of Enrolment Application in full</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Concessions Exemptions**

<p>|                                                                                               |                                                                                               |odka                                      |
| Student is of Aboriginal or Torres Strait Islander descent                                     | • Student to complete declaration                                                              | I confirm I am of Aboriginal and/or Torres Strait Islander decent Signature: Date: |</p>
<table>
<thead>
<tr>
<th>Smart and Skilled Requirement</th>
<th>Example of acceptable evidence</th>
<th>Student Signature and Date</th>
<th>Evidence Provided</th>
<th>Verified by RTO Staff</th>
</tr>
</thead>
</table>
| Student has a disability      | • Centrelink Evidence: proof of Disability Support Pension  
• Documentary evidence of training support needs due to disability. A letter or statement from:  
  • A medical practitioner  
  • An appropriate government agency; or  
  • Relevant specialist allied health professional; or  
• Centrelink evidence – dependent child of a recipient of a Disability Support Pension | Where a student is entitled to a concession exemption in that year they must complete the following declaration  
“I have not enrolled in any other courses with fee exemptions in this year.”  
Signature:  
Date: |                           |                                  |
| Student is a welfare recipient | • Centrelink Evidence – proof of benefit; or  
• Centrelink Evidence – dependent child of a specified welfare recipient |                           |                                  |                                  |
| Student is living in ‘Social Housing’ | Social Housing is defined as:  
• Public housing (owned and managed by the Government)  
• Community housing (owned and/or managed by community housing providers)  
• Aboriginal housing (owned and/or managed by the Aboriginal Housing Office (AHO) and Aboriginal Community Housing Providers)  
• Crisis accommodation/supported | “I declare that I am currently living in Social Housing and I can provide adequate written evidence to support this claim.”  
Signature:  
Date: |                                  |                                  |
<table>
<thead>
<tr>
<th>Smart and Skilled Requirement</th>
<th>Example of acceptable evidence</th>
<th>Student Signature and Date</th>
<th>Evidence Provided</th>
<th>Verified by RTO Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Student must complete declaration – additional evidence to prove student is living in Social Housing may be requested.</td>
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<tr>
<td>Further Evidence Required for Loading Entitlement.</td>
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<tr>
<td>Disability loading</td>
<td>As above</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aboriginal and/or Torres Strait Islander loading</td>
<td>As above</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Long term unemployed (12 months or more)</td>
<td>Letter from relevant employer services or job network provider</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location Loading – residential address, regional/remote</td>
<td>• Student completed Section 3 of Enrolment Application in full</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes

- Eligibility for Fee exemption or concession is assessed at enrolment and cannot be adjusted at a later date.
- Where evidence provided by student is a copy of the original, the copy must be certified by a Justice of the Peace (JP).