

# Notification of Enrolment

NOE

**Brendon Hook**

Manager Stakeholder Strategy-Industry & Community Relations

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# Acknowledgement of Country



We recognise the Ongoing Custodians of the lands and waterways where we work and live. We pay respect to Elders past and present as ongoing teachers of knowledge, songlines and stories.

We strive to ensure every Aboriginal and Torres Strait Islander learner in NSW achieves their potential through education.

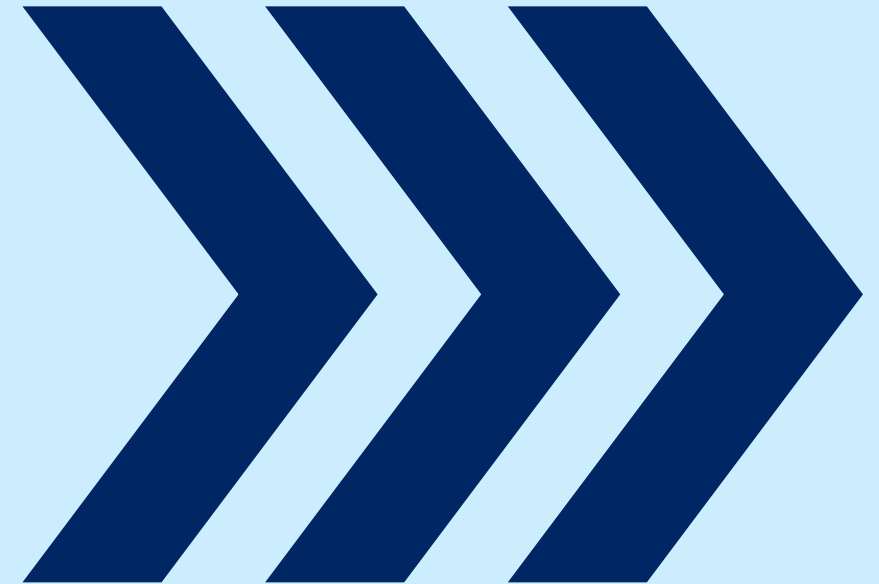
# Contents

Slide title	Slide
Overview	4
Before creating a Notification of Enrolment	5
Unique Student Identifier (USI)	6
Eligibility	7
Proof of eligibility – Acceptable evidence	8
Credit transfer (CT) and recognition of prior learning (RPL)	9
Visas	10
Consumer Feedback and Complaints handling policy	11
Check the NSW Skills List and Your Activity Schedule	12
Streams	13

Slide title	Slide
The Entitlement program stream	14
The Targeted Priorities stream	15
Prices, Fees and Subsidies	16
Fee-free training, fee exemptions and concessions	17
Loadings	18
Checklist	19
Enrolling prospective students (Notification of Enrolment) in STS Online	20-22
Successful Notification of Enrolments	23
School Bases Apprenticeship And Traineeships (SBATS)	24
Reporting Training Activity Data Smart and Skilled eReporting	23

# Overview - NoE

- Notification of Enrolment (NoE) is the process providers use to create a Commitment ID for each student participating in Smart and Skilled subsidised training
- The NoE process is done via your STS online portal
- NoE must be completed before you commence any training and done in conjunction with your organisation's enrolment process
- Each student must have a Commitment ID so you can report on the student's training and receive payment for training
- This process does not apply to School Based Apprenticeships and Traineeships. We will provide more information on this later in this module



# Before creating a Notification of Enrolment



Before creating an NoE, you need to check on a few things and ask your potential student for information



Gathering all this information before creating the NoE will make a smoother process for you and the student



The following slides will give a brief overview of the information required

# Unique Student Identifier (USI)



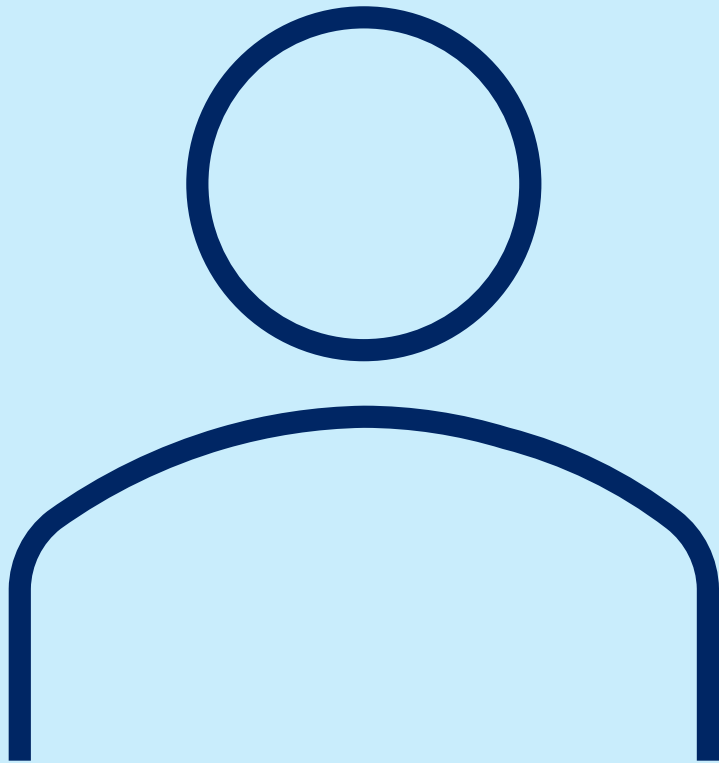
Before creating an NoE, students must have a USI

- The Provider must assist the student in applying for a USI or apply to the Student Registrar for a Student Identifier to be assigned to a student
- The Provider must assist the student in creating an USI with the USI Registry or create the USI on the student's behalf with their permission and copy of their identification documents
- Ensure that every prospective student sets their access control in relation to their USI to allow the Department and the Provider the appropriate levels of access to their USI records
- You will need to request the student's identifier's registrar to verify that an identifier is the student's USI prior to using it or providing it to the Department
- Providers must ensure that all students considering enrolling in subsidised training receive or are aware of how to access certain information either electronically or in hard copy form

*Tip: Ensure that the USI reflects the student's current legal name for a smoother enrolment and reporting process. If the USI hasn't been amended to reflect any legal name changes, the USI cannot validate against their name until the legal name is amended with the USI Registry*

<https://www.nsw.gov.au/sites/default/files/noindex/noindex/2022-04/operating-guidelines-1-jul-22-to-30-jun-23.pdf>

USI Registry: <https://www.usi.gov.au/>



# Eligibility



## Eligibility criteria for all Smart and Skilled Programs (except Smart and Skilled Entitlement Apprenticeships and Traineeships Program)



A person who is eligible to receive subsidised training in all Smart and Skilled Programs (except Smart and Skilled Entitlement Apprenticeships and Traineeships Program) is a person who, at the time of enrolment in a qualification or course on the NSW Skills List or a "short course" (as defined in section 1.4 above) with a Smart and Skilled provider:

- (a) lives or works in NSW (determined by the postcode of the usual place of residence or place of work); or
- (b) an Aboriginal or Torres Strait Islander student who does not live or work in NSW but lives in specific defined interstate NSW border areas is eligible for government-subsidised training under Smart and Skilled (as identified in the List set out in the Smart and Skilled Operating Guidelines); and
- (c) is:
  - ☐ an Australian citizen; or
  - ☐ a permanent Australian resident; or
  - ☐ a New Zealand citizen; or
  - ☐ (a humanitarian visa holder or a partner visa holder whose sponsor is a humanitarian visa holder (see Appendix 1: Refugees and asylum seekers for more information); and
  - ☐ is aged 15 years or older; and
  - ☐ is no longer in secondary education - except for registered home school students (See relevant sections below for further information).

### Eligibility Criteria for Smart and Skilled Entitlement Apprenticeships and Traineeships Program

A person who is eligible to receive Subsidised Training in the Smart and Skilled Entitlement Apprenticeships and Traineeships Program is a person who:

- At the time of commencement, is a NSW Apprentice or New Entrant Trainee and has an approved Training Contract in NSW, and
- The qualification that is being undertaken is on the NSW Skills List, and
- The qualification that is being undertaken is shown on their Training Contract.

Note: All NSW apprenticeship qualifications are on the NSW Skills List. A large number, but not all, traineeship qualifications are on the Skills List.

<https://www.nsw.gov.au/education-and-training/resources/smart-and-skilled-student-eligibility-policy>

<https://www.nsw.gov.au/education-and-training/resources/smart-and-skilled-fee-administration-policy>



# Proof of eligibility

## - Acceptable evidence



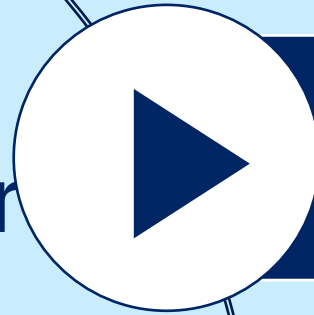
### A student will be required to prove eligibility

- At enrolment, a student declaration is acceptable where a form of evidence is required to be sighted or collected by the Provider
- All evidence must be able to be verified by the Provider. The Department may request a copy of the evidence or proof that the evidence has been sighted
- Where evidence is sighted but not kept, the Provider must maintain a record that confirms the sighting of the evidence and a description of the evidence. The record must be dated and signed by a person authorised by the Provider. The name of the signatory and their position should also be captured
- Where the evidence provided by the student is a copy of the original, the copy must be certified by a person who is on the list of approved witnesses who can verify documents. This list is available at the Commonwealth Attorney General's Department website at:  
[www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx](http://www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx)
- A table on page 7 of the Smart and Skilled Student Eligibility Policy outlines the proof of eligibility requirements

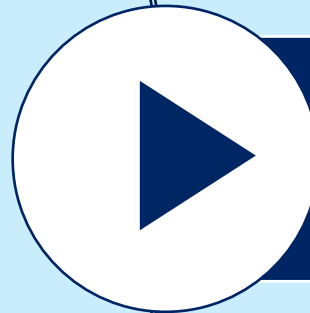
<https://www.nsw.gov.au/education-and-training/resources/smart-and-skilled-student-eligibility-policy>



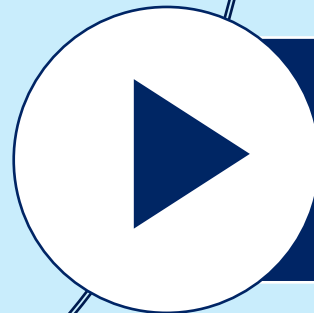
# Credit Transfer (CT) and Recognition of Prior Learning (RPL)



Before enrolling a student, you must confirm with the student if they have done any previous VET study that could make them eligible for CT or have previous life /work experience that could be considered for RPL



Where an eligible student is granted CT or RPL for one or more units of competency (UoC), the qualification price will be adjusted, and a new student fee will be determined. The qualification price is based on both fixed and variable costs, and adjustments will be made to both of these cost components



Where CT and/or RPL are granted at enrolment, the Provider will need to use the Smart and Skilled Provider Calculator to determine the applicable student fee

# Visas



## Refugees and asylum seekers

Refugees and asylum seekers who hold particular visas are eligible for Smart and Skilled. Please refer to the Student Eligibility Policy link below.

## Visa Information for Apprenticeships and Traineeships

Visas accepted for apprenticeships and traineeships differ from refugees' and asylum seekers' visas.

Please refer to the link below for a table of visa numbers and descriptions

<https://www.nsw.gov.au/sites/default/files/noindex/2022-03/student-eligibility-policy.pdf>

[Visa information for apprenticeships and traineeships \(nsw.gov.au\)](https://www.nsw.gov.au/visas)

# Consumer Feedback and Complaints Handling Policy

- You must develop and implement your own consumer feedback and complaints handling policies, procedures and systems
- The Consumer Protection Policy must comply with the requirements set out in the Smart and Skilled Contract, Smart and Skilled Consumer Protection Strategy, NSW Quality Framework, and the Australian Skills Quality Authority (ASQA) requirements
- For more information, refer to the Smart and Skilled Contract and Smart and Skilled Consumer Protection Strategy, NSW Quality Framework and the Australian Skills Quality Authority (ASQA)



# Check the NSW Skills List & Your Activity Schedule



## Checking the NSW Skills List:

The qualification that you are creating an NoE for must be on the NSW Skills List

The NSW Skills List defines the qualifications eligible for government funding under Smart and Skilled.

The NSW Skills List was developed through extensive labour market analysis and consultation with industry and the community, along with peak providers and industry bodies.

It is reviewed annually to ensure it meets the changing skill needs of the industry and regularly updated during the year to reflect changes to qualifications, vocational training orders for apprenticeships and traineeships.

The NSW Skills Board has endorsed the NSW Skills List.

The Skills List covers all qualification levels from Certificate I to Advanced Diploma, select foundation skills courses, all apprenticeships and selected traineeships. The List comprises Training Package qualifications, foundation skills and accredited courses

Providers can only deliver Entitlement and Targeted Programs that are on their activity schedule

<https://www.nsw.gov.au/sites/default/files/2022-10/skills-list-v13.5.pdf>

## Checking Your Activity Schedule:

The Activity Schedule is the approval to access Smart and Skilled funding to deliver the qualifications listed. Even if qualifications are listed on the Provider's scope with ASQA, they must also be on the Activity Schedule to access Smart and Skilled funding.

For the TPPPQ program, the qualification does not have to be on your Activity Schedule. Funding for this program can be accessed if you have the qualification on your ASQA scope.

Activity Schedules are further broken down into regions, you will need to check the qualification is listed in the region you are processing the notification of enrolment for. The Smart and Skilled Terms and Conditions has more information regarding Activity Schedule and regions under 18.1-18.3.

<https://www.nsw.gov.au/sites/default/files/noindex/noindex/2022-04/contract-1-jul-22-to-30-jun-23.pdf>

# Streams

Smart and Skilled comprises two main program streams:

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ENTITLEMENT



TARGETED SKILLS

Each stream contains several programs

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# The Entitlement program stream

## Each stream contains several programs

This stream encourages individuals to gain a post-school qualification at Certificates I, II or III level or an Apprenticeship or Traineeship at any Australian Qualifications Framework (AQF) level

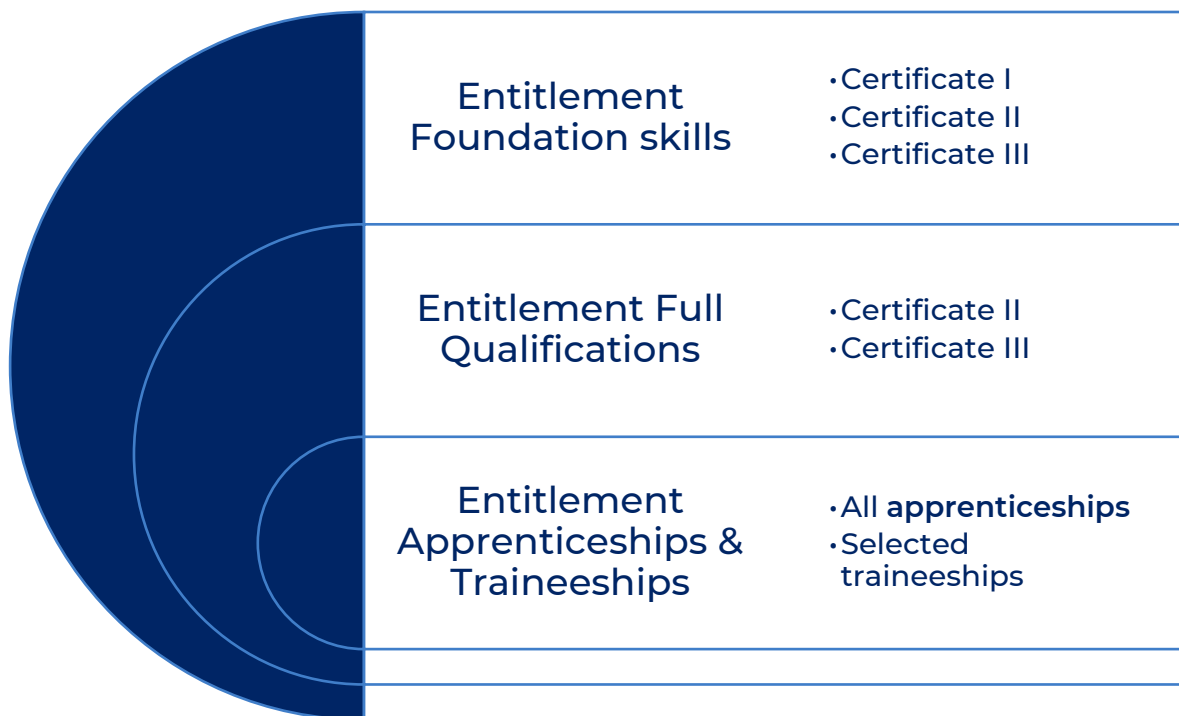
This stream contains the following programs:

- Entitlement Foundation Skills
- Entitlement Full Qualifications
- Entitlement Apprenticeships and Traineeships

### Entitlement program

The graph to the right shows the qualifications that fit under each Entitlement program

All qualifications delivered under the Entitlement programs must be included in the NSW Skills List



# The Targeted Priorities stream

This program stream contains the following programs:

- Targeted Priorities Full Qualifications (TPFQ)
- Targeted Priorities Prevocational and Part Qualifications (TPPPQ)

## The Targeted Priorities Full Qualifications

This program includes qualifications at Certificate IV, Diploma or Advanced Diploma level on the NSW Skills List

## The TPPPQ program

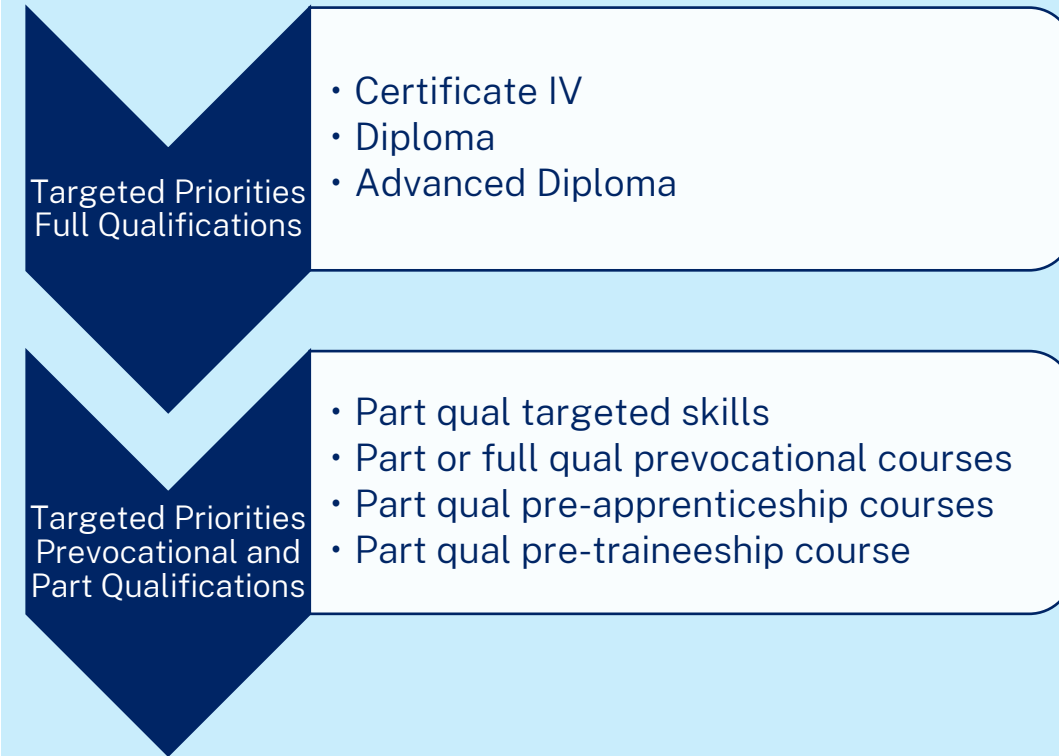
This program enables industry and Providers to respond rapidly to changing economic conditions and skills needs. It aims to improve the capability of workers, those moving into work and those seeking to retrain or upskill

Refer to the TPPPQ module- scheduled to be presented in July

The Targeted Priorities Full Qualifications program includes qualifications at Certificate IV, Diploma or Advanced Diploma level on the NSW Skills List

## Targeted Priorities

The graph to the right shows the qualifications that fit under each Targeted Priorities program. All qualifications delivered under the programs must be included in the NSW Skills List [skills\\_list\\_v13.2.pdf \(nsw.gov.au\)](#)





# Prices, Fees and Subsidies



Each Smart and Skilled subsidised qualification or course has a:

- Student fee
- Subsidy
- Qualification price - *The Qualification Price comprises the Student Fee (if applicable) and the Provider Subsidy*



- Students are required to pay their fee (if applicable) and the NSW Government pays you (the Provider) the subsidy, and any loadings (if applicable)
- You must only charge the fee set out by the Department
- There are different categories of student fees based on the program, qualification or course and needs of the students
- Fees are charged for the whole course or qualification, rather than on a year-by-year basis

# Fee-free training, fee exemptions and concessions



Prospective students who are eligible for fee free training, a fee exemption or a fee-free scholarship **do not** pay a fee

**You will receive a subsidy from the Department for the total cost of the course or qualification**

Prospective students who are eligible for a concession fee pay a discounted fee. This is a flat fee based on the qualification level

**You will receive a Subsidy for the cost of the qualification fee minus the concession fee**

Prospective students may also be eligible for a fee free scholarship for courses up to and including Certificate IV level

Fee free scholarship eligibility may be subject to change

Eligible Apprenticeship and New Entrant Traineeship fees are covered under the Fee Free Apprenticeship and Fee Free Traineeship Initiatives

# Loadings

Loadings are paid in addition to the subsidies by the Department

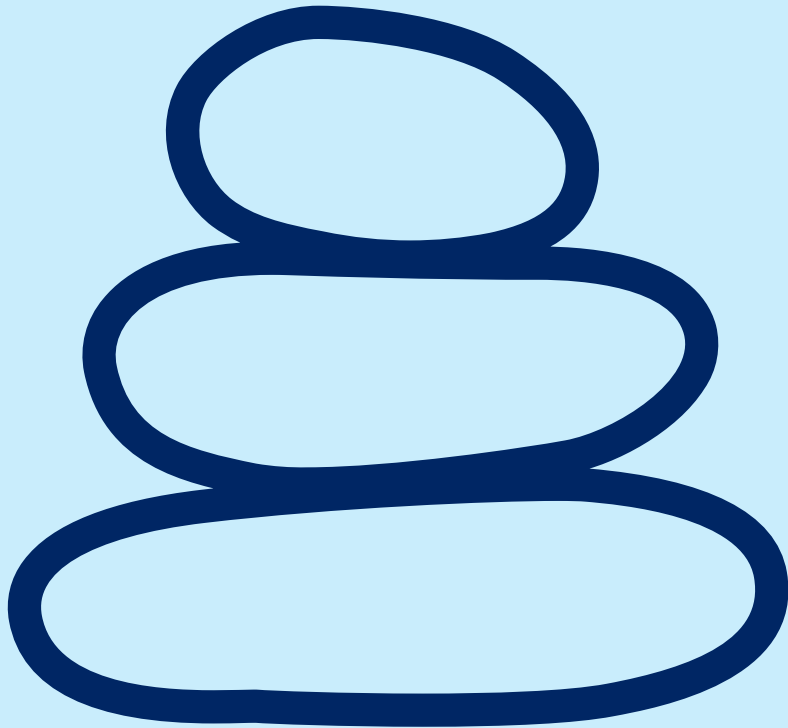
Loadings make up for additional costs associated with providing training and support to disadvantaged students or students outside of metropolitan areas

Loadings are payable based on the following needs:

- Aboriginal students
- students with a disability
- long-term unemployed
- location (those in regional and remote areas)

You should retain the required evidence for additional training and learning support provided

<https://www.nsw.gov.au/education-and-training/resources/smart-and-skilled-fee-administration-policy>



# Checklist



Before enrolling a student check the following:

- ✓ The student has a valid USI
- ✓ The student is eligible for Smart and Skilled
- ✓ You have verified proof of eligibility
- ✓ Is the student eligible for RPL or CT
- ✓ If applicable - student has the correct visa
- ✓ The qualification is listed on the Provider Activity Schedule
- ✓ If applicable - check student's eligible for fee exemption or concessions
- ✓ Student has been provided all information listed in 5.2 of the Smart and Skilled Operating Guides at the time of enrolment

# Enrolling prospective students (NoE) in STS Online

## 1 of 3



- You can make eligibility and fee enquiries using the Provider Calculator in STS Online
- If you make an enquiry which results in a quote, you will be issued a Quote ID commencing with the letter Q
- You must obtain evidence of consent from the prospective student prior to progressing a Quote to a NoE, resulting in a Commitment ID
- You must provide the student with a copy of their NoE and retain your own copy
- You can begin to enrol prospective students through the NoE process once you have accepted your Contract, Review Notice or Variation and the Approved Qualifications Activity Schedule(s) or Activity Schedule(s)
- The Provider Calculator allows you to enrol prospective students one at a time or multiple prospective students at once (this is known as a bulk upload) by uploading an Excel spreadsheet containing prospective student data into the Calculator
- Data uploaded through the Provider Calculator will return one of four results:
  - Notified – for prospective students enrolling
  - Eligible – where the prospective student is eligible, and a fee and subsidy is quoted
  - Ineligible – where the student is ineligible
  - Rejected – data is invalid
- It is your responsibility to ensure that, where an ineligible result is returned for a prospective student, you edit or complete any additional information and resubmit to complete the NoE process

# Cont. 2 of 3

## Enrolling prospective students (NoE) in STS Online



### Please Note:

- A quote (Quote ID) will expire 14 days from the date of issue if you do not progress to complete a NoE and obtain a Commitment ID for the prospective student
- A Commitment ID (issued through the NoE process) will expire six weeks (and ten weeks for apprentices and trainees) from the planned start date entered on the NoE
- The Commitment ID must report as Accepted data through eReporting before the expiry date or the Commitment ID will expire
- A new Commitment ID will need to be created by processing a new NoE when a Commitment ID expires and the prospective student wishes to commence training
- If a student will be awarded credit transfer and/or RPL at the time of enrolment. The Units of Competency for which they are receiving credit transfer and/or RPL for must be entered into the NoE for the Provider Calculator to return accurate subsidy, loadings and student fee amounts where applicable

### Important:

- The NoE process should be undertaken prior to commencement of training, as you will not be able to undertake this process once training has commenced. If you do not complete the NoE process and obtain a Commitment ID, the student will not be included in eReporting and payment will not be received for training
- When processing an NoE, ensure you have selected the correct region, qualification and program for Commitment ID creation. If an error is made, you will need to cancel the Commitment ID and create a new one with the correct details
- If the student does not commence training within the original Commitment ID's corresponding Activity Period, the Provider must cancel the Commitment ID and create a new one in the new Activity Period. The NoE process should be conducted in conjunction with your organisation's enrolment process

# Cont. 2 of 3

## Enrolling prospective students (NOE) in STS Online



### Enrolling students in multiple part qualifications

- A student undertaking a part qualification under the TPPPQ Program will not be charged a fee. See *Section 3.6 – Fee-free training programs*
- A student seeking to achieve a full qualification should not be enrolled in multiple part qualifications that make them eligible for the issue of the full qualification
- The student must be enrolled in the full qualification under the relevant Smart and Skilled full qualification program and will be required to pay the relevant fee
- Completing a part qualification under the TPPPQ Program does not affect the fee eligibility of a student undertaking a full qualification under Smart and Skilled. See *Section 6.6 – Co-enrolments*
- TheNoE process is the same for TPPPQ through the Provider Calculator. You must use the PAS number provided on the Activity Schedule for the part qualification to process the notification of enrolment to create the Commitment ID for partial qualifications

### Useful Guided lines found on STS online

- Smart and Skilled Provider Calculator User Guide – Single Student Process-
- Smart and Skilled Provider Calculator Data Specification and User Guide –Multiple Student Process
- Targeted Priorities Prevocational and Part Qualifications User Guide

[Smart and Skilled Targeted Priorities Prevocational and Part Qualification Policy | NSW Government](#)



# Successful Notification of Enrolments



- Once you have successfully processed a NOE, you must save copies of both the Provider and Student Copy providing the student their copy of the NoE
- The details on the NoE – Provider Copy must be entered into the Provider's Learning Management System (LMS) against the student's enrolment. The Commitment ID for the student must be entered for the student's enrolment otherwise the enrolment will not be included in any eReporting
- If using the bulk upload for NoE, you download the spreadsheet from STS online to import details into your LMS
- The provider must ensure their Learning Management System (LMS) is set up to for Smart and Skilled. Each LMS is different and the provider may need to seek assistance from their LMS support team to ensure correct set up

# School-Based Apprenticeships And Traineeships (SBATS)



## Overview

- SBATs are available to all Year 10, 11 and 12 high school students in NSW
- They allow students to commence an apprenticeship or commence and complete a traineeship while at school
- A school-based apprenticeship or traineeship combines paid work, training and school- and as well as an industry-recognised national qualification will gain credit towards the HSC
- Some apprenticeships and traineeships can contribute towards the ATAR. Details of fee arrangements and student entitlements are outlined in the School Based Apprenticeships and Traineeships Fee Administration Policy
- Under the NSW Government's Fee-Free Apprenticeship and Traineeship Initiative, NSW School-Based Apprentices and Trainees who are funded under Smart and Skilled are eligible for free training. School-based apprentices and trainees eligible under this initiative will be exempt from fees for their apprenticeship or traineeship qualification
- At the conclusion of this initiative (no date has been confirmed for this), school-based apprentices or trainees must not be levied the student fee or any additional costs directly. The payment of student fees and any other costs, if applicable, is managed by the student's school sector

[sbats-fee-admin-policy-1-jul-22-to-30-jun-23.pdf \(nsw.gov.au\)](#)

<https://www.nsw.gov.au/education-and-training/resources/smart-and-skilled-sbat-student-eligibility-policy>

# Reporting Training Activity Data - Smart and Skilled eReporting



- You must submit Training Activity Data via the eReporting section in STS Online for all funded students at least every 28 days, regardless of whether the student has progressed in a unit of competency (UoC)
- The system may take up to 24 hours to validate submitted data from the time of upload, as only one file can be uploaded and validated at a time. You have a limit of 3 data uploads per day
- As a Smart and Skilled Provider, you are required to submit Training Activity Data using UoC Outcome Codes
- Before entering Outcome Codes, you must ensure you have chosen the correct code and have the required evidence
- There will be a module and webinar on this topic to follow

# NOE- Provider Quick Reference Guide

01

## KNOW THIS

- The perspective student must meet the Smart and Skilled eligibility criteria
- Students must have a Commitment ID before any training can commence through the NoE process in STS Online
- The qualification that you are creating an NoE for must be on the NSW Skills List and your Activity Schedule
- Visa holders must be able to work and study in Australia to be eligible for an apprenticeship or traineeship
- Refugees and asylum seekers who hold particular visas are eligible for Smart and Skilled

02

## CHECK THIS

- You have access to STS Online
- Check your Learning Management System is set up to take Smart and Skilled enrolments
- Check the student enrolment as all relevant information such as:
  - USI provided or created on their behalf
  - Any applicable Credit Transfers and/or RPL
  - All student information provided and correct for NoE as this will affect student fees, exemptions and concessions
  - Check the student eligible for Smart and Skilled training
  - Check you have sighted or collected acceptable evidence for Smart and Skilled student's eligibility and visa holders if applicable
  - Check your Activity Schedule
- Check you are reporting the correct data

03

## DO THIS

- Create a Commitment ID through NoE for all Smart and Skilled enrolments. Ensure that you are select the correct region, qualification and program for the NoE otherwise you will need to cancel the Commitment ID and create another
- Enter or upload details from NoE – Provider Copy into Learning Management System (LMS)
- Report training activity at least every 28 days through eReporting in STS Online

04

## RESOURCES

- <https://www.nsw.gov.au/sites/default/files/noindex/2022-03/student-eligibility-policy.pdf>
- [Visa information for apprenticeships and traineeships \(nsw.gov.au\)](https://www.nsw.gov.au/education-and-training/resources/smart-and-skilled-student-eligibility-policy)
- <https://www.nsw.gov.au/sites/default/files/noindex/noindex/2022-04/operating-guidelines-1-jul-22-to-30-jun-23.pdf>
- <https://www.nsw.gov.au/education-and-training/resources/smart-and-skilled-student-eligibility-policy>
- <https://www.nsw.gov.au/education-and-training/resources/smart-and-skilled-fee-administration-policy>
- <https://www.nsw.gov.au/education-and-training/resources/smart-and-skilled-student-eligibility-policy>
- <https://www.nsw.gov.au/sites/default/files/2022-10/skills-list-v13.5.pdf>
- [Smart and Skilled Targeted Priorities Prevocational and Part Qualification Policy | NSW Government](#)



eReporting must be done at least once every 28 days