

Notification of Enrolment Policy

Purpose:

The purpose of this policy and procedure is to describe Real Estate Training Solutions (RETS) processes for notifying the relevant State Training Services of the enrolment of a student into a subsidised training program.

This policy and procedure also address the requirements of:

- *Smart & Skilled Operating Guidelines*
- *ACT Standards Compliance Guide for Australian Apprenticeships*

Policy:

Smart & Skilled subsidised students:

- RETS must notify the NSW Department of Education of the enrollment of eligible prospective students into subsidised training.
- RETS does not need to complete this process for enrolments into the School Based Apprenticeship and Traineeship (SBAT) Program.
- The Notification of Enrolment process takes place at the same time as RETS conducts its student enrolment process (see Student Enrolment Policy and Procedure).
- Prior to notifying the Department, RETS must ensure that the prospective students meet the Smart & Skilled Eligibility Policy criteria and were applicable, the School Based Apprenticeships and Traineeships Student Eligibility Policy criteria.
- RETS requires prospective students to provide the following information while completing the Application Form & Written Agreement:
 - Name
 - Date of birth
 - Gender
 - Contact details
 - Language and cultural diversity information
 - Disability information
 - Schooling/ previous study information
 - Previous qualifications achieved
 - Employment information
 - Reasons for study
 - Unique Student identifier (USI)
 - Consent to use and disclosure of personal information (including USI Privacy Notice)
- RETS requires prospective students to provide certified copies of the following information:
 - Photo ID, for example, passport, or driving licence
 - Medicare card
 - Previous qualifications as evidence of LLN skills (for example HSC certificate)
- RETS notifies the Department using the STS Online Portal.
- RETS adheres to the following process when notifying enrolments via STS Online:
 - RETS must first get the prospective student's consent for the Department to use the student's personal information
 - To receive this consent, the prospective student signs the relevant section of the RETS Application, Privacy & Consent Form

- RETS will notify the prospective student of any third-party arrangements involved with the delivery of training and assessment services to the student, if applicable
 - RETS used the Provider Calculator to:
 - validate the prospective student's eligibility
 - input CT or RPL details, if applicable
 - generate Student Fee chargeable
 - generate Subsidy
 - RETS provides the prospective student with details of the fees chargeable via the *Eligibility Enquiry Report* generated on STS Online
 - RETS generates a *Notification of Enrolment Report – Provider Copy* from STS Online and retains a hard copy for reference if future fee adjustments occur
 - RETS uses the Application, Privacy & Consent Form to secure the student declaration in writing confirming that:
 - all information provided by the prospective student to RETS, to allow the Notification of Enrolment Process to be completed, is true, accurate, complete and not misleading in any way
 - a Notification of Enrolment process has not concurrently been completed for the same qualification and/or the same units of competency for the same or other qualification(s)
 - the Prospective Student is aware of any Third-Party arrangements (if applicable),
 - the Prospective Student had been provided with the details of the Student Fee chargeable and the Student Information.
- When RETS has completed the Notification of Enrolment process on STS Online, it will result in the generation of a Commitment ID for the prospective student.
 - RETS will commence the enrolled student in the chosen qualification on the planned start date and within the corresponding activity period.
 - If the student does not commence inside the activity period linked to the student's commitment ID, RETS will cancel the student's Commitment ID and create a new Commitment ID linked to the relevant Activity Period.
 - RETS will submit Training Delivery Data for the enrolled student within 28 days of the student's actual start date.
 - If RETS does not submit training Delivery Data within 10 weeks of the planned start date for trainees/ apprentices or within 6 weeks for non-apprentice/ trainees, the Commitment ID will expire.

ACT User Choice Trainees (Australian Apprenticeships - AA) subsidised students:

- The Apprentice Connect Australia Provider initiates the enrolment process by lodging the prospective trainee's Training Contract on the Apprenticeship Data Management System.
- A Notification of Business (NOB) is generated on the ACT Vocational Education and Training Administration Records System (AVETARS) on the day the training Contract is approved.
- RETS reviews AVETARS daily to check if a NOB has been generated in its name.
- RETS must accept or reject the NOB where it has been nominated as the RTO.
- RETS conducts a pre-enrolment process to assess the prospective trainee's eligibility for subsidised training.
- RETS must:
 - notify the Directorate within 10 business days if it has been assessed that a prospective trainee does not meet the eligibility criteria.
 - either accept or reject the NOB within 10 business days of the notification of the NOB on AVETARS.

Procedure:

- Contact RETS for details of internal enrolment procedures.