

## Enrolling with ET Australia

ET Australia ensures that individuals enrolling in a Training Program have all the information required to make an informed choice to undertake their training with ET Australia and feel assured that the Training College is going to meet their training needs.

The pre-enrolment information provided in this document is specific to students enrolling in a Smart and Skilled approved training program.

It is important that you take the time to read through the pre-information provided and if at any stage you require further information or assistance, please don't hesitate to contact an ET Australia Representative on 4323 1233.

Along with other important information, this document contains ET Australia's Consumer Protection policies which includes:

- Australian Privacy Principles
- Complaints Management
- Appeals
- Fees and Refunds
- Deferring or Discontinuation of Training

## 1. Declarations and Consent

To make sure that we are meeting our above objective of ensuring you are a well-informed consumer we will ask for you to sign some declarations on your understanding of the information provided to you within this pre-enrolment pack, and also, your consent for ET Australia to record and report your personal information where required. Please read through all of the information provided prior to signing off on the declarations provided.

- Consent for use and disclosure of personal information to the Department of Industry, Skills and Regional Development and other Government Agencies
- Declaration that you have/will provide true, accurate, complete and not misleading information when accessing Government funded training opportunities

## 2. Eligibility for a Smart & Skilled Funded Program

When enrolling in a Smart & Skilled Government subsidised training program with ET Australia you will need to be determined as meeting the eligibility requirements. Your ET Australia Representative will work through the eligibility process with you. Please see below an overview of the criteria that must be met to be an eligible recipient of a subsidised training place. Evidence of your eligibility will be required – this is detailed in Section 7 of this document.

Smart & Skilled	Eligibility Criteria
<b>New Entrant Traineeship Eligibility</b>	<ul style="list-style-type: none"> <li>▪ Be registered as a New Entrant Trainee with an Apprenticeship Network Provider</li> <li>▪ Be eligible to be registered as a New Entrant Trainee with an Apprenticeship Network Provider</li> </ul>
<b>Personal Eligibility</b>	<ul style="list-style-type: none"> <li>▪ Australian citizen, permanent resident, humanitarian visa holder, or New Zealand citizen, and</li> <li>▪ aged 15 years or older, and</li> <li>▪ left school*, and</li> <li>▪ live or work in New South Wales (or a defined NSW border)</li> </ul> <p><small>*If you are registered for home schooling, please seek further guidance from ET Australia's representative</small></p>
<b>General</b>	<ul style="list-style-type: none"> <li>▪ Enrolling student must reside in a postcode that falls within the Central Coast region, or Newcastle region, as specified in the Smart and Skilled Contract (this ruling does not apply for traineeships).</li> </ul>
<b>Fee Eligibility</b>	<ul style="list-style-type: none"> <li>▪ Evidence required to determine concession / exemption or fee-free scholarship eligibility (pg. 10 outlines requirements for fee-free scholarship eligibility).</li> </ul>

## 3. The Enrolment Process

For all eligible prospective students, ET Australia must follow a process to notify the Department of the enrolment in a Smart and Skilled subsidised training program. This process is known as 'Notification of Enrolment'.

ET Australia will carry out the Notification of Enrolment process as follows:-

1. ET Australia will obtain the consent of the prospective student to the Department's use of the prospective student's information (Refer to section 10 'Consent Declaration').

Once the prospective student has given their consent, ET Australia will continue with the Notification of Enrolment process.

2. ET Australia will use an online tool to validate the prospective student's eligibility and input any details of Credit Transfers and Recognition of Prior learning \*. The online tool will generate details of the student fees chargeable. ET Australia will provide the prospective student with details of the fees chargeable.
3. The prospective student will then be asked to sign or electronically accept a declaration (refer Section 11 'Prospective Student Declaration') confirming that: -
  - All information provided by the prospective student to ET Australia in connection with the Notification of Enrolment Process is true, accurate, complete and not misleading in any way
  - The prospective student is aware of any subcontracting arrangements (if applicable); and
  - The prospective student has been provided with the details of the fees chargeable and the student information
4. Successful completion of the Notification of Enrolment Process will result in the issue of a Commitment ID and then training can commence.

**\* Credit Transfer and Recognition of Prior Learning**

When any individual applies or enrolls in a training program with ET Australia, they have the right to have all their relevant skills and knowledge, attained through formal and informal training or life experiences, considered for the granting of recognition in a qualification, statement of attainment or unit of competency. Recognition is an integral component of the vocational education and training (VET) industry.

Students are required to discuss any prior learning or qualifications that may provide them with a credit or recognition of prior learning upon enrolment so this can be evaluated prior to the commencement of the training program.

### 4. ET Australia's Policies to Support Consumer Protection

#### ***Australian Privacy Principles***

ET Australia has procedures, business practices and systems in place that are aligned to the Australian Privacy Principles from Schedule 1 of the Privacy Amendment (Enhancing Privacy Protection) Act 2012, which amends the Privacy Act 1988.

ET Australia ensures that the collection, use and disclosure of personal information relating to individuals who have contact with the RTO in relation to the RTO's business activities and services are carried out by lawful and fair means.

ET Australia complies with Australian Privacy Principle 1, (APP 1), by having documented procedures in place to manage the personal information it collects, and the information flows associated with that information in an open and transparent manner.

#### ***Complaints Management***

ET Australia has a complaints management framework in place to ensure students and clients understand their rights and ET Australia's responsibilities under Standard 6 of the Standards for Registered Training Organisation (RTO's) 2015.

ET Australia has processes in place that promotes the timely and fair resolution of concerns, complaints (including grievances) and appeals.

Complaint management processes are in place and easily accessible through the ET Australia Student Handbook. These processes are in place to manage and respond to any issues that an individual, (including all staff, students, clients and members of the public), may have when dealing with ET Australia with regards to conduct issues of any staff member of ET Australia, including Trainers and Assessors, students of the Training College, or a Third Party providing services on behalf of ET Australia.

The complaints and appeals procedures are intended as a constructive exercise which, through the processes of conciliation and mediation, invites professional compatibility.

Any ET Australia employee can receive a complaint. The employee who receives the complaint will need to determine whether it is a matter that can be resolved informally or whether it should be referred to ET Australia's Consumer Protection Officer and resolved through a more formal process.

#### **ET Australia's Consumer Protection Officer**

ET Australia has a dedicated Consumer Protection Officer to ensure that throughout your training any issues that may arise will be dealt with efficiently and fairly.

Cath Roden  
Training College Manager  
Email: [Cath.Roden@etaustralia.com](mailto:Cath.Roden@etaustralia.com)  
Phone: (02) 4323 1233

### **Appeals**

ET Australia has processes in place that provide an avenue for review of decisions made, including assessment decisions, by ET Australia or any Third Party that may be delivering services on behalf of ET Australia. All students have the opportunity to challenge the assessment decision made by an Assessor on a unit of competence or an assessment process. An appeal can be lodged for a period of up to 4 weeks post the assessment outcome. ET Australia ensures that all assessment appeals are addressed efficiently and effectively.

### **Deferring or Discontinuation of Training**

ET Australia has a policy in place to ensure that Students who are enrolled with ET Australia in a **Smart and Skilled** subsidised training program understand the procedures in place in the event that they need to defer or discontinue their training after having enrolled and commenced training.

### **Fees and Refunds**

ET Australia has a Fees and Refunds policy in place to outline the terms and conditions for the payment and administration of student fees incurred for the provision of training and assessment services by ET Australia to ensure consumer protection.

ET Australia safeguards all student fees in a fair and equitable manner.

This policy is applicable for students undertaking training under government funded contractual arrangements and for students paying commercial fees. This includes employers or employment service providers who may pay on behalf of students and includes students undertaking both classroom based training programs and workplace or self-paced based training programs.

ET Australia ensures that all fees, payment arrangements and refund information is provided to potential clients prior to enrolment. Students are required to accept the terms and conditions set out in the Enrolment form and supporting information prior to or concurrently with payment of their fee.

Undertaking funded training under a Smart & Skilled subsidy means that the Government have policies in place as well to ensure you are an informed and protected consumer. For additional information of Fees under the Smart & Skilled training please access link below:



Smart and Skilled Fee Administration Policy

[https://www.training.nsw.gov.au/smartandskilled/contract\\_policy\\_2021.html](https://www.training.nsw.gov.au/smartandskilled/contract_policy_2021.html)

ET Australia will generate a **Notification of Enrolment** report which will detail the applicable fees chargeable for your specific training program in line with your personal circumstances and provide these details to you prior to you enrolling.

### 5. Student Handbook

ET Australia's Student Handbook will provide you with more detailed information on the procedures that are in place to support these consumer protection policies. A link has been provided below for you to access further information about these procedures, and additional pre-enrolment information; including:

- Credit Transfer and Recognition of Prior Learning
- What a student should do if they decide to defer or discontinue training they have enrolled in
- Support services that are available to ET Australia's students during their training
- Assessment processes and policies, what will be expected of you
- Student rights and responsibilities / ET Australia's responsibilities



#### **STUDENT HANDBOOK**

<https://etaustralia.com/student information/>

### 6. Unique Student Identifier (USI)

From January 2015, every student who undertakes nationally recognised vocational education and training (VET) in Australia will have the ability to access their enrolment and training record from a single authoritative source.

A USI gives you access to your online USI account. This is made up of ten numbers and letters and will look something like this: 3AB88CD9U7.

As a student this means you will be able to obtain a full transcript of all accredited VET training that you have undertaken since 1 January 2015 onwards. The USI will mean that applying for jobs or enrolling in future study will ensure your records can easily be accessed by yourself at any given time. You can access your account online at any time from a computer, tablet or smart phone.

Any student that is undertaking nationally recognised training from 1 January 2015 will need a USI.

#### ***Providing / Applying for a USI***

When you commence training with ET Australia you may already have a USI. If you do, it will be important that you provide this information on the Enrolment form provided to you. As part of the enrolment process this will be verified through an online process by an ET Australia representative to ensure validity.

In the event that you do not already have a USI, please find following a link on how you can apply for a USI. This is a free simple process that can be done online. This needs to be done prior to completing your enrolment form as the USI is required to be included.



**Applying for a Unique Student Identifier** <http://usi.gov.au/Students/Pages/default.aspx>

If you have any problem applying for a USI ET Australia will be very happy to assist you. You can indicate this in the space provided on the Enrolment form. For ET Australia to do this on your behalf it is important to note that:

- ET Australia will need to collect personal information and provide it to the Student Identifiers Registrar
- ET Australia will need to verify your identification via the provision of specified documents
- You will be required to read and sign a Privacy Notice

If you already have a USI but are unsure of what it is or how to locate it, ET Australia can also assist with this process.

**Important:** A valid USI will need to be provided to ET Australia as you enrol so that you can receive a statement of attainment or qualification.

### ***Protection of Students' Privacy***

The USI system has a number of features built into the design to ensure both privacy protection and that students have control over their USI, for example:

- Personal information (such as name, date of birth etc.) will be stored separately from education and training records
- The USI will be stored with a student's personal information and be held by the Student Identifiers Agency
- The USI will also be attached to a student's training records which will be held by the National Centre for Vocational Education and Research (NCVER).

Your personal information would only be linked to the education information when you ask to see your own records or when you provide authorisation for someone else to do so (such as a training organisation) or as otherwise authorised by Commonwealth legislation.

If you give ET Australia permission, we will be able to access your electronic VET record to assist in assessing pre-requisites and credit transfers. ET Australia will provide guidance on how this can be managed online.

ET Australia has policies in place to ensure that student USI's are not collected, used or disclosed by anyone other than the student or for the purpose other than those set out in legislative guidelines.

© *More detailed information on the USI can be found through one of the following:*

*Website:* [usi.gov.au](http://usi.gov.au)

*Email:* [usi@industry.gov.au](mailto:usi@industry.gov.au)

*Phone:* [Skilling Australia information line 13 38 73](tel:133873)

## 7. PROOF OF ELIGIBILITY

Individuals are required to provide proof of eligibility to be a recipient of a Smart & Skilled training subsidy and must declare that the information provided with regard to eligibility is true, accurate, complete and not misleading. Where we require a copy of an original document you will be required to either have it sighted and verified in person by an ET Australia Representative or have it sighted and verified by an approved witness. Below is a summary of the evidence requirements

Requirement	Evidence
Unique Student Identifier	<p><b>Unique Student Identifier Number (USI).</b> Validity of this will be checked by ET Australia / Government Department.</p> <ul style="list-style-type: none"> <li>▪ To apply for a USI (see section 5) you will be required to use <b>one</b> (1) of the following forms of identification               <ul style="list-style-type: none"> <li>○ Drivers' Licence</li> <li>○ Medicare Card</li> <li>○ Australian Passport</li> <li>○ Birth Certificate (Australian)</li> <li>○ Certificate of Registration by descent</li> <li>○ Citizenship Certificate</li> <li>○ ImmiCard</li> </ul> </li> </ul>
Proof of Identification	<b>A valid Unique Student Identifier (USI)</b> on enrolment will support proof of identification.
Living or working in NSW	<p><b>This evidence <u>must</u> be collected.</b></p> <p>Living in NSW :</p> <ul style="list-style-type: none"> <li>▪ any Commonwealth or NSW Government issued document providing evidence of living location, or</li> <li>▪ employer-issued document confirming employment in NSW.</li> </ul>
Citizenship: Australian or New Zealand citizen, and permanent resident	<p><b>This evidence <u>must</u> be collected.</b></p> <ul style="list-style-type: none"> <li>▪ Australian or New Zealand birth certificate or Passport;</li> <li>▪ Green Medicare card; or</li> <li>▪ Certificate of Australian citizenship (Naturalisation Certificate); or</li> <li>▪ A Certificate of Evidence of Resident Status (CERS), which confirms status as an Australian permanent resident; or</li> <li>▪ use the Department of Immigration and Border Protection's Visa Entitlement Verification Online (VEVO) facility to confirm status as Australian permanent resident and check passport.</li> </ul>
Humanitarian visa holder (Refugee or asylum seeker)	<p><b>This evidence <u>must</u> be collected.</b></p> <ul style="list-style-type: none"> <li>▪ Relevant visa documentation; or</li> <li>▪ ImmiCard (where appropriate)</li> </ul> <p><b>For additional Information refer to <a href="https://smartandskilled.nsw.gov.au/for-students/students-with-additional-needs/asylum-seekers-and-refugees">https://smartandskilled.nsw.gov.au/for-students/students-with-additional-needs/asylum-seekers-and-refugees</a></b></p> <p><i>Note: Individuals in this category must also meet other Smart &amp; Skilled eligibility criteria (i.e. be aged 15 years or older, have finished school and live or work in New South Wales).</i></p>

Requirement	Evidence
Home schooled students	<p><b>This evidence <u>must</u> be collected</b></p> <ul style="list-style-type: none"> <li>▪ Copy of current certificate of home schooling registration, which clearly indicates the period of time for which the student will be home schooled.</li> </ul>
Date of birth	USI data
Registration as NSW apprentice or new entrant trainee	Training Contract identifier (TCID) number
Previous qualification	<p><b>Student declaration/signature on enrolment</b> is required.</p> <p>Department system may check against Smart and Skilled records and/or USI academic transcript. .</p>
Year 10 completion or equivalent (if under 17)	<p><b>Student declaration / signature on enrolment</b> is required.</p> <p>Evidence that student has met school leaving age requirement.</p>
Postcode for ATSI on borders	N/A
Concession: Commonwealth Government Welfare Recipient	<p><b>This evidence <u>must</u> be collected.</b></p> <ul style="list-style-type: none"> <li>▪ Centrelink evidence – proof of benefit; or</li> <li>▪ Current concession card that shows the benefit or allowance category; or</li> <li>▪ Current Centrelink income statement that clearly show the CRN and the benefit or allowance category; or</li> <li>▪ Any other evidence that clearly shows the CRN and the benefit or allowance category; or</li> <li>▪ Documentary evidence from the Department of Veterans Affairs stating their pension/benefits status; or</li> <li>▪ For people applying for Austudy or Youth Allowance, an approval letter from Centrelink that shows the CRN and indicates that commencement date of their benefit is within two weeks of their enrolment or two weeks within the date of the first class attendance or participation in training</li> </ul> <p>Documentation needs to clearly show the Centrelink Reference Number (CRN).</p> <p><b>For a list of eligible Commonwealth benefits refer to page 11 of this document.</b></p>
Concession: Dependant of Commonwealth Government Welfare Recipient	<p><b>This evidence <u>must</u> be collected.</b></p> <ul style="list-style-type: none"> <li>▪ A dependent child, spouse or partner of someone who is receiving a specified Commonwealth Government welfare benefit or allowance, must provide documentary evidence that Centrelink recognises the student as the dependant. (Documentation needs to clearly show the Centrelink Reference Number (CRN) of the benefit or commonwealth Government welfare recipient.)</li> </ul> <p><b>For a list of eligible Commonwealth benefits refer to page 11 of this document.</b></p>
Fee Exemption: Aboriginality	<b>Student declaration / signature on enrolment</b> is required.

Requirement	Evidence
Fee Exemption: Disability	<p><b>This evidence <u>must</u> be collected.</b></p> <ul style="list-style-type: none"> <li>▪ Centrelink evidence, proof of Disability Support Pension (must clearly show the Centrelink Reference Number (CRN) ); or</li> <li>▪ documentary evidence of support demonstrating a clear additional need as a result of a student’s disability: A letter or statement from: <ul style="list-style-type: none"> <li>○ A medical practitioner; or</li> <li>○ An appropriate government agency; or</li> <li>○ Relevant specialist allied health professional; or</li> </ul> </li> <li>▪ Centrelink evidence – dependent child, partner or spouse of a recipient of a Disability Support Pension (must clearly show CRN)</li> </ul>
Fee Waiver: Refugee or Asylum Seeker	<p><b>This evidence <u>must</u> be collected.</b></p> <ul style="list-style-type: none"> <li>▪ Relevant visa documentation; or</li> <li>▪ ImmiCard (where appropriate).</li> </ul> <p><b>For additional information refer to Appendix 6: Refugees and asylum seekers</b> <i>Note: Individuals in this category must also meet other Smart &amp; Skilled eligibility criteria (i.e. be aged 15 years or older, have finished school and live or work in New South Wales).</i></p>
Fee free training - Fee Free Scholarship (Concession eligible)	<p><b>Student declaration/signature at enrolment</b> to confirm the individuals social housing status</p> <ul style="list-style-type: none"> <li>▪ As per concession fee requirements <a href="https://smartandskilled.nsw.gov.au/for-students/scholarships/fee-free-scholarships">https://smartandskilled.nsw.gov.au/for-students/scholarships/fee-free-scholarships</a></li> </ul>
Fee free training - Fee Free Scholarship (Out-of-Home Care eligible)	<p><b>Evidence <u>must</u> be collected.</b></p> <p>For a student currently in out-of-home care:</p> <ul style="list-style-type: none"> <li>• A copy of the Children’s Court Care Order, or</li> <li>• A copy of the Confirmation of Placement letter; or</li> <li>• A letter from Family and Community Services of the Out-of-Home Care Designated Agency verifying that the student is in statutory or supported care; or</li> <li>• Any other evidence which clearly shows that the student is in out-of-home care.</li> </ul> <p>For a student previously in out-of-home care:</p> <ul style="list-style-type: none"> <li>• A copy of the expired Children’s Court Care Order; or</li> <li>• A copy of the ‘leaving care’ letter for the Minister for Family and Community Services; or</li> <li>• A letter from Family and Community Services verifying that the student was previously in statutory supported care; or</li> <li>• Any other evidence which clearly shows that the student was previously in out-of-home care.</li> </ul> <p><a href="https://smartandskilled.nsw.gov.au/for-students/scholarships/fee-free-scholarships">https://smartandskilled.nsw.gov.au/for-students/scholarships/fee-free-scholarships</a></p>

Requirement	Evidence
<b>Fee free training – Fee Free Scholarship (Domestic and Family Violence eligible)</b>	<p><b>This evidence <u>must</u> be collected.</b> A letter of recommendation is required from a domestic and family violence service, refuge or other support agency such as:</p> <ul style="list-style-type: none"> <li>• Legal Aid NSW through their Women’s Domestic Violence Court Advocacy Services; or</li> <li>• Organisations who provide Integrated Domestic Family Violence Services; or</li> <li>• Organisations who provide <i>Staying Home, Leaving Violence</i> services; or</li> <li>• Organisations who deliver Specialist Homelessness Services; or</li> <li>• Any other organisation which clearly shows that the student is or has been previously receiving support services for domestic and family violence</li> </ul>
<b>Needs: Long-term unemployed- over 12 months</b>	<p><b>This evidence <u>must</u> be collected.</b> Letter from Employment Service Provider is required</p>

- Eligibility for a fee exemption or concession is assessed at enrolment so it is important individuals correctly identify at this time.
- 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. A list of which is available at the Commonwealth Attorney General’s Department website at:



***Approved witnesses to sight and certify evidence requirements***

<https://www.aq.gov.au/publications/pages/statutorydeclarations.aspx>

Commonwealth Benefits and Allowances	
▪ Age Pension	▪ Austudy
▪ Carer Payment (see comment below)	▪ Disability Support Pension
▪ Family Tax Benefit Part A (maximum rate)	▪ Farm Household Allowance
▪ JobSeeker Payment	▪ Parenting Payment (Single)
▪ Youth Allowance	▪ Special Benefit
▪ Veteran’s Affairs Pension	▪ Veteran’s Children Education Scheme
▪ Widow Allowance	

- A NSW New Entrant Trainee on a JobSeeker Payment or a NSW New Entrant who is the dependent of a person receiving a JobSeeker Payment is not eligible for a concession fee.
- The Carer Payment is a specific benefit paid by the Commonwealth Government, this category does not include the Carer Allowance or Carer Adjustment Payment.

For any additional information regarding Smart and Skilled please access the Smart and Skilled website via the following link:



**Smart and Skilled** <https://smartandskilled.nsw.gov.au/>

**Smart and Skilled Contact Details:**

1300 772 104

**Pages 13 – 19 are to be completed in full and returned to ET Australia**

## 8. DOCUMENTATION REQUIRED FOR ENROLMENT

Thank you for taking the time to work through this pre-enrolment information. Now that you have an overview of information there is some documentation that needs to be prepared for your first meeting with ET Australia’s Representative to kick off the enrolment/induction process.

The following checklist indicates all of the information you should have prepared for your first meeting, with copies of the required forms for completion following.

Register for a USI / have your USI number available, this will need to be recorded on your Enrolment form (refer to pg. 6)	<input type="checkbox"/>
Proof of Identification – <ul style="list-style-type: none"> <li>▪ Driver’s Licence</li> <li>▪ Australian Passport</li> <li>▪ Birth Certificate (Australian)</li> </ul>	<input type="checkbox"/>
Consent and Declaration forms signed ready to be returned to ET Australia (refer to pgs. 1, 14, 15)	<input type="checkbox"/>
Have the required evidence to support your eligibility ready (for a Smart & Skilled fee) (refer to pgs. 8–11) <ul style="list-style-type: none"> <li>▪ the original document to be sighted by an ET Australia Representative, or;</li> <li>▪ have a copy of the document/s certified by an approved witness prior to the meeting</li> </ul>	<input type="checkbox"/>
Have the required evidence of your eligibility for a concession / exemption fee available, if applicable (refer to pgs. 8-11) either: <ul style="list-style-type: none"> <li>▪ the original document to be sighted by an ET Australia Representative, or;</li> <li>▪ have a copy of the document/s certified by an approved witness prior to the meeting</li> </ul>	<input type="checkbox"/>
Completed Enrolment form	<input type="checkbox"/>
If you believe you may be a suitable applicant for Credit Transfer or Recognition of Prior Learning, have ready; copies of qualifications, work experience information etc. for discussion (refer to pg. 3)	<input type="checkbox"/>

## 9. SMART AND SKILLED SUBCONTRACT ARRANGEMENT ACKNOWLEDGEMENT

If you are undertaking CHC30113 Certificate III in Early Childhood Education and Care or CHC33015 Certificate III in Individual Support, you are required to complete the section below.

‘In signing below, I acknowledge that ET Australia has an approved Smart and Skilled subcontract arrangement in place with Vital First Aid (RTO ID 90531) <https://www.vitalfirstaid.com.au/> for delivery and assessment of the first aid unit.’

**PRINT FULL NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## 10. CONSENT DECLARATION

### CONSENT TO USE AND DISCLOSURE OF PERSONAL INFORMATION

I \_\_\_\_\_  
(First, middle and last Name)

of \_\_\_\_\_  
(current residential address)

with date of birth \_\_\_\_\_

understand and agree that, under the Data Provision Requirements 2012, **ET Australia Central Coast** is required to collect 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, sensitive personal information (including my ethnicity or health information) and other enrolment and training activity-related information (together **Personal Information**) and disclose that Personal Information to the National Centre for Vocational Education Research Ltd (**NCVER**).

My Personal information (including the personal information contained on my enrolment form and my training activity data) may be used or disclosed by **ET Australia Central Coast** for statistical, regulatory and research purposes. **ET Australia Central Coast** may disclose my personal information for these purposes to third parties, including:

- School- if I am a secondary student undertaking Vocation Education Training (VET), including a school based apprenticeship or traineeship;
- Employer – if I am enrolled in training paid by my employer;
- Commonwealth and State or territory government departments and authorised agencies, including the NSW Department of Industry (**Department**)
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal Information disclosed to NCVER may be used or disclosed for the following purposes:

- issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

I may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. I may opt out of the survey at the time of being contacted. NCVER will collect, hold, use and disclose my Personal Information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www/ncver.edu.au](http://www/ncver.edu.au)).

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 Exemptions or Concessions. My Personal information may also be disclosed to other third parties if required by law.

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 **ET Australia Central Coast** for the purposes of evaluating and assessing my subsidised training.

I declare that the information I have provided to the best of my knowledge is true and correct.

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

**PRINT FULL NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Note: If under 18 years of age at the time of giving consent, then the consent of their guardian is required

**PRINT FULL NAME OF GUARDIAN:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

## 11. PROSPECTIVE STUDENT DECLARATION

**DECLARATION** to confirm that **ET Australia Central Coast** has provided you with relevant information to make an informed decision prior to enrolment **AND that all details I have provided to ET Australia Central Coast during the process are accurate, complete and not misleading in any way.**

I \_\_\_\_\_  
(First, middle and last Name)

Of \_\_\_\_\_  
(current residential address)

with **date of birth** \_\_\_\_\_

declare that all information provided by myself to ET Australia Central Coast in connection with my enrolment into a Smart & Skilled Funded Program is true, accurate, complete and not misleading in any way.

I have been informed / provided with information on the following:

- Eligibility requirements for Smart & Skilled Funding
- Consumer Protection Information, including:
  - Notification of Enrolment Process
  - Privacy
  - Complaints Management
  - Appeals
  - Fees & Refunds
  - Deferral or Discontinuation of Training
- Smart and Skilled Fee Administration Policy
- Access to the ET Australia Student Handbook
- Credit Transfer and Recognition of Prior Learning
- Unique Student Identifier (USI) requirements
- Consents and Declarations
- Documented evidence requirements
- Smart & Skilled Fee-Free Scholarship Fact Sheets

**PRINT FULL NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Note: If under 18 years of age at the time of giving consent, then the consent of their guardian is required

**PRINT FULL NAME OF GUARDIAN:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

## 12. SMART & SKILLED ENROLMENT INFORMATION

1. What is your residency status? Please indicate below

<input type="checkbox"/> Australian citizen	<input type="checkbox"/> New Zealand citizen
<input type="checkbox"/> Humanitarian	<input type="checkbox"/> None of the above
<input type="checkbox"/> Australian permanent resident	

2. Do you consider yourself to have a disability, impairment or long-term condition?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------

If **YES**, please indicate the areas or disability, impairment or long-term condition.

<input type="checkbox"/> Hearing/deafness	<input type="checkbox"/> Physical	<input type="checkbox"/> Intellectual
<input type="checkbox"/> Mental illness	<input type="checkbox"/> Acquired brain impairment	<input type="checkbox"/> Vision
<input type="checkbox"/> Medical condition	<input type="checkbox"/> Learning	<input type="checkbox"/> Other

If you have answered **YES** to the above, please indicate how your disability has been assessed.

<input type="checkbox"/> Recipient of a disability support pension
<input type="checkbox"/> Assessed by specialist support professional as a student with disability

*If you will be seeking a fee exemption based on this condition please ensure you have provided the appropriate evidence to support this.*

3. If you are under 17 years of age, have you completed Year 10 or equivalent?

<input type="checkbox"/> Yes, <b>while still at school</b>	<input type="checkbox"/> Yes, <b>after leaving school</b>
<input type="checkbox"/> No	
If I have ticked 'yes' above I declare that this information is true and correct and I have provided supporting evidence.	
<b>Signed:</b>	

4. Have you achieved any qualifications since turning 17?

<input type="checkbox"/> Yes, <b>while still at school</b>	<input type="checkbox"/> Yes, <b>after leaving school</b>
<input type="checkbox"/> No	
I declare that this information is true and correct and I understand that the Department's system may check against Smart and Skilled Records and/or USI academic transcript records.	
<b>Signed:</b>	

5. Are you registered with an Employment Services Provider?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------

If **YES**, then please provide the following:

Employment Service Provider Organisation / ID:	
Consultant Name:	
Your Job Seeker ID:	

6. Have you been referred to this training by an Employment Service Provider?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------

If you have answered **YES** to the above please provide the 'Activity ID' from your Employment Service Provider.

Activity ID :	
---------------	--

7. Are you a welfare recipient?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------

If you have answered YES to the above please provide the type of benefit you are receiving.

Benefit Type:	
---------------	--

8. Have you been unemployed for 52 consecutive weeks or more (and registered with an Employment Services Provider)?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------

*If you have answered yes to this you will need the appropriate supporting evidence of this at the time of enrolment.*

9. Have you undertaken any other Smart and Skilled qualification this calendar year?

Please tick the relevant box below

<input type="checkbox"/> <b>Yes</b> , I have completed a Smart and Skilled qualification this calendar year	<input type="checkbox"/> <b>Yes</b> , I have enrolled in but not as yet commenced a Smart and Skilled qualification this calendar year
<input type="checkbox"/> <b>Yes</b> , I am currently undertaking a Smart and Skilled qualification	<input type="checkbox"/> <b>Yes</b> , I participated in a Smart and Skilled qualification in this calendar year but have since withdrawn*
<input type="checkbox"/> <b>No</b>	

\* Note: if you are enrolling in a Smart & Skilled funded program more than once in a calendar year there may be an impact on the fee. Fee exemption is only applicable once per calendar year.

10. Are you living in NSW social housing; or are you or your household on the NSW Housing Register?

<input type="checkbox"/> Yes If I have ticked 'yes' above I have provided supporting evidence.	<input type="checkbox"/> No
---	-----------------------------

11. Are you aged between 15-17 and currently in out-of-home care OR are you 18-30 and previously in out-of-home care? (Please note, children and young people in out-of-home care usually reside with a relative / kinship carers, foster carers or in residential care services).

<input type="checkbox"/> -Yes If I have ticked 'yes' above I have provided supporting evidence.	<input type="checkbox"/> No
--	-----------------------------

12. Are you a humanitarian visa holder, or, holding a bridging visa, a temporary humanitarian stay visa or temporary humanitarian concern visa? (If you believe you fall into this category please indicate 'yes' and ET Australia will provide you with more information on evidence required for different categories).

<input type="checkbox"/> Yes If I have ticked 'yes' above I have provided the supporting evidence	<input type="checkbox"/> No
--	-----------------------------

13. Are you currently registered for home schooling?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
If I have ticked 'yes' above I have provided the supporting evidence.	

14. Other circumstances as discussed with ET Australia Representative for eligibility of a fee-free scholarship.

<input type="checkbox"/> Yes	<input type="checkbox"/> No
If I have ticked 'yes' above I declare that this information is true and correct and/or I have provided the required supporting evidence.	
 <b>Signed:</b>	

### 13. APPLICATION FOR ENROLMENT FORM

Please complete the separate Application for Enrolment Form that has been provided to you.