

Notification of Enrolment Process for Smart and Skilled

The following process applies to the notification to the NSW Department of the enrolment in subsidised training of eligible prospective students. *This process does not apply to the School Based Apprenticeship and Traineeship Program.*

This process is to be followed after a Wise Enrolment form has been completed by the student. Wise must carry out notifications of enrolment via the portal in accordance with the following steps:

1. Wise must obtain consent of the prospective student to the Department's use of the prospective student's information. This consent is incorporated into the Wise Enrolment form, where the student is to read and sign the privacy statement. If the student does not provide consent, Wise cannot proceed with this process.
2. USI must be obtained
3. Credit Transfers or RPL information must be supplied and assessed
4. Planned training start date confirmed
5. Ops to use the Provider Calculator on the portal to validate eligibility, input details of any Credit Transfers or RPL, and generate details of the fee chargeable and the applicable subsidy together with any loadings (if applicable).
6. Provide the student with the fee chargeable
7. Generate and maintain a copy of the Notification of Enrolment Report – this is where the fee and subsidy is adjusted after the Commitment ID is issued
8. Wise must confirm that the prospective student has signed or electronically accepted declaration (enrolment form), confirming:
 - all information they have provided is true, accurate, complete, and not misleading
 - they are aware of any sub-contracting arrangements
 - been provided with the details of the fee chargeable and student information
9. Upon successful completion of this process, a Commitment ID is issued.

Please note that when this notification of enrolment process is completed, the planned training start date must not be later than 4 months after the date of issue of the Commitment ID.

Cancellation - If a commitment ID has been issued and the prospective student cancels their enrolment, Wise must cancel the Commitment ID immediately.

Lodgement of data - If no training activity data is lodged within 6 weeks of the relevant planned training start date, the commitment ID will expire.