

Notification of Enrolment Process



Smart and Skilled Notification of Enrolment Process

As a provider of Smart and Skilled funding, International Child Care College must only carry out notification of enrolment via the portal in accordance with the following notification of enrolment process.

1. Pre-enrolment information

Prior to enrolment students will be provided with a Smart and Skilled Enrolment Information Booklet and a Smart and Skilled Enrolment Pack with information relating to enrolling, fees, refunds, consumer protection and training with International Child Care College (ICCC).

2. Check Eligibility

ICCC must check student's eligibility for the Smart and Skilled program. Students can also check their eligibility on the [Eligibility Checker on the Smart and Skilled Website](#). This will also give an indication of the student fee that students will have to pay to enrol in their chosen course. These fees are set by Smart and Skilled and not by ICCC. To be eligible for Smart and Skilled funding (this training is subsidised by the NSW Government), students must meet the following criteria:

- ✓ aged 15 years or older; and
- ✓ have left school; and
- ✓ live or work in NSW; and
- ✓ are an Australian citizen, permanent resident, humanitarian visa holder, or a New Zealand citizen

3. Consent

First, ICCC must obtain the consent of the Prospective Student to the Department's use of the Prospective Student's information by:

- (i) The Prospective Student signing or electronically accepting (including by ticking a check box) a consent form that includes wording set out in Schedule 1 of the

Smart and Skilled Operating Guidelines.

- (ii) The Prospective Student verbally providing consent provided that a consent statement is recited to the Prospective Student or is made available for the Prospective Student to read.

If the Prospective Student does not provide their consent, we as the provider cannot proceed with the notification of enrolment process.

4. Provider Calculator

ICCC must use the Provider Calculator to validate eligibility, input details of Credit Transfers or Recognition of Prior Learning and generate details of the Fee chargeable and the applicable Subsidy together with any Loadings (if applicable). We as the Provider must provide the Prospective Student with the details of the Fee chargeable.

5. Notification of Enrolment Report – Provider Copy

ICCC must generate and maintain a hard copy of electronic copy of the Notification of Enrolment Report – Provider Copy that can be referred to where the Fee and Subsidy is adjusted after the Commitment ID is issued.

6. Prospective Student Declaration

ICCC must confirm that the Prospective Student has signed or electronically accepted a declaration confirming:

- (i) All information provided by the Prospective Student to us in connection with the Notification of Enrolment Process is true, accurate, complete and not misleading in any way.
- (ii) The Prospective Student is aware of any subcontracting arrangements (if applicable).
- (iii) The Prospective Student has been provided with the details of the Fee chargeable and the Student Information.

7. Inform Student

The student must be informed of all fees, schedule of payments, refunds for withdrawal or deferment and the policy relating to fees paid in advance. All relevant information is published on our website and available in the Student Handbook.

Successful completion of the Notification of Enrolment Process will result in the issue of a Commitment ID by Training Services NSW.