

## 6. Notification of Enrolment Process

*The following process applies to the notification to the Department of the enrolment in Subsidised Training of eligible Prospective Students. This process does not apply to the School Based Apprenticeship and Traineeship Program.*

The Provider must adhere to the eligibility criteria for students, outlined in the Contract which can be found in Schedule 2 of the Contract Terms and Conditions.

The Provider must only carry out notifications of enrolment via the Portal in accordance with the following process (the **Notification of Enrolment Process**):

- (a) **(Consent)** the Provider must first 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 the wording set out in Schedule 1 of these Operating Guidelines; or

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

*The wording set out in Schedule 1 of these Operating Guidelines has been drafted for the purpose of allowing the Provider to provide personal information collected from students to the Department for use by the Department and other government agencies, including those in other States and Territories in Australia. The disclosure should be in addition to the Provider's other notification and disclosure obligations in relation to privacy and does not relieve the Provider of its responsibilities under the Privacy Act and other applicable privacy laws. The Provider must use the exact wording in the attached form but may incorporate this wording in its own notification/consent forms or use the form as an additional disclosure/consent.*

*If the Prospective Student does not provide their consent, the Provider must not proceed with the Notification of Enrolment Process.*

- (b) **(subcontractor)** if the Provider has approval from the Department for any part of the Approved Qualification to be delivered by a subcontractor, the Provider must notify the Prospective Student (and any relevant employer) of the subcontracting arrangement
- (c) **(Provider Calculator)** the Provider must use the Provider Calculator to validate eligibility, input details of any Credit Transfers or Recognition of Prior Learning and generate details of the Fee chargeable and the applicable Subsidy together with any Loadings (if applicable). The Provider must provide the Prospective Student with details of the Fee chargeable
- (d) **(Notification of Enrolment Report – Provider Copy)** the Provider should generate and maintain a hard copy or 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.
- (e) **(prospective student declaration)** the Provider must confirm that the Prospective Student has signed or electronically accepted a declaration confirming:

- (i) all information provided by the Prospective Student to the Provider, 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); and
- (iii) the Prospective Student had been provided with the details of the Fee chargeable and the Student Information.

Successful completion of the Notification of Enrolment Process will result in the issue of a Commitment ID.

The Notification of Enrolment Process must be carried out simultaneously with the Provider's enrolment process and must be completed before the Provider delivers any Training to the student.

The Provider will take all steps to:

- (i) Commence the Enrolled Student in the Approved Qualification connected to the Commitment ID on the Planned Start Date; and
- (ii) submit Training Activity Data for the Enrolled Student within 28 days of the Actual Start Date.

The Commitment ID will expire if the Training Activity Data for the Enrolled Student is not submitted:

- (i) within 10 weeks of the Planned Start Date if the Enrolled Student is an Apprentice or Trainee;
- (ii) within 6 weeks of the Planned Start Date if the Enrolled Student is not an Apprentice or Trainee.