



EAGLES RAPS
TOGETHER WE SOAR

RTO NUMBER 45406

Eagles Education, Training

Notification of Enrolment Process

When you contact Eagles RAPS Inc. about the possibility of enrolling in a course your first step to enrolment will be to have an interview with one of the staff from Eagles RAPS Inc. During this interview you will have the program explained to you in detail and you will be asked a lot of questions so that staff can ensure that the program and the course you are wanting to enrol in is right for you.

If both you and staff of Eagles RAPS Inc. decide the program and course are right for you, the next step will be to complete an Enrolment Application Form.

- A Student Handbook
- Consent to use and disclosure of personal information
- A Course Information Leaflet

Fees

At your enrolment interview you will have fees explained to you. If you are under the age of 17 it is most possible that you will not have to pay fees for your course. Some students may be eligible for fee-free training or a concession fee

Smart and Skilled Eligibility Policy

Smart and Skilled provides eligible students with access to Government subsidised training in NSW. The NSW Skills List provides the nationally accredited qualifications and courses that eligible students may undertake. Eligible students may also undertake a short course (either a nationally accredited skills sets or a bespoke skills set made up of nationally accredited units of competency and/or modules) through the Targeted Priorities Prevocational and Part Qualifications Program.

There are different categories of student fees, based on the program, the qualification and the characteristics of the student. The schedule of fees for each qualification on the NSW Skills List can be accessed at: <https://www.nsw.gov.au/education-andtraining/resources/qualification-prices-fees>.

A person who is eligible to receive subsidised training in all Smart and Skilled Programs (except Smart and Skilled Entitlement Apprenticeships and Traineeships Program) is a person who, at the time of enrolment in a qualification or course on the NSW Skills List or a “short course” with a Smart and Skilled provider:

- (a) lives or works in NSW (determined by postcode of the usual place of residence or place of work); or
- (b) an Aboriginal or Torres Strait Islander student who does not live or work in NSW but lives in specific defined interstate NSW border areas is eligible for government-subsidised training

under Smart and Skilled (as identified in the list set out in the Smart and Skilled Operating Guidelines); and

(c) is:

- (i) an Australian citizen; or
- (ii) a permanent Australian resident; or
- (iii) a New Zealand citizen; or
- (iv) a humanitarian visa holder or a partner visa holder whose sponsor is a humanitarian visa holder (see Appendix 1: Refugees and asylum seekers for more information); and

(d) is aged 15 years or older; and

(e) is no longer in secondary education - except for registered home school students (See relevant sections below for further information).

A student must declare that the information they provide with regards to eligibility is true, accurate, complete and not misleading. The Provider must sight or maintain acceptable evidence as detailed in *table (a)*

To be eligible for Smart and Skilled, a student must have left school. A student who is still at school and completing an apprenticeship or traineeship outside of their school studies is ineligible for Smart and Skilled.

Home schooled students who are registered by the NSW Education Standards Authority are eligible for Smart and skilled.

The following section outlines the proof of eligibility requirements to access Smart and Skilled. The Smart and Skilled Fee Administration Policy outlines the proof of eligibility requirements for fee-free training or fee concessions.

At enrolment, a student declaration is acceptable where a form of evidence is required to be sighted or collected by the Provider. However, the required evidence outlined in the below table, must be sighted or collected by the Provider prior to submitting Training Activity Data for an enrolled student who has commenced.

Table (a) – POI Requirements

Requirement	Evidence	Evidence Requirements
1. USI	The Provider must ensure validity of the USI. The Department will also check validity with the USI Registry.	Valid USI at enrolment Smart and skilled eligibility
2. Living or working in NSW	Living in NSW: <ul style="list-style-type: none"> any Commonwealth or NSW Government issued document providing evidence of living location, or Working in NSW (if the student does not live in NSW): employer-issued document confirming employment in NSW 	Evidence sighted or collected by Providers
3. Citizenship: Australian citizen, New Zealand citizen and permanent Australian resident	Australian citizen: <ul style="list-style-type: none"> Australian birth certificate; or Australian Passport; or Certificate of Australian Citizenship (Naturalisation Certificate); or Green Medicare Card. New Zealand citizen: <ul style="list-style-type: none"> New Zealand birth certificate; or New Zealand Passport; or Green Medicare Card. Permanent Australian resident: <ul style="list-style-type: none"> a Certificate of Evidence of Resident Status (CERS), which confirms status as an Australian permanent resident; or 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; or Green Medicare Card. 	Evidence sighted or collected by Provider
4. Humanitarian visa holder and Partner visa holder (Refugee or asylum seeker)	<ul style="list-style-type: none"> Relevant visa documentation; or ImmiCard (where appropriate) If the student holds a Bridging Visa, the student must provide a document from the Department of Immigration and Border Protection acknowledging that the bridging visa is linked to an application for a humanitarian visa. For additional information, refer to Appendix 1: Refugees and asylum seekers.	Evidence sighted or collected by Provider
5. Home schooled students	<ul style="list-style-type: none"> Copy of current certificate of home schooling registration, which clearly indicates the period of time for which the student will be home schooled 	Evidence sighted or collected by Provider
6. Date of birth	<ul style="list-style-type: none"> USI data 	USI checks date of birth

7. Registration as NSW apprentice or new entrant trainee	• Training Contract identifier (TCID) number	Department system check against details of approved or registered Training Contract stored in the Department's database
8. Year 10 completion or equivalent (if under 17)	• Evidence that student has met school leaving age requirement	Student declaration/signature at enrolment
9. Postcode for an Aboriginal or Torres Strait Islander Person who lives in specific defined interstate NSW border areas	• Any Commonwealth or NSW Government issued document providing evidence of living location	Student declaration/signature at enrolment

NOTE:

1. All evidence must be able to be verified by the Provider. At the Department's discretion, the Department may request a copy of the evidence or proof that the evidence has been sighted.

2. Where evidence is sighted but not kept, a record that confirms sighting of the evidence and a description of the evidence, must be maintained by the Provider. The record must be dated and

signed by a person authorised by the Provider. The name of the signatory and their position should also be captured.

3. 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:

www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx

Exemptions and Concessions

Fee-free training is also available for disadvantaged students and Aboriginal or Torres Strait Islanders.

If you have disabilities or are a dependant of a person with disabilities, you may qualify for fee exemptions when you enrol in Smart and Skilled training. If you have disabilities or are a dependant of a person with disabilities, you may qualify for fee exemptions when you enrol in Smart and Skilled training.

If you're receiving a Commonwealth Government benefit or are the dependant of a Commonwealth Government benefit recipients, you may be eligible for concession fees when you enrol in Smart and Skilled training.

The student is required to produce evidence of disabilities through:

- You have a disability and you receive the Commonwealth Government Disability Support Pension; or
- You have a disability and can provide a supporting written statement – from a medical practitioner, a Government agency (such as Veteran's Affairs) or specialist allied health professional – of a clear additional need, or

- You are the dependant of a Disability Support Pension recipient.

For more information see our Fees Policy at <https://www.eaglesraps.org/policies-and-forms>.

Once all evidence has been sighted by staff of Eagles RAPS Inc., an enrolment application form and a Consent to Use and Disclosure of Personal Information formed has been completed and signed by the prospective student, and a Unique Student Identifier (USI) has been obtained, the enrolment process can begin.

Special Needs support

The staff at Eagles RAPS Incorporated want all students to succeed and aim to offer any support required for them to do so. For young people with special needs we offer:

- Translation services
- Mentoring
- Expandable computer screens
- Technological aids for disabilities as required.
- Other customised assistance where required

Personal Information Consent

The student must sign a consent of the Prospective Student to the Department's use of Personal Information by:

1. The Prospective Student signing or electronically accepting (including by ticking a check box) a consent form.
2. The Prospective Student verbally providing their consent provided that a consistent 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, Eagles RAPS Inc. must not proceed with the Notification of Enrolment Process to Smart and Skilled.

The student must obtain a USI.

The USI may be used for:

- a. The Notification of Enrolment Process.
- b. Reporting training activity to the Department.

With the consent of the Prospective Student, Eagles RAPS Inc. may:

- a. Assist Prospective Students in applying for a USI
- b. Apply to the Student Identifier Registrar for a student identifier to be assigned to a student.

Further information on how to obtain a USI is included in the Student Handbook.

The Prospective Student must sign or electronically accept a declaration confirming:

1. All information provided by the Prospective Student to Eagles RAPS Inc. in connection with the Notification of Enrolment Process is true, accurate, complete and not misleading in any way.
2. 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.

3. The Prospective Student is aware of any Third Party arrangements (if applicable), and
4. The Prospective Student has been provided with the details of the fee chargeable and the Student Information.

The student's information will be input to Eagles RAPS Inc.'s Student Information System and a training plan will be generated and given to the student before their information is Notified to Smart and Skilled where applicable.

Prospect Students will then be advised of a start date for their training to commence.

Appendix 1: Refugees and asylum seekers

1. Refugees and asylum seekers who hold particular visas are eligible for Smart and Skilled. A student who holds one of the below humanitarian visas are eligible for Smart and Skilled.

Permanent visas

- Emergency rescue visa (Subclass 203)
- Global special humanitarian programme visa (Subclass 202)
- In-country special humanitarian programme visa (Subclass 201)
- Protection visa (Subclass 866)
- Refugee visa (Subclass 200)
- Woman at Risk visa (Subclass 204)

Temporary visas

Bridging Visa A (BVA)

Bridging Visa B (BVB)

Bridging Visa C (BVC)

Bridging Visa D (BVD)

Bridging Visa E (BVE)

Safe Haven Enterprise visa (Subclass 790)

Temporary Humanitarian Concern visa (Subclass 786)

Temporary Humanitarian Stay visa (Subclass 449)

Temporary Protection visa (Subclass 785)

Partner Visa

Partner (Provisional and Migrant) visa (subclass 309 100) – (Refer to point 3 below)

Partner visa (subclass 820 801) – (Refer point 3 below)

2. For a person who holds a Bridging Visa to be eligible under Smart and Skilled, the bridging visa must be attached to an application for a humanitarian visa eligible for Smart and Skilled as listed above. The student must provide a document from the Department of Immigration and Border Protection acknowledging application for a humanitarian visa.

3. A person who holds a Partner (Provisional and Migrant) visa (subclass 309 100) or Partner visa (subclass 820 801) must also provide evidence that their sponsor holds or held one of the humanitarian visas outlined above.

Note: As visa types and categories are subject to change, Providers are encouraged to refer to additional materials produced by the Department on this matter.

Contact

You can contact Eagles RAPS Inc. through:

Phone: 9679 9991

Scott: 0400 844 493 or scott@eaglesraps.org

Sally: 0418 417 124 or sally@eaglesraps.org

Mark: 0499 279 892 or mark@eaglesraps.org

General email: info@eaglesraps.org

Eagles RAPS Inc.'s Privacy Policy can be found at <https://www.eaglesraps.org/policies-and-forms>