

38. Enrolment Procedure

38.1 Enrolment Principles

Training Beyond 2000 delivers nearly all training under a contractual arrangement with the Department of Education (Department) which is subsidised under the Smart and Skilled Program.

Training Beyond 2000 has established enrolment processes to ensure:

- the eligibility of applicants has been confirmed prior to enrolment;
- any individual support needed is identified;
- prior to commencement of training and/or assessment, applicants are informed of:
 - course information details
 - training and assessment requirements
 - their rights and responsibilities
 - Training Beyond 2000's obligations
 - fees and subsidy arrangements
- compliance with the Smart and Skilled Operating Guidelines including the process for the Notification of Enrolment of prospective applicants in all approved qualifications. In particular, Training Beyond 2000 will ensure:
 - the applicant's consent to the Department's use of the applicant's information in the appropriate form, is obtained.
 - the applicant has signed or electronically accepted a declaration confirming all information provided by the applicant in connection with the Notification of Enrolment process is true, accurate, complete and not misleading in any way.
 - the applicant has confirmed they have been provided with the details of the fee chargeable and the Participant Information Handbook.
 - the Provider Calculator is used 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 applicant will be provided with details of the fee chargeable.
 - an electronic copy of the Notification of Enrolment Report is generated and maintained, so that it can be referred to in circumstances where the fee and subsidy is adjusted after the Commitment ID is issued.

Training Beyond 2000 will adopt the same enrolment principles and processes where an applicant is provided with training and/or assessment which is not subsidised under the Smart and Skilled Program, namely on a 'Fee for Service' basis.

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

Training Beyond 2000 will take all steps to:

- commence the enrolled participant in the approved qualification connected to the Commitment ID on the planned start date; and
- submit training activity data for the enrolled participant within 28 days of the actual start date.

38.2 Enrolment Procedures

The procedure for selection and enrolment of applicants has been set out in the Appendix B of this document.

38.3 Selection of Applicants

The eligibility criteria for applicants to receive subsidised training in Smart and Skilled Programs, as set out in Schedule 2 of the current Smart and Skilled Contract between Training Beyond 2000 and the Department, will be adhered to.

Applicants who meet the eligibility requirements as set out in the training package as well as the Smart and Skilled requirements will be accepted for enrolment.

38.4 Participant Support Identified

During the enrolment process, applicants with additional needs and additional support requirements are identified. These applicants will be asked to submit evidence regarding their request for additional support.

In addition, all participants are required to undertake a LLN Assessment Task to identify specific learning needs which might require the participant to receive additional support.

Training Beyond 2000 has a staff LLN Specialist who can assist and advise the Trainer and the participant in how to best meet their learning needs. This can include use of support services, equipment, resources, one on one tutorial support and reasonable adjustment of assessments. The trainer will also prepare an individualised training plan in consultation with the participant and the LLN Specialist.

For further information, please refer to Training Beyond 2000's Participants with Disability Policy and Procedures.

38.5 Fee and Subsidy Arrangements

Nearly all training and assessment conducted by Training Beyond 2000 is funded on a subsidised basis under the Smart and Skilled Program. Each government subsidised qualification has a fixed qualification price, a government subsidy and a participant fee. Smart and Skilled requires a participant to contribute towards the cost of training through the payment of a fee to the training provider. The NSW Skills List identifies which qualifications receive a government subsidy.

Training Beyond 2000 has developed and implemented its policies and processes in relation to course fees in accordance with the contract with the Department and having particular regard to the Fee Administration Policy.

Training Beyond 2000 has arrangements in place with the employer of each participant (being the relevant aged care operator), to collect all fees to be paid by the participant by the time they complete their subsidised training.

Training Beyond 2000 only conducts training for existing workers who have completed 120 hours on the job training. Prior to **each** participant commencing training and/or assessment, a written statement is obtained from the relevant aged care operator confirming that the participant has met the 120 hours work experience requirement.

For further information, please refer to Training Beyond 2000's Financial Management Policy and Procedures.



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Appendix B

Applicant Selection and Enrolment Procedure

1. Consultation with Aged Care Operators - Training Needs Analysis and Expressions of Interest
 - The Director of Training Beyond 2000 consults with aged care operators (clients) regarding their training needs including customisation of the training and elective units to meet requirements.
 - Aged Care clients undertake training needs analysis and provide feedback to Training Beyond 2000.
 - Based on the training needs analysis and funding availability, expressions of interest of potential applicants are called for from the Educators working at each of the aged care operator's facilities.
2. Provision of pre enrolment information to Educators working at each facility, including:
 - Course Overview
 - Enrolment material and instructions including: Applicant Eligibility Criteria Guidelines, Participant Details Form, USI Form (advising the process to apply for a USI and its purpose), Consent to Use of Information Form. In addition a request is made of applicants to provide evidence of prior qualifications or submit a request for RPL (if applicable)
 - Proposed timetable setting out venue, course start and end dates and times (to be agreed with Educator)
 - The facility Educators pass the relevant information on to potential applicants and inform them the aged care operator will pay the Participant Fee on their behalf.
3. Processing of Applicants' enrolment material (including collection, review and data input) and enrolment.
 - All completed enrolment material is submitted to the Director, Training Beyond 2000, reviewed for completeness and assessed for eligibility of Credit Transfer or RPL.
 - Director forwards material to Administration for re-checking and data entry into the VETtrak system.
 - Administration inputs completed applications through the Smart and Skilled calculator to ensure eligibility and calculation of the applicable fee. Enrolment is automatically approved if the eligibility criteria are met. The calculation of the fee chargeable is re-checked to confirm accuracy. [Note: after course commencement the participant's administration fee may need to be recalculated if he/she subsequently applies for Credit Transfer].
 - Administration generate the Applicant's Training Plan and Notification of Enrolment.

- Administration prepares a Participant Pack for each Applicant including:
 - Notification of Enrolment
 - Course Timetable
 - Training Plan
 - Learner Agreement
 - LLN Assessment Task
 - Workbooks/Course Materials Receipt Form
 - Release from Work Form recording approval from aged care provider to attend training and confirming 120 hours completed on the job training
 - Course Evaluation Form
 - Summary of Completion of Units of Competence Form
 - AQTF Learner Questionnaire
 - Mailing Address Confirmation (to confirm the applicant's address)
 - Acknowledgement of being advised of how to access Participant Information Handbook and availability of (Assessment Plans, RPL Packages and Training and Assessment Strategies)

The completeness of the content of the Participant Pack is verified against a Participant Document Checklist by the Course Trainer.

If the application is unsuccessful, the Director will send an email to the Educator of the relevant facility confirming the position and setting out the reason.

4. Participant Orientation

- Trainer is notified by Administration and the Director confirming course details (including timetable and venue), participant details and providing an Enrolment Report and Course Timetable.
- Administration sends email to applicants confirming their enrolment has been approved and attaching the Course Timetable and Course Overview
- Participants attend orientation session conducted by the Course Trainer. All paperwork is completed by the participant and the Trainer.
- The participants are provided all the information contained in the Participant Pack which is referred to in 3 above, including their Course Workbook, Course Text and Final Assessments.

5. Collection of Fees

As noted above, participants are informed by their employer that the Participant Fee will be paid on their behalf. The participant is advised of the Participant Fee payable at the time they are provided with the Notification of Enrolment.

The aged care operator has a list of all participants from their facility who are enrolled in a qualification. The operator is provided with an Attendance Sheet each week to confirm the participants are attending training.

Near the completion of a training qualification, an invoice is issued to each relevant aged care operator for the total amount of Participant Fee payable. The invoice is payable within 14 days. Attached to the invoice is a list of all of the facility's staff participating in the course and the fee payable by each participant.

6. Records Management

- The contents of all Participant Packs are scanned, securely stored and backed up by Administration.
- Participant personal information is collected, used and stored in accordance with Training Beyond 2000's Privacy Policy and Procedures and Records Management Policy and Procedures.

