

SMART AND SKILLED 2017

ENROLMENT READINESS CHECKLIST

For all 2017 enrolments in training subsidised by the NSW Government, TAFE NSW require students to pay an upfront deposit of \$80. This will be the first instalment of your total course student fee. Enrolment cannot be processed without this initial payment. **Please note:** cash payments cannot be accepted.

TAFE NSW Hunter & Central Coast **Fee and Refund Policy** is available on the website at www.hunter.tafensw.edu.au.

Students who are eligible for an exemption from the fee are required to provide evidence of eligibility (see below).

Are you eligible for training under Smart and Skilled? Check your eligibility at smartandskilled.nsw.gov.au/

To confirm your eligibility for training subsidised by the NSW Government, and to assist us in finalising your enrolment, you are required to produce **one of the following documents**. Please bring the original document with you to ensure our staff can complete your enrolment.

Australian or New Zealand Citizens

- A valid USI (see below)
- Medicare card
- Birth Certificate
- Passport

or

Australian Residents

- A valid USI
- Naturalisation Certificate
- Certificate of Registration by Descent,
- Certificate of Evidence of Residential Status (CERS)

or

Humanitarian Visa

- A valid USI
- Humanitarian Visa
- or eligible Bridging Visa

Unique Student Identifier (USI)

You will need to have a Unique Student Identifier (USI) to secure training subsidised by the NSW Government. The USI will give you ongoing access to your records and results, so they are always available if you choose to enrol in further training or need to show a future employer.

My Unique Student Identifier (USI) is _____

OR

I have forgotten my Unique Student Identifier. Go to the USI website www.usi.gov.au/students

OR

To create a Unique Student identifier USI go to the USI website www.usi.gov.au/students.

Customer Service staff can assist you to create a USI.

It is important that you create/update your USI permissions to include the following:

1. **Add TAFE NSW Hunter Institute** to your permissions list for the duration of your course or up to a maximum period of 5 years. Search by TAFE NSW - Hunter Institute Code 90002.
2. **Add NSW - State Training Services** to your permissions list for the duration of your course or up to a maximum period of 5 years. Search by NSW - State Training Services or Code TA0002.

ENROLMENT READINESS CHECKLIST

Documents required to complete your enrolment

If applicable please bring the following documents to finalise your enrolment

- All Transcripts for studies undertaken with a Registered Training Organisation including TAFE NSW
- Apprenticeship evidence _____ / _____
Training Contract ID (TCID) and/or signed copy of Training Plan
- Traineeship evidence Signed copy of Training Plan
- Centrelink Customer Reference Number (CRN) _____
- Proof of Centrelink Family Tax Benefit Part A (Maximum Rate) (present Centrelink confirmation of Maximum Rate at enrolment)
- Evidence of a Disability A student seeking a fee exemption on the basis of disability will need to provide **one** of the following on the day of enrolment:
 - a letter or income statement from Centrelink confirming receipt of Disability Support Pension with CRN, or
 - a current Disability Pensioner Concession card with CRN, or
 - documentary evidence of training support requirements.

This evidence must be a letter or statement from either a medical practitioner, an appropriate government agency or Disability Service provider, or a specialist allied health professional including a rehabilitation counsellor, psychologist, speech pathologist, occupational therapist or Irlen Diagnostic clinic.

The letter could be in the following form: *"This is to confirm that (name) has a disability and the nature is such that due to their disability, support tailored to their individual needs as planned with TAFE NSW Disabilities Services Teacher/Consultants may be required to complete their studies."*

- Jobactive Provider eg. Employment Plus _____ eg. Charlestown _____
Name of Provider Branch/Office Location
- Jobactive Client ID. (JSID) _____

Training for Refugees and Asylum Seekers

Please see the **Fact Sheet** for eligibility and evidence required at enrolment.

Jobs of Tomorrow Scholarships

Please see the **Fact Sheet** for eligibility and evidence required at enrolment.

Fee-Free Scholarships

The NSW Government's Smart and Skilled Fee-Free Scholarships mean that students can get the skills they need to get the job they want and their course fees will be covered. Fee-Free Scholarships are only applicable to enrolments in Certificate I, Certificate II, Certificate III and Certificate IV level qualifications on the NSW Skills List offered by TAFE NSW Hunter & Central Coast.

Eligible students can receive a single Fee-Free Scholarship in a financial year, and two Fee-Free Scholarships across 4 financial years. The 2017 Fee-Free Scholarships are:

Fee-Free Scholarship	Evidence required for proof of eligibility for Fee-Free Scholarship
Young people who are eligible for a concession fee	Please see the Fact Sheet for the eligibility. A valid Centrelink Reference Number (CRN) to confirm eligibility for concession fee is required at enrolment.
NSW Social Housing Residents	Please see the Fact Sheet for the eligibility. The student declaration at enrolment will ask student to confirm that the information provided re their social housing status is true and correct.
Out-of-Home Care	Please see the Fact Sheet for the eligibility and evidence required at enrolment.
People who are experiencing or have experienced domestic and family violence	Please see the Fact Sheet for eligibility and evidence required at enrolment.
For Home Schooled Students	Current certificate of home schooling registration. Please see the Fact Sheet for additional evidence required at enrolment and eligibility for the Fee-Free Scholarship