

# Enrolment Process



## NSW Smart & Skilled funded courses

Before committing to training with us, we expect potential students to tell us if they have any special needs or anything else that may affect the delivery of our training services. We will tell potential students about any subcontracting arrangements, fees and other information necessary for your course. Our *Student Handbook* is available from numerous locations on our website. For additional information about NSW Smart and Skilled go to: [smartandskilled.nsw.gov.au](http://smartandskilled.nsw.gov.au) or phone 1300 772 104.

### Traineeships

1. Employer agrees to support training
2. Apprenticeship Support Network agency (ASN) check eligibility
3. Apprenticeship Support Network agency (ASN) signup approved and contracts signed
4. Enrolment with Learning Sphere—requires confirmation of identity (e.g. government photo ID or similar).

Concession fees will also require confirmation of eligibility (e.g. Centrelink proof of benefit).

- a. Enrolment form completed (includes Recognition of Prior Learning (RPL) offer)
  - b. Smart and Skilled Consent form completed
  - c. A Unique Student Identifier (USI) is supplied (Learning Sphere needs to verify). If necessary, we can assist potential students to obtain a USI. For more information see [www.usi.gov.au](http://www.usi.gov.au)
  - d. Learning Sphere completes and issues a *Notification of Enrolment* process on the NSW Government State Training Services website (STS Online) and obtains a Commitment ID and confirmation of the enrolment fee. A copy of the *Student Handbook* is included when sending the *Notification*.
  - e. Enrolment fee payable. See our *Student Handbook* for details on fee administration.
5. Student work experience profiling and Language, Literacy and Numeracy assessment (if necessary and not previously completed)
  6. Training commences

### Other courses

1. JobActive provider or employer agree to support training
2. Learning Sphere checks eligibility
3. Enrolment with Learning Sphere—requires confirmation of identity (e.g. government photo ID or similar).

Concession fees will also require confirmation of eligibility (e.g. Centrelink proof of benefit).

- a. Enrolment form completed (includes Recognition of Prior Learning (RPL) offer)
  - b. Smart and Skilled Consent form completed.
  - c. A Unique Student Identifier (USI) is supplied (Learning Sphere needs to verify). If necessary, we can assist potential students to obtain a USI. For more information see [www.usi.gov.au](http://www.usi.gov.au)
  - d. Learning Sphere completes and issues a *Notification of Enrolment* process on the NSW Government State Training Services website (STS Online) and obtains a Commitment ID and confirmation of the enrolment fee. A copy of the *Student Handbook* is included when sending the *Notification*.
  - e. Enrolment fee payable. See our *Student Handbook* for details on fee administration.
4. Student work experience profiling and Language, Literacy and Numeracy assessment (if necessary and not previously completed)
  5. Training commences