

NSW Smart and Skilled Enrolment Process

Safety Corp is pleased to offer a wide range of nationally recognised qualifications to eligible students with funds made available by the New South Wales Government's Smart and Skilled initiative. Throughout the enrolment process Safety Corp provides you with different ways to access the relevant information required to make an informed decision about your course and to fully understand your rights and responsibilities. Information is accessible via a variety of different ways including - but not limited to - Safety Corp website, course brochure, student handbook, student interviews and by speaking to Safety Corp staff throughout the application and enrolment process.

Course information is provided/discussed throughout the enrolment process and includes;

- Course details; code, title and dates
- Estimated duration and study requirements
- Delivery location(s)
- Mode(s) of delivery
- Pre-requisite and/or eligibility requirements
- Work placement requirements and arrangements
- Recognition of prior learning (RPL) and credit transfer (CT) opportunities
- Your rights and responsibilities
- USI requirements
- Required materials or equipment
- Available support services and reasonable adjustments
- Fee information
- Name and contact details of any third party – if applicable
- Physical or cultural requirements of the course.

1. Individual Students

1.1. Expression of Interest

Whether you enquire by phone, online or in person, you will be provided with possible training solutions to meet your individual needs and requirements.

A pre-enrolment questionnaire / interviews are conducted by an authorised Safety Corp representative and are designed to identify special needs, LLN level for the required level of study, Smart and Skilled eligibility and other issues that may affect or need to be addressed during the program of study.

In the case where special needs and additional support requirements are identified, we will discuss with you how to best meet your needs. Safety Corp support services will also be discussed, including what services are available internally or externally and any reasonable

adjustments that can be made to the assessments to support your learning so that you are able to make an informed decision.

When you have made the decision of enrolling in a course with Safety Corp, you will be sent an enrolment email outlining course details and the online enrolment process.

To check your eligibility for NSW Government subsidised programs, or to find out more about Smart and Skilled visit: www.smartandskilled.nsw.gov.au

For all student information and more regarding Safety Corp visit: <https://www.safetycorp.com.au/>

1.2. Enrolment Process

You are required to enrol through the Safety Corp online enrolment process, which consists of 2 steps. Details on this process are provided in the enrolment email. Please follow the steps outlined to obtain / retrieve your USI, then enrol into the course.

The student's USI is captured during step 1 of the enrolment process and is then verified in our student management data base.

Step 2 consists of 2 sections to complete as part of the online enrolment process;

1. Safety Corp Online Enrolment - where you provide your personal details e.g. name, DOB, residential address, and
2. Smart and Skilled Enrolment Survey - which is information required to confirm your eligibility for **NSW Smart and Skilled** subsidy, concession, exemption or any applicable student fees.

You will receive an email confirming your enrolment and providing your login details to our student portal after you complete the first section. At this point please do not close your browser and click on "Finalise your enrolment" to complete the second section.

1.3. Fee Calculation

Based on the details provided, Safety Corp submits your application to the NSW Government to receive subsidised training. A quote/enrolment confirmation is generated from Smart and Skilled confirming your details and outlining the applicable student fees.

Safety Corp provides you with this quote outlining detailed course fees for approval, which can be finalised either in writing or verbally. Please talk to our Safety Corp representative for your payment plan options.

Please note that where you are eligible for fee concession or exemption, or where RPL or CT applies, you are required to provide evidence supporting your claim before you can commence your training with Safety Corp. For more information on RPL/CT, please refer to our Student Guide. For questions regarding evidence requirements please contact Safety Corp.

1.4. Confirmation

Once training is confirmed, you will be issued a tax invoice for any applicable student fees.

Fees can be paid in full prior to the commencement of training in the case where the total amount invoiced does **not** exceed \$1,500.00. If the total fees exceed \$1,500.00, a deposit is required prior to course commencement to secure your spot, and the remainder of fees are paid according to the agreed payment plan and prior to issuing a certificate. Payment methods are outlined in the tax invoice and include direct debit and credit card options.

Once payment is received, you will be provided a copy of your enrolment notification prior to course commencement. You will also be provided with a training plan for your reference.

Cancellation Policy is as outlined in our Fees Refunds Cancellation Policy on our website.

2. Employers

2.1. Expression of Interest

Whether you are a returning customer or a new one, Safety Corp offers a wide range of courses and can tailor a qualification according to your required workplace outcomes. Please speak to our consultants about what courses best suits your needs.

A setup meeting is organised to discuss the targeted outcome and the opportunity to customise the training to address your specific workplace needs, course details, number of students and their backgrounds, LLN requirements, additional learning needs and our support services provided, course fees and any other requirements.

2.2. Confirmation

To confirm your booking, you will be issued a Training Order Form (TOF) outlining course details, number of students, fees and information to be provided and/or confirmed. The TOF requires your physical signature. Please note that your booking is not confirmed until we receive your signed TOF.

Once training is confirmed, a tax invoice is issued where fees are applicable. Payment can be made at any stage prior to issuing certificates.

Prior to course commencement, you will be provided with a training plan that must be forwarded to all participants which provides all required pre-course information.

2.3. Enrolment process

Following training confirmation, you will be sent an enrolment email outlining the online enrolment process. It is your responsibility to forward this email to all participants and ensure enrolments are completed prior to course commencement.

Please refer to section 1.2 of this document for details about the individual enrolment process.

2.4. Fee calculation

Total course fees are calculated based on the standard student fees and the number of NSW Smart and Skilled students. This is negotiated during the setup meeting and might be adjusted where participants are eligible for concession, exemption, RPL or CT.

Please note that where students are eligible for fee concession or exemption, or where RPL or CT applies, you are required to provide evidence supporting these claims before course commencement.

By Safety Corp Pty Ltd, Registered Training Organisation (RTO) 91694