Personnel Training is required to assess a learner's eligibility for the Smart and Skilled program through an informative discussion with the learner and collect the necessary supporting evidence. This form must be completed by the Authorised RTO Delegate in conjunction with the learner.

Important note: Whilst a quote is provided to the learner on completion of this form this quote must be confirmed through the Smart and Skilled Provider Calculator and all evidence must be sighted as listed on this form.

The Notification of Enrolment cannot be processed until the consent and learner and RTO declarations are complete and signed by all relevant parties.

Program details											
Program		□ S&S Entitlement Full Qualifications (Cert III) □ Targeted Priorities Full Qualifications (Cert IV □ S&S Entitlement A&T Qualification □ Targeted Priorities Prevocational and Part Qu							•		
Training Package				AQF Le	evel						
Qualification		Code			Title						
Location/Regi	on	☐ Muri	ray	Riverina] Other	r (please s	specify):			
Yes – conti	Does Personnel Training have a subsidised place for this qualification in this location (refer to the Operations Manager)? Yes – continue to question section 'Learner details' No – record the enquiry, offer FFS, or assist with alternative option/s if possible									ger)?	
First name				Other name				Surname			
Date of birth				Gender	☐ Female ☐ Male ☐ Not specified ☐ Indeterminate/Intersex/Unspecified						
USI (Unique S	tudent lo	dentifier)									
Residential Ad	ddress										
Suburb				State				Postcode			

Proof of Identity/ Learner Eligibility				Evidence Requirements				
1.	What is your age brace ☐ Under 15 years – r ☐ 15 years or over			Evidence has been sighted in the form of a Commonwealth or NSW Government issued document which verifies the learners full name and date of birth. Evidence type				
3.	I live in NSW Yes – eligibility applies No or I work in NSW Yes – eligibility applies No If you answered NO to living and working in NSW, move to question 3				Evidence has been sighted and collected in the form of any Commonwealth or NSW Government issued document providing evidence of living location. Evidence type			
	Jervis Bay Territory	Goondiwindi 4390	Victoria		Echuca 3564	Ulupna 3641		
	Wreck Bay 2540	Hebel 4486	Nangiloc	3494	Koondrook 3580	Cobram 3644		
	Queensland	Bollon 4488	Red Cliffs	s 3496	Shepparton 3630	Chiltern 3683		
	Elanora 4221	Bungunya 4494	Irymple 3	498	Yalca 3637	Rutherglen 3685		
	Currumbin 4223	Talwood 4496	Mildura 3	500	Kotupna 3638	Barnawartha 3688		
	Coolangatta 4225	Thallon 4497	Hattah 35	501	Barmah 3639	Wodonga 3690		
	Tallebudgera 4228	Kioma 4498	Cabarita	3505	Katunga 3640	Bonegilla 3691		
	Texas 4385					Bandiana 3694		
T	able 1: Defined instate NS	SW border areas						

4.	Social housing Is the student living in NSV their household on the NS			Learner declaration on enrolment form.				
	Yes – Specify social ho	ousing type		For the purpose of Smart and Skilled, social housing is defined as:				
	□ No			G	ublic housing owned and covernment or managed b rovider			
				Co	ommunity housing owned ousing providers	and/or managed by community		
				Α	Aboriginal housing owned boriginal Housing Office (ommunity Housing Provide	(AHO) and Aboriginal		
					lients receiving crisis acc			
					lients receiving private re	ntal assistance funded by rvices (for example: private		
						I loans, tenancy guarantees)		
	iligibility Waivers/NSW Fee	Free/ Fee Free Sc	holarships		Evidence R	Requirements		
	Choose which one o							
5.	Are you a Humanitarian asylum seeker)? (Up to 0		ee or					
	Yes and I hold one of	•	ified in Table	Evidence has been sighted and collected in the form of a Visa				
	2 . (If Yes, move to Q11)			listed in table 2				
	Permanent visas							
	Permanent v				Temporary visa	1		
	Permanent v Emergency rescue visa (Subclass 203)	isas Protection visa (Subclass 866)	☐ Bridging A (BVA)	g Visa	Temporary visa Bridging Visa D (BVD)	Temporary Humanitarian Concern visa (Subclass786)		
-	☐ Emergency rescue	Protection visa (Subclass			☐ Bridging Visa D	☐ Temporary Humanitarian Concern visa		
-	Emergency rescue visa (Subclass 203) Global special humanitarian programme	Protection visa (Subclass 866) Refugee visa (Subclass	A (BVA)	g Visa	☐ Bridging Visa D (BVD) ☐ Bridging Visa E	☐ Temporary Humanitarian Concern visa (Subclass786) ☐ Temporary Humanitarian Stay visa		
-	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). priate). If the learne	A (BVA) Bridging B (BVB) Bridging C (BVC)	g Visa g Visa ging Vis	Bridging Visa D (BVD) Bridging Visa E (BVE) Safe Haven Enterprise visa (Subclass 790) a, the student must provide	Temporary Humanitarian Concern visa (Subclass786) Temporary Humanitarian Stay visa (Subclass 449) Temporary Humanitarian Stay visa (Subclass 785) de a document from the		
	☐ Emergency rescue visa (Subclass 203) ☐ Global special humanitarian programme visa (Subclass 202) ☐ In-country special humanitarian programme visa (Subclass 201) ☐ ImmiCard (where appro Department of Immigration shumanitarian via Table 2: Visa types eligible fee	Protection visa (Subclass 866) Refugee visa (Subclass 200) Woman at Risk visa (Subclass 204). priate). If the learne and Border Protection	A (BVA) Bridging B (BVB) Bridging C (BVC) r holds a Bridgon acknowledge	g Visa g Visa ging Vis	Bridging Visa D (BVD) Bridging Visa E (BVE) Safe Haven Enterprise visa (Subclass 790) a, the student must provide	Temporary Humanitarian Concern visa (Subclass786) Temporary Humanitarian Stay visa (Subclass 449) Temporary Humanitarian Stay visa (Subclass 785) de a document from the		
6.	☐ Emergency rescue visa (Subclass 203) ☐ Global special humanitarian programme visa (Subclass 202) ☐ In-country special humanitarian programme visa (Subclass 201) ☐ ImmiCard (where appro Department of Immigration humanitarian via Table 2: Visa types eligible for Are you a partner of a Hi	Protection visa (Subclass 866) Refugee visa (Subclass 200) Woman at Risk visa (Subclass 204). priate). If the learne and Border Protection or Smart and Skilled umanitarian visa he	A (BVA) Bridging B (BVB) Bridging C (BVC) r holds a Bridgon acknowledge	y Visa y Visa ging Visa ging tha	Bridging Visa D (BVD) Bridging Visa E (BVE) Safe Haven Enterprise visa (Subclass 790) a, the student must provid t the bridging via is linked	Temporary Humanitarian Concern visa (Subclass786) Temporary Humanitarian Stay visa (Subclass 449) Temporary Humanitarian Stay visa (Subclass 785) de a document from the		
6.	☐ Emergency rescue visa (Subclass 203) ☐ Global special humanitarian programme visa (Subclass 202) ☐ In-country special humanitarian programme visa (Subclass 201) ☐ ImmiCard (where appro Department of Immigration humanitarian via Table 2: Visa types eligible for Are you a partner of a Hu (Refugee or Asylum seel ☐ Yes and I hold one of	Protection visa (Subclass 866) Refugee visa (Subclass 200) Woman at Risk visa (Subclass 204). Priate). If the learne and Border Protection Smart and Skilled umanitarian visa heker)? (30/6/25) the visa types speci	A (BVA) Bridging B (BVB) Bridging C (BVC) Fr holds a Bridging on acknowledged older	y Visa y Visa ging Visa ging tha	Bridging Visa D (BVD) Bridging Visa E (BVE) Safe Haven Enterprise visa (Subclass 790) a, the student must provide the bridging via is linked	Temporary Humanitarian Concern visa (Subclass786) Temporary Humanitarian Stay visa (Subclass 449) Temporary Humanitarian Stay visa (Subclass 785) de a document from the		
6.	☐ Emergency rescue visa (Subclass 203) ☐ Global special humanitarian programme visa (Subclass 202) ☐ In-country special humanitarian programme visa (Subclass 201) ☐ ImmiCard (where appro Department of Immigration humanitarian via Table 2: Visa types eligible for Are you a partner of a Humanitarian via Table 2: Visa types eligible for Are you a partner of a Humanitarian via Yes and I hold one of 3 & my partner holds one	Protection visa (Subclass 866) Refugee visa (Subclass 200) Woman at Risk visa (Subclass 204). Priate). If the learne and Border Protection Smart and Skilled umanitarian visa heker)? (30/6/25) the visa types speci	A (BVA) Bridging B (BVB) Bridging C (BVC) Fr holds a Bridging on acknowledged older	y Visa y Visa ging Visa ging tha	Bridging Visa D (BVD) Bridging Visa E (BVE) Safe Haven Enterprise visa (Subclass 790) a, the student must provid t the bridging via is linked	Temporary Humanitarian Concern visa (Subclass786) Temporary Humanitarian Stay visa (Subclass 449) Temporary Humanitarian Stay visa (Subclass 785) de a document from the		
6.	☐ Emergency rescue visa (Subclass 203) ☐ Global special humanitarian programme visa (Subclass 202) ☐ In-country special humanitarian programme visa (Subclass 201) ☐ ImmiCard (where appro Department of Immigration humanitarian via Table 2: Visa types eligible for Are you a partner of a Hu (Refugee or Asylum seel ☐ Yes and I hold one of	Protection visa (Subclass 866) Refugee visa (Subclass 200) Woman at Risk visa (Subclass 204). Priate). If the learne and Border Protection Smart and Skilled umanitarian visa heker)? (30/6/25) the visa types speci	A (BVA) Bridging B (BVB) Bridging C (BVC) Fr holds a Bridging on acknowledged older	y Visa y Visa ging Visa ging tha	Bridging Visa D (BVD) Bridging Visa E (BVE) Safe Haven Enterprise visa (Subclass 790) a, the student must provid t the bridging via is linked	Temporary Humanitarian Concern visa (Subclass786) Temporary Humanitarian Stay visa (Subclass 449) Temporary Humanitarian Stay visa (Subclass 785) de a document from the		
6.	☐ Emergency rescue visa (Subclass 203) ☐ Global special humanitarian programme visa (Subclass 202) ☐ In-country special humanitarian programme visa (Subclass 201) ☐ ImmiCard (where appro Department of Immigration humanitarian via Table 2: Visa types eligible for Are you a partner of a Hi (Refugee or Asylum seel) ☐ Yes and I hold one of 3 & my partner holds one of (If Yes, move to Q11) ☐ No	Protection visa (Subclass 866) Refugee visa (Subclass 200) Woman at Risk visa (Subclass 204). Priate). If the learne and Border Protection Smart and Skilled umanitarian visa hisker)? (30/6/25) the visa types on the visa types on	A (BVA) Bridging B (BVB) Bridging C (BVC) Fr holds a Bridgon acknowledge older Fried in table table 2.	y Visa y Visa ging Visa ging tha	Bridging Visa D (BVD) Bridging Visa E (BVE) Safe Haven Enterprise visa (Subclass 790) a, the student must provid t the bridging via is linked	Temporary Humanitarian Concern visa (Subclass786) Temporary Humanitarian Stay visa (Subclass 449) Temporary Humanitarian Stay visa (Subclass 785) de a document from the		
Па	☐ Emergency rescue visa (Subclass 203) ☐ Global special humanitarian programme visa (Subclass 202) ☐ In-country special humanitarian programme visa (Subclass 201) ☐ ImmiCard (where appro Department of Immigration humanitarian via Table 2: Visa types eligible for Are you a partner of a Hu (Refugee or Asylum seel ☐ Yes and I hold one of 3 & my partner holds one of (If Yes, move to Q11)	Protection visa (Subclass 866) Refugee visa (Subclass 200) Woman at Risk visa (Subclass 204). Priate). If the learne and Border Protection Smart and Skilled umanitarian visa heker)? (30/6/25) the visa types speci	A (BVA) Bridging B (BVB) Bridging C (BVC) Fr holds a Bridgon acknowledge older Fried in table table 2.	y Visa y Visa ging Visa ging tha	Bridging Visa D (BVD) Bridging Visa E (BVE) Safe Haven Enterprise visa (Subclass 790) a, the student must provid t the bridging via is linked	Temporary Humanitarian Concern visa (Subclass786) Temporary Humanitarian Stay visa (Subclass 449) Temporary Humanitarian Stay visa (Subclass 785) de a document from the		

Eligi	ibility Waivers/NSW Fee Free/ Fee Free Scholarships Choose which one of the following applies	Evidence Requirements
	Fee Free Traineeship incentive (30/6/25) Yes. (If Yes, move to Q11) No	☐ Trainee – Evidence is trainee contract
People and fa Smart Have y	Fee Free Scholarship: Other circumstances/ Domestic and Family Violence eligibility (30/6/25) e who have experienced or are experiencing domestic amily violence or their dependants may be eligible for a transport and Skilled Fee Free Scholarship. you or your dependants experienced or are experiencing stic family violence? Yes.(If Yes, move to Q11) No	 Evidence has been sighted in the form of a letter of recommendation from a domestic and family violence service, refuge or other support agency such as, but not limited to: Legal Aid NSW through their Women's Domestic Violence Court Advocacy Services Organisations who provide Integrated Domestic Family Violence Services Organisations who provide Staying Home, Leaving Violence services.
F re p u	Fee Free Scholarship: Out-of-Home-Care (30/6/25) Do you currently, or have you lived in an Out-of-Home-Care? For the purpose of Smart and Skilled, out-of-home-care refers to children or young people who are cared for by a person other than their parent, in a place that is not their usual home. Yes. (If Yes, move to Q11) No	For students currently in out-of-home care evidence which may be requested includes: — the Children's Court Care Order, or — the 'Confirmation of Placement' letter, or — a letter from Family and Community Services or the Out-of-Home Care Designated Agency verifying that the student is in statutory or supported care, or any other evidence which clearly shows that the student is in out-of-home care. For students previously in out-of-home care: — the expired Children's Court Care Order, or — the 'leaving care' letter, or — A letter from Family and Community Services verifying the student was previously in statutory or supported care, or Any other evidence which clearly shows that the student was previously in out-of-home care.
(3	Fee Free scholarship – Home schooled student 30/6/25) Yes. (If Yes, move to Q11) No	Evidence has been sighted and copy made of current certificate of home schooling registration, which clearly indicates the period of time for which the learner will be home schooled.

Auth: General Manager

Form No: LF06.4 Page 4 of 9

Proof of Identity/ Learner Eligibility	Evidence Requirements
Move question 12 if you are 17 years old or over.	Evidence has been sighted in the form of a school issued document confirming withdrawal from secondary education.
11. Are you still at school? No. Please provide evidence. Yes - not eligible	Evidence has been sighted and copy made of current certificate of home schooling registration, which clearly indicates the period of time for which the learner will be home schooled. Year 10 or equivalent competition.
12. Residency status: Australia Citizen or Australian Permanent Resident Humanitarian Visa New Zealand Citizen None of the above	Evidence has been sighted in the form of one of the following original, or certified documents: Australian Birth Certificate or New Zealand Birth Certificate, or Australian Passport or New Zealand Passport, or Green Medicare card, or Naturalisation Certificate (Certificate of Australian Citizen), or Permanent Australian Resident; a Certificate of Evidence of Resident Status (CERS), which confirms status as an Australian permanent resident and 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 and Green Medicare card
(Trainees do not need to answer this question) No – First Qualification Fee may apply Yes (but are not applicable as they were Certificate I qualifications, foundation skills qualifications or the learner is between 15-17 years old) – First Qualification Fee may apply Yes – Second or Further Qualification Fee may apply If yes, what was the qualification level? Certificate II Certificate IV or above	The Department checks against Smart and Skilled records in the Department's database and checks against USI transcript.
14. Are you registered or intending to be registered in an apprenticeship or traineeship for this qualification in NSW? (Existing Worker Trainees are not eligible) New Entrant Trainee – eligibility may apply Apprenticeship – eligibility may apply No	Evidence has been verified in the form of a: Training Contract Identifier (TCID) number Training Contract Identifier (TCID) number
Fee Exemption	Evidence Requirements
15. Fee Exemption: Are you an Aboriginal or Torres Strait Islander?☐ Yes – Fee Exemption applies ☐ No	Student declaration on enrolment form.
Prior Learning	
16. Has the student undertaken any other Smart and Skilled qualification this calendar year?☐ Yes ☐ No	

Disability status	Evidence Requirements
17. Fee exemption: disability	Evidence has been sighted in the form of:
Do you have a disability(ies)?	a letter from Centrelink confirming receipt of the Disability Support Pension that shows the CRN; or
☐ Yes – fee exemption may apply ☐ No	current Disability Pensioner Concession Card that shows the CRN; or
	□ current Centrelink income statement for the Disability Support Pension, which clearly shows that income is for the disability pension and also shows the CRN; or □ a completed NSW School leaver individual Transition plan
	that clearly identifies the student's disability;, or any other evidence that clearly shows the CRN and confirms receipt of the Disability Support Pension; or
	documentary evidence of support demonstrating a clear additional need as a result of the student's disability. This evidence must be a letter or statement from:
	 a medical practitioner; or an appropriate government agency such as Veteran's Affairs or a TAFE NSW teacher consultant (for a student with a disability), a school counsellor or special education coordinator, Centrelink, a Disability Service Provider, or a Job Capacity Assessor; or a specialist allied health professional (including a rehabilitation counsellor, psychologist, speech pathologist, or occupational therapist)
18. Fee exemption: disability	Evidence has been sighted in the form of documentary
Are you a dependent child or spouse of a person in receipt of a disability support pension? Yes – fee exemption may apply No	evidence where Centrelink recognises the individual as a dependant and clearly shows the CRN of the Disability Pension Recipient.
	Evidence type
Concession	Evidence Requirements
19. Concession: Commonwealth Government Welfare Recipient Are you a recipient of a Commonwealth Government benefit or allowance listed in Table 4?	Welfare recipient: Evidence has been sighted and retained in the form of an original or certified copy of the Commonwealth Government benefit or allowance listed in Table 4.
 ☐ Yes – concession fee may apply ☐ No Are you a dependent child or spouse of a welfare recipient in receipt of a Commonwealth Government benefit or allowance listed in Table 4? ☐ Yes – concession fee may apply ☐ No 	Dependent child or spouse of a welfare recipient: Evidence has been sighted in the form of an original or certified copy of the Commonwealth Government benefit or allowance listed in Table 4. Evidence type
Table 4: Commonwealth Government benefits and allowances	
☐ Age Pension ☐ Austudy ☐ Carer Payment (see comment below) ☐ Exceptional Circumstances Relief Payment ☐ Family Tax Benefit Part A (maximum rate) ☐ Farm Household Allowance ☐ JobSeeker Payment ☐ Parenting Payment (Single)	□ Sickness Allowance □ Special Benefit □ Veterans' Affairs Pensions □ Veterans' Children Education Scheme □ Widow Allowance □ Widow B Pension □ Wife pension □ Youth Allowance

Form No: LF06.4 Page 6 of 9

	Needs loading	Evidence Requirements
20.	Are you an Employment Service Provider client? No. Go to 22 Yes	Employment Service Provider Client ID: Name of Employment services provider:
21.	Have you been referred to this training by an Employment Service Provider client? No. Yes	Employment Service Provider referral ID
22.	Long term unemployed - Do you have evidence of long term unemployed status? No. Yes	Student must have proof from the Commonwealth that they have been unemployed for 52 or more consecutive weeks at the time of enrolment

Proposed Quotation: Subject to confirmation of evidence									
Planned start date									
Planned end date									
Delivery mode	☐ Classroom ☐ Work based ☐ Online/correspondence ☐ Mixed m								
Region where training located	Postcode	Suburb		Region					
Do you have any Credit T	ransfers? If yes, evidence r	nust be prov	vided before the enrol	ment fee can	be quoted.	☐ Yes	☐ No		
Is recognition of prior lear	ning applicable?						☐ No		
Fee Quotation	First Qua	First Qualification Fee \$							
Based on the information learner's eligible for the fo	Second	or Further Qualificatio	\$						
Refer to 2025 NSW Fees	Apprenti	Apprenticeship or Traineeship Fee			\$				
Note: Credit Transfers ma	Concess	Concession Fee			\$				
		Exempti	Exemption Fee						
		Fee-Free	Fee-Free Scholarship						

Form No: LF06.4 Page 7 of 9

Privacy Statement & Student Declaration

Under the Data Provision Requirements 2012, Personnel Training is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Personnel Training for statistical, regulatory and research purposes. Personnel Training may disclose your personal information for these purposes to third parties, including:

- School if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER:
- Organisations conducting student surveys; and
- · Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Form No: LF06.4 Page 8 of 9

Consent to use and Agencies	disclosure	of persona	I information to the	NSW Depa	rtmen	t of Industry and o	ther Gover	nment
I,								
(First, middle	e, and last Na	ame)						
of								
(Current resi	dential addre	ess)						
with date of birth								
understand and agre such as my name, personal information Personnel Training n	Unique Stud	ent Identifie my ethni	er, date of birth, col icity or health in	ntact details formation)	, traini (togeth	ng outcomes and ner Personal Inf	performance	e, or sensitive
The Department may and Territories outsice			nformation to other A	ustralian gov	vernme	ent agencies, includi	ing those loo	cated in States
functions, including t	The above government agencies may use my Personal Information for any purpose relating to the exercise of their government functions, including but not limited to the evaluation and assessment of my training, the determination of my eligibility to receive subsidised training or for any Fee Exemptions or Concessions. My Personal Information may also be disclosed to other third parties							
I consent to the colle			•					
I also acknowledge ceased subsidised tr								
I declare that the info	ormation I hav	ve provided	to the best of my kno	owledge is tr	ue and	d correct.		
I consent to the colle	ction, use an	d disclosure	e of my personal info	rmation in a	ccorda	nce with the Privacy	Notice abo	ve.
Print full name			Signature [or electronic acknow	vledgement]			Date	
Note: If under 18 year	ars of age at t	he time of g	iving consent, then	the consent	of their	guardian is require	d.	
Print full name of g	uardian							
Signature of guardi [or electronic acknowle								
Date								
RTO Authorised De	legate Decla	aration						
Based on discussion that the above individualification they wis	dual satisfies							
I confirm that the lear and that the learner i of any government s	is aware of th	e conseque	ences arising from a	false, mislea				
Delegate name								
Signature				D	ate			