Pacific College of Technology Since 2002 CRICOS: 02668F	Pacific College of Technology	Authorized by	Principal
		Effective Date	12 January 2026
	Enrolment Procedure- Smart & Skilled programs		

1. Purpose:

This procedure outlines the roles and responsibilities for enrolling and inducting students under the Smart and Skilled programme. Any matters not listed on this document will be governed by Smart and Skilled Contract Operating Guidelines available from https://www.nsw.gov.au/education-and-training/resources/smart-and-skilled-operating-guidelines

A copy of these policies is also available on the College web-site: www.pct.edu.au

2. Scope:

This procedure applies to the enrolment and induction applications for students enrolling in qualifications and/or nationally accredited courses under NSW Smart and Skilled contract.

3. Reference:

i. Standards for Registered Training Organisations (RTOs) 2025
ii. SMART and SKILLED Guidelines Determination about Eligibility of Student and Supporting Evidence
iii. Feedback, Appeals and Complaints procedure
iv. Student Enrolment and Induction policy
v. Student Withdrawal and Refund Policy
vi. Unique Student Identifier

4. Procedure:

No.	Procedures	Responsibility
1.	**Pre-enrolment information**	
1.1	Ensure information relating to qualification being delivered is accurate and available to students from the PCT website.	Admin team
1.3	Provide all relevant information to the student prior to their course commencing through information and/or induction sessions, marketing materials, etc. This information must include: • the qualification title and code as well as the units' code/s being delivered • the currency status of qualification/units to be delivered • course start and end dates including days when delivery will not be held	Admin team

	• the modes of delivery location/s of delivery of training • practical placements, if relevant, and details of any work placement arrangements • fees and charges including payment options. Fees are published on the website including tuition, amenities and materials fees • name and contact details of any third party providing training and/or assessment, and any related support services provided to the student on behalf of the college. • all PCT regulatory and other responsibilities to the student to ensure the successful completion of the course including the Feedback, Appeals and Complaints procedure • Requirements of Unique Student Identifier Number (USI) in enrolment process; e.g. Proof of ID	
2.	**Pre-enrolment Review**	
2.1.1	All components for pre-training review must pre-date each student's enrolment.	Admin team
2.1.2	Credit Transfer and Recognition of Prior Learning (RPL) must be presented to the potential student during the pre-training review.	Admin team
	LLN	
2.2.1	Complete online LLN testing.	Admin team
2.2.2	Collate and review scores to ascertain that the student is in the right course for their LLN abilities.	Admin team
	Unique student Identifier (USI)	Admin team
2.3.1	Refer to the Unique Student Identifier – Student Information	Admin team
2.3.2	Undertake USI online application on behalf of the student only upon completion by the student of the College USI Privacy Notice.	Admin team
3.	**Eligibility confirmation**	
3.1	Conduct the SMART & SKILLED eligibility assessment with the student as per the procedure Determining Eligibility for funding.	Admin team
4.	**Enrolment formalisation**	
4.1	Ensure the College Enrolment Form is completed for each student for each course of study they are participating in.	Admin team
4.2	Ensure all questions requiring an answer on the college Enrolment Form are completed	Admin team
4.3	Email Welcome to PCT letter once their enrolment has been confirmed.	Admin team
4.4	Ensure the Course Delivery Plan is prepared by the trainer	Trainer

4.5	Ensure Training Plan is prepared by trainer and signed by student is retained in student file.	Trainer
5.	**Student Withdrawal**	
5. 1	Any withdrawal request must be made in writing, Refer to the students withdrawal from training and refund procedure)	Admin team

Forms/Records

PCT Enrolment Form
PCT Student Induction form
PCT Student consent form
PCT Student AVETMISS Information form
PCT student Contact Details Update form
PCT Student Handbook
Student Fee Payment Plan form
Training Delivery Plan
PCT USI Privacy Notice
PCT Welcome Letter