

Smart and Skilled Notification of Enrolment Process

Australian Forklift Training will follow the following procedures when enrolling students in Smart and Skilled training courses:

- 1. Check eligibility:** We will check your eligibility for the program. A general guide of eligibility is included in the table below. All students must meet Criteria 1. However further conditions apply for unemployed, disabled or Aboriginal people. If you are not sure of your eligibility please discuss it with us.

You will be asked to provide proof of eligibility and will be informed of what type of evidence is acceptable. Your provider will take you through a *Proof of Eligibility Checklist* on enrolment. You will be required to provide some documents and sign statements.

For a student to be eligible for a Smart and Skilled funded place they must meet the following eligibility requirements:	
Type of training	Eligibility Criteria
For all Smart and Skilled Courses	<ul style="list-style-type: none"> • Australian citizen, permanent resident, humanitarian visa holder, or New Zealand citizen and • Aged 15 years or older, and • Left school, and • Live or work in New South Wales (or a defined NSW border) • Any student registered as a NSW Apprentice or New Entrant Trainee
For courses up to and including Cert III	<ul style="list-style-type: none"> • Have not completed qualifications at Certificate IV or above
Other training, part qualifications, prevocational training and full qualifications from Certificate IV to Advanced Diploma	<ul style="list-style-type: none"> • Can have any level of Qualification
All	<ul style="list-style-type: none"> • Enrolling students must reside the postcodes designated in the funding contract



- 2. Declaration:** Students will be required to complete course registration form and sign Identification declaration upon enrolment. This information will be securely stored in our Learner Management System.
- 3. Confirmation of Enrolment:** You will be emailed a course confirmation, student handbook, terms and conditions booklet along with any required pre-course information.
- 4. Confirmation of Fees:** Students will be notified of any schedule of payments on enrolment.