

Welcome to the Western Business School! We are an approved provider of the Smart and Skilled Contract – NSW
Qualifications approved for delivery: BSB30115 Certificate III in Business BSB40215 Certificate IV in Business

Our contractual obligations require us to notify the NSW Department Industry of your intention to undertake a traineeship with Western Business School.

The Notification process and the enrolment process is as follows:

1. Student is inducted into the workplace
2. Student enters into a traineeship contract as a new starter
3. Orientation includes advising, providing and collecting information relating to
 - a. Smart and Skilled subsidised training eligibility
 - b. Statement of fees & fact sheet
 - c. Unique Student Identification
 - o Evidence to support identification for creation of USI is collected
 - d. Complaints and appeals
 - e. Privacy policy
 - f. Concession and exemptions available
 - g. Participant hand book
 - o USI privacy information
 - o USI student information
4. Pre-training review and LLN completed
5. Enrolment form is completed
6. USI consent is received to enable creation or verification of the USI
7. WBS logs into Enrolment Notification Portal, creates and generates Enrolment Notification and Commitment ID.
8. Trainee is emailed Notification of enrolment and commitment ID.
9. This confirms the amount the trainee is obliged to pay.
10. Training program commences

Unique Student Identifier

From the first of January 2015, all students entering into a Nationally Recognised Qualification must have a USI. The USI can be created by the student themselves, or with written consent, can be created by the RTO. At WBS, we will obtain your consent at the induction.

Evidence to bring at induction:

- | | |
|--|-----------------------------------|
| - Drivers Licence or Green Medicare card | - Birth Certificate (not extract) |
| - Passport | - Key Card |

If you are under 18 years of age at the time of your induction, we will also require parental/guardian consent. .
More information relating to the USI can be found on our website. <http://www.wbs.org.au/USI>

Consent and Declarations

During the process of your induction, and enrolment, the Western Business School will seek your consent and ask you to sign a declaration that relates to

- Your citizenship status – at induction
- Your eligibility for a smart and skilled funded course – at induction
- Your consent to access your private information – at induction
- Your consent to provide your private information to Government and regulative authorities – at induction

The enrolment form and statement of fees fact sheet are available on our website. www.wbs.org.au

The Smart and Skilled website is available for you to access at any time. <https://smartandskilled.nsw.gov.au/> or call 1300 772 104.
The National Administration and Compliance Manager of WBS is the delegated Consumer Protection Officer and can be contacted on 039321 0844

Western Business School is a registered trading name of WPC Group Ltd

Warning - Uncontrolled when printed! The current version of this document is kept on the WBS O drive.