

# USING THE ENROLMENT PORTAL

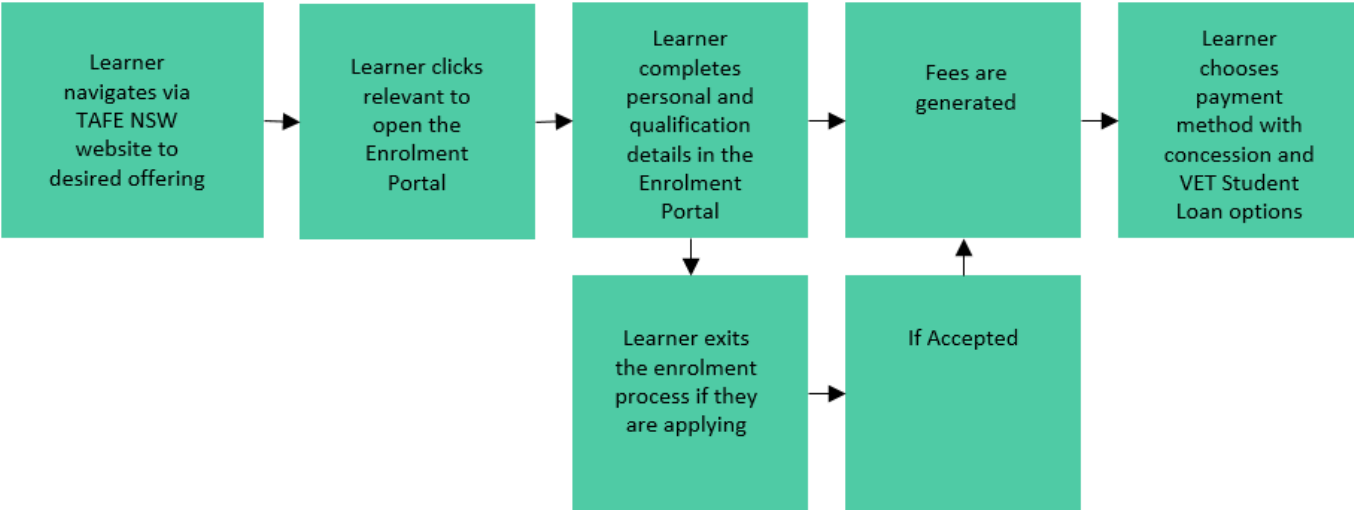
Version 2.2 September 2019

## Introduction

This User Guide provides staff with an overview of how online applications and enrolments are executed by learners in the Enrolment Portal. The Enrolment Portal is an online website through which potential learners can apply and enrol at a TAFE NSW location. It is designed to accommodate a variety of learner Cohorts and enrolment types; those learner Cohorts that are required to enrol via a staff assisted process will be directed to their location.

Learners follow the step-by-step process outlined in this User Guide to complete their online application or enrolment. Learners applying for an offering do not progress to fees generation or payment stages including concession options.

Registrations of interest are no longer managed by the Enrolment Portal and are handled directly on the TAFE NSW website via the **Enquire Now** link.



The Enrolment Portal is designed to encourage learners to complete their applications, enrolments and payments by making the process simple and user friendly. It interacts in real time with the ebs system so that learners' enrolments can be managed in Client.

As learners are encouraged to use the Enrolment Portal it is important that staff understand the process in order to assist when required.

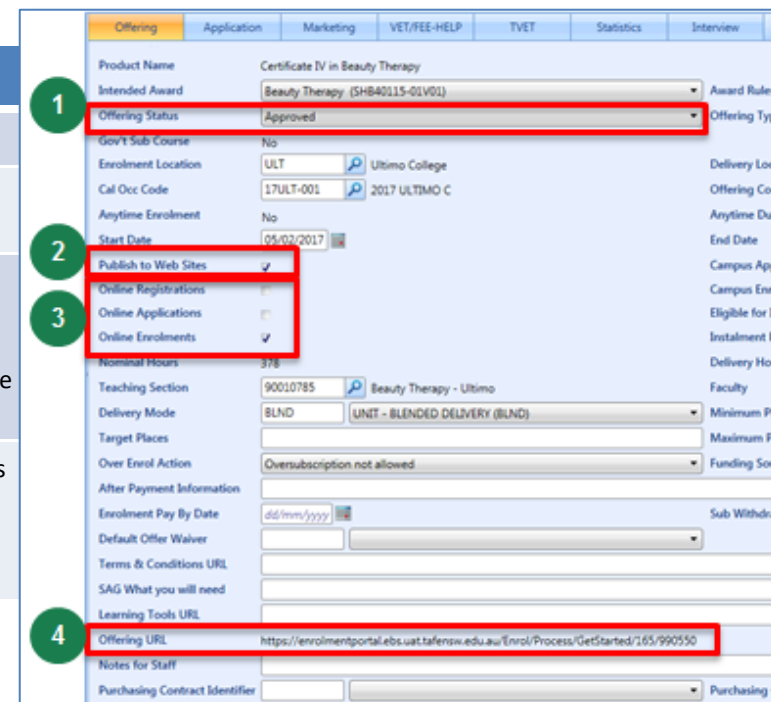
Several changes have been made to the Enrolment Portal since ebs go-live to reflect changes resulting from Smart and Skilled reform.

Please refer to the **Smart & Skilled Fact Sheet Enrolment Portal v1.1** for details on changes to the Enrolment Portal to cater for Smart & Skilled Offerings.

### How the Enrolment Portal is created in ebs Client

Once an **Offering Status** is '**Approved**' in Client and set to **Publish to Web Sites** with either **Online Applications** or **Enrolments** checked, a URL is generated in the **Offering** tab that directs learners to the Enrolment Portal.

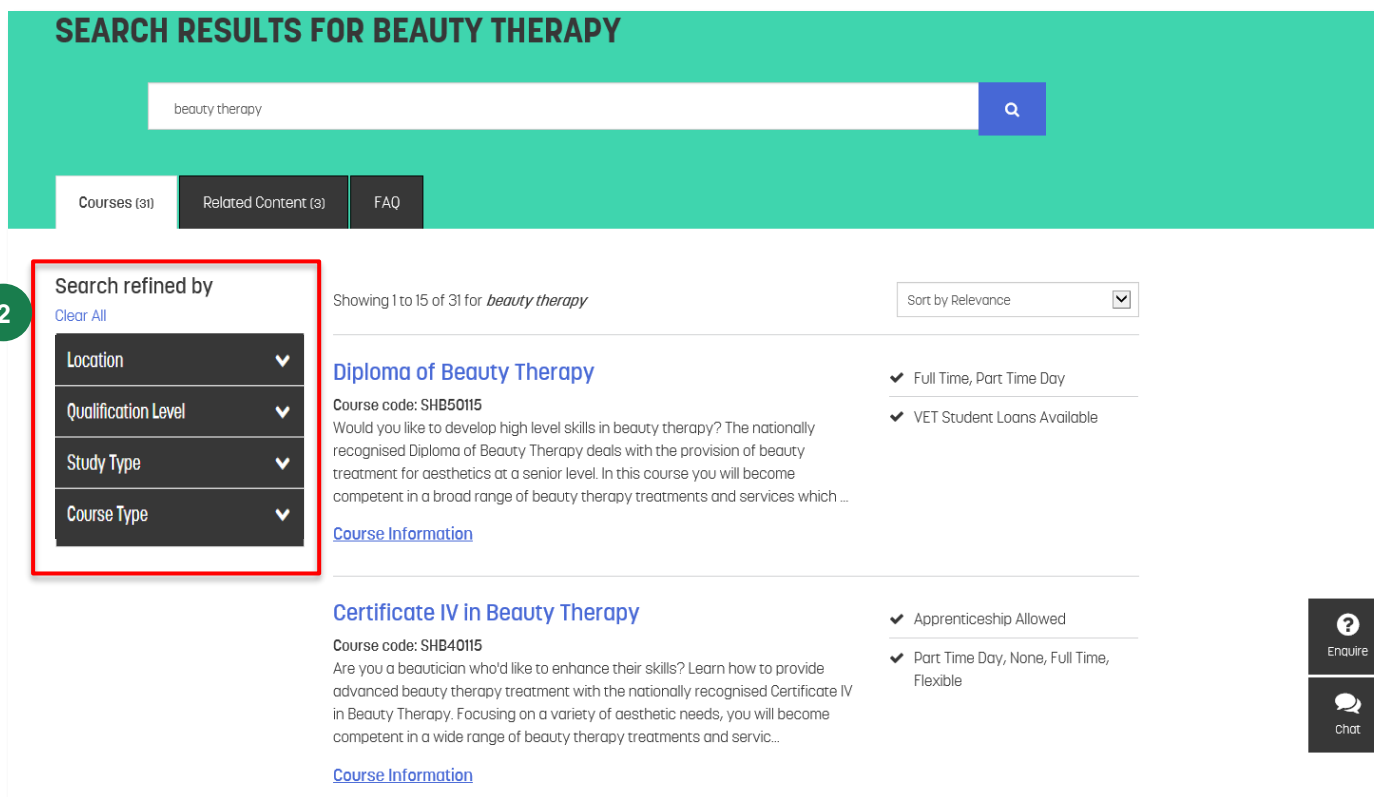
No.	Field	Requirement
1	Offering Status	Set to <b>Approved</b> .
2	Publish to Web Sites	Checkbox is <b>ticked</b> . This creates and publishes a link to TAFE NSW Website.
3	Online Applications Online Enrolments	Required Checkbox is <b>ticked</b> (only <b>one</b> option can be selected at a time). <b>Online Applications</b> - Learners exit the enrolment process prior to payments. <b>Online Enrolments</b> - Learners complete the entire enrolment process in the Enrolment Portal.
4	Offering URL	Hyperlink directing learners to the Enrolment Portal for the offering. This is an automated process on the TAFE NSW website, however can be emailed directly to learners if the offering is not selected to <b>Publish to Web</b> .



## How learners access the Enrolment Portal

Learners access the Enrolment Portal via the TAFE NSW website.

1. Learner interaction begins by searching for a course on the TAFE NSW website.
2. Search results can be further refined by a list of options on the left of the screen.



The screenshot shows the search results for 'Beauty Therapy'. A search bar at the top contains the text 'beauty therapy'. Below the search bar are three tabs: 'Courses (31)', 'Related Content (3)', and 'FAQ'. A sidebar on the left, highlighted with a red box and a green circle containing the number '2', is titled 'Search refined by' and includes a 'Clear All' link and four filter categories: 'Location', 'Qualification Level', 'Study Type', and 'Course Type', each with a downward arrow. The main content area shows 'Showing 1 to 15 of 31 for beauty therapy' and a 'Sort by Relevance' dropdown. Two course results are visible: 'Diploma of Beauty Therapy' (Course code: SHB50115) and 'Certificate IV in Beauty Therapy' (Course code: SHB40115). Each result includes a brief description and a 'Course Information' link. On the right side of the results, there are 'Enquire' and 'Chat' buttons.

3. Once the search has been refined, the learner scrolls to find their preferred course and location. Further information can be sought by clicking on the location or **COURSE & FEES INFORMATION** link.

## CERTIFICATE IV IN BEAUTY THERAPY

National Course Code: SHB40115

[Enquire](#)

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**Overview**

Are you a beautician who'd like to enhance their skills? Learn how to provide advanced beauty therapy treatment with the nationally recognised Certificate IV in Beauty Therapy. Focusing on a variety of aesthetic needs, you will become competent in a wide range of beauty therapy treatments and servi...  
[Read More >](#)

**Entry Requirements**

There are no entry requirements for this qualification.

**Locations**

This course is offered at 1 location across NSW

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**Search refined by** Showing 1 to 1 option of 1 for *Certificate IV in Beauty Therapy* Sort by Location (A-Z) ▾

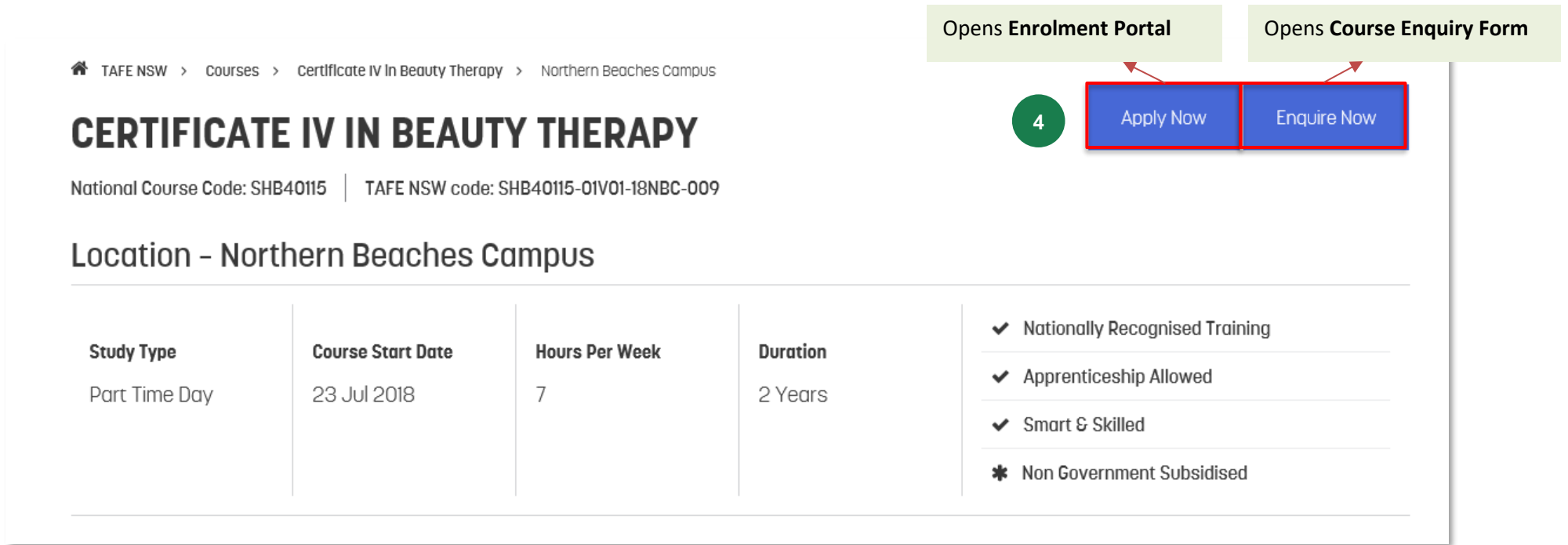
[Clear All](#)

<b>Location</b> ▾	<b>Ultimo College, Main Campus: Part Time Day</b>
<b>Study Type</b> ▾	Max. Fee If Eligible For Subsidy: \$2,750.00
<b>Course Type</b> ▾	Start Date: 09 Jul 2018   Duration: 2 Years

Showing 1 to 1 option of 1 for *Certificate IV in Beauty Therapy*

**3** [COURSE & FEES INFORMATION](#)

4. Once the course is selected, details are displayed and a link is provided to **Enrol Now, Apply Now**. This will reflect how the Offering was set up in ebs. **Enquire now** will open the CRM form to capture any enquiry details.



[TAFE NSW](#) > [Courses](#) > [Certificate IV In Beauty Therapy](#) > [Northern Beaches Campus](#)

## CERTIFICATE IV IN BEAUTY THERAPY

National Course Code: SHB40115 | TAFE NSW code: SHB40115-01V01-18NBC-009

### Location - Northern Beaches Campus

Study Type	Course Start Date	Hours Per Week	Duration
Part Time Day	23 Jul 2018	7	2 Years

- ✓ Nationally Recognised Training
- ✓ Apprenticeship Allowed
- ✓ Smart & Skilled
- \* Non Government Subsidised

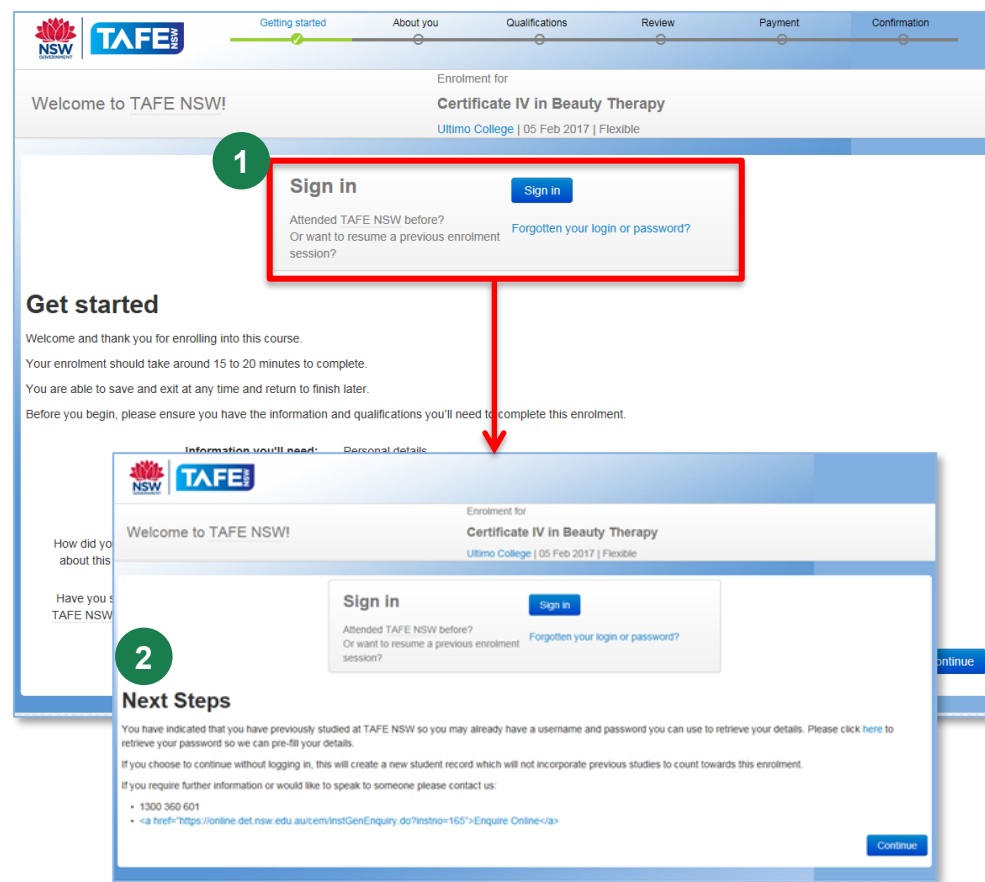
Opens Enrolment Portal (Apply Now)
 Opens Course Enquiry Form (Enquire Now)



## Get started

When a learner enters the Enrolment Portal they will be presented with the **Get started** section.

1. Learners click on the **Sign In** button and login with their current TAFE NSW account if they are a previous learner at TAFE NSW or had previously started an enrolment.
2. If learners cannot remember their login details and have indicated that they have studied before at TAFE NSW the **Next Steps** screen provides information on how to retrieve their password. It also provides a warning that continuing without logging in will create a new learner record.



The top screenshot shows the 'Get started' page with a 'Sign in' button highlighted by a red box and a green circle with the number '1'. Below the 'Sign in' button, there are links for 'Attended TAFE NSW before? Or want to resume a previous enrolment session?' and 'Forgotten your login or password?'. A red arrow points from this box to the bottom screenshot.

The bottom screenshot shows the 'Next Steps' page with a 'Sign in' button highlighted by a red box and a green circle with the number '2'. Below the 'Sign in' button, there are links for 'Attended TAFE NSW before? Or want to resume a previous enrolment session?' and 'Forgotten your login or password?'. Below this, there is a 'Continue' button.

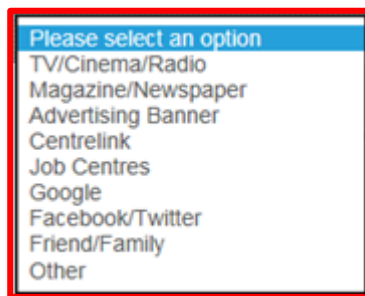
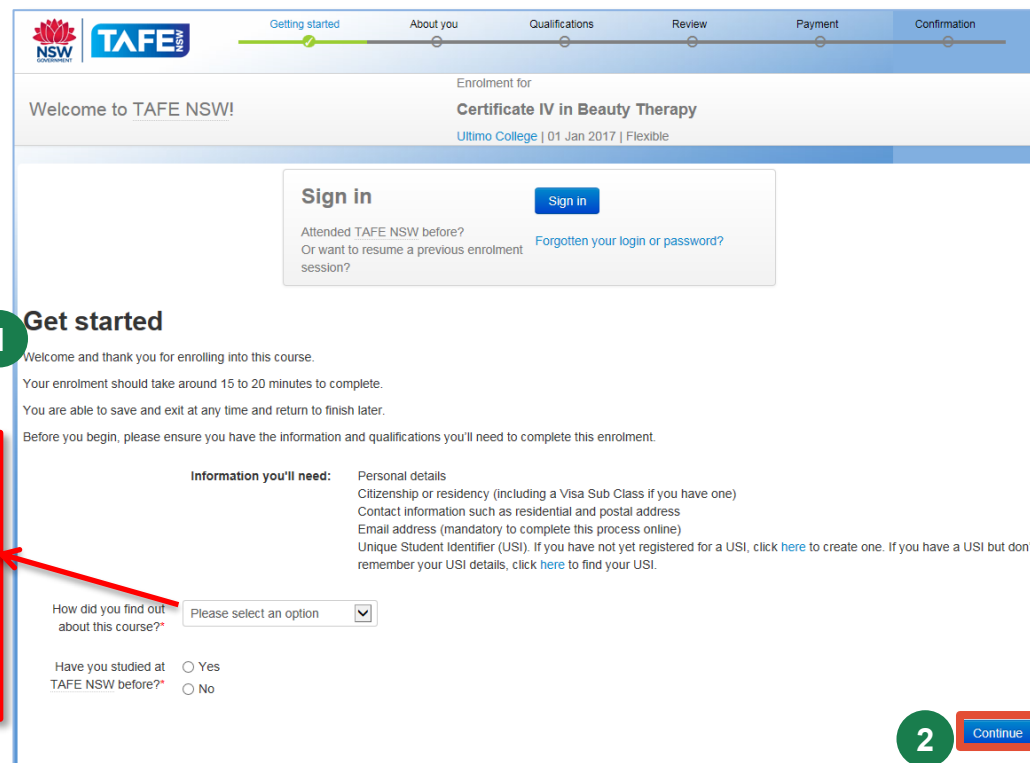
TAFENSW.EDU.AU



## Get Started

The first page of the Get Started section provides a brief introduction to the enrolment process including the information learners need to complete the enrolment process. This includes their personal details, citizenship or residency, contact information, email address and Unique Student Identifier (USI).

1. For marketing and statistical purposes, learners need to answer the questions:
  - **How did you find out about this course?**
  - **Have you studied at TAFE NSW before?**
2. Learners select the **Continue** button to proceed to the **About You** section



Depending on the type of course, learners view additional information on the **Get Started** section.

For example:

**Trainees/Apprentices:**

This course is not available as part of an apprenticeship or traineeship. For help on choosing a course that is available to study with your apprenticeship or traineeship, please contact us:

- 1300 360 601
- [Enquire Online](https://online.det.nsw.edu.au/cem/instGenEnquiry.do?instno=165)

**To be eligible for government subsidised training under the Smart and Skilled program, individuals must meet personal eligibility requirements including:**

- You must live or work in NSW
- You must be an Australian citizen, Australian permanent resident, Australian permanent humanitarian visa holder, or a New Zealand citizen. Temporary Visa Holders who are contracted NSW Apprentices / NSW Trainees may be eligible for government subsidised funding. Please contact your TAFE college/campus
- You must be 15 years old or older
- You must have left school

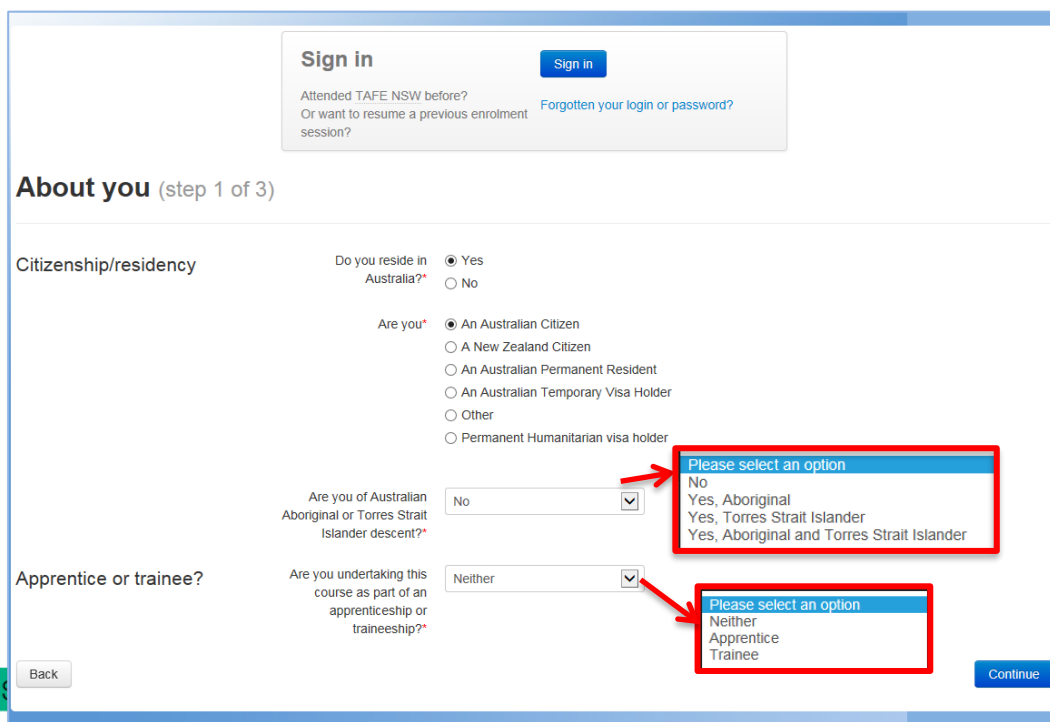
For more information on Smart and Skilled eligibility, please [click here](#).



## About You (step 1 of 3)

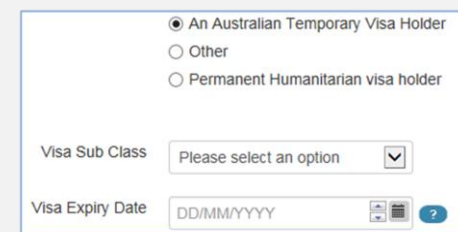
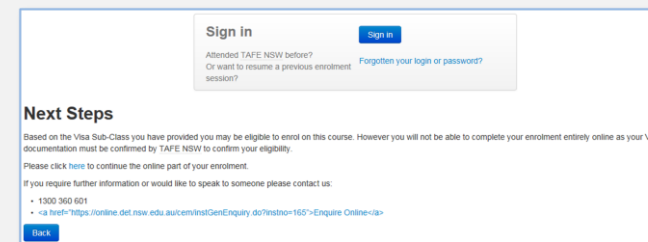
If a learner is already registered, a number of personal information fields will prefill.

1. Learners fill in information about their **Citizenship/Residency, Aboriginal or Torres Strait Islander descent** and **Apprentice/Trainee** status
2. Apprentices/trainees cannot be granted the capped fee however can progress through the Enrolment Portal and will be redirected to the contact details of relevant location
3. Learners select the **Continue** button to proceed to the next step.



The learner needs to select from the drop down lists provided.

If **Temporary Visa Holder** is selected more fields are displayed for completion and learners are directed to the Institute to finalise the enrolment.



**About you (step 1 of 3)**

Citizenship/residency

Do you reside in Australia?  Yes  No

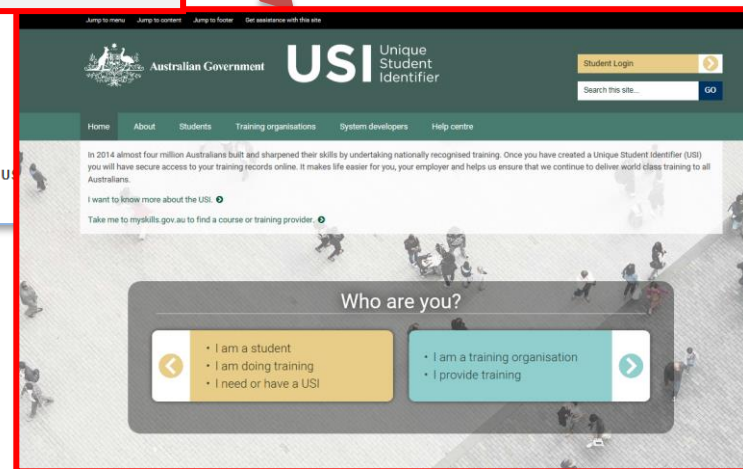
Are you\*  An Australian Citizen  
 A New Zealand Citizen  
 An Australian Permanent Resident  
 An Australian Temporary Visa Holder  
 Other  
 Permanent Humanitarian visa holder

Unique student identifier\*

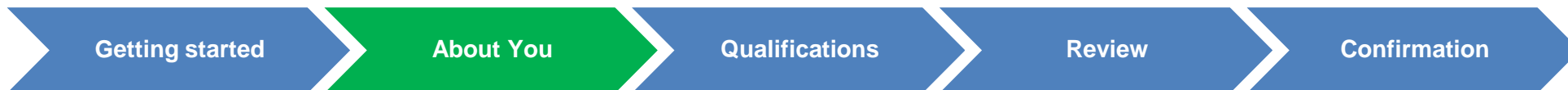
Unique Student Identifier (USI). If you have not yet registered for a USI, click [here](#) to create one. If you have a USI but don't remember your USI details, click [here](#) to find your USI.

Once **Australian Citizen** is selected – the **Unique student identifier** field is activated. Learners enter their USI and it will be verified against the USI web service. If they do not have one they click on the link which will open a new tab in the browser to the USI website where they can apply for one.

USI is **mandatory** for Enrolments but not mandatory for Applications.



For more details about how the USI is created and validated please refer to **Create and Verify USI QRG**.



## About You (step 2 of 3)

Learners provide additional personal information at the next stage of the About You section.

1. Learners provide their **Family, First and Other Given Name, Date of Birth, Gender, Email and Mobile/Work Phone**
2. Learners select the **Continue** button to proceed to the About You section

**Sign in** Sign in


Attended TAFE NSW before?  
Or want to resume a previous enrolment session? [Forgotten your login or password?](#)

### About you (step 2 of 3)

Your details

Title	<input type="text" value="Ms"/>
Family name*	<input type="text" value="Blues"/>
First given name*	<input type="text" value="Jax"/>
Other given name	<input type="text"/>
Preferred given name	<input type="text"/>
Date of birth*	<input type="text" value="25/10/1990"/>
Previous family name	<input type="text"/>
Gender*	<input type="text" value="Female"/>
Email*	<input type="text" value="jblues@email.com"/>
Confirm email address*	<input type="text" value="jblues@email.com"/>
Mobile phone	<input type="text" value="0405555555"/>
Work phone	<input type="text"/>

Back
Continue



Best practice completing the **Date of Birth** field is to enter this detail manually.

The **Gender** field has a drop down list

Please select an option

Female

Male

Indeterminate/Intersex/Unspecified

Getting started

**About You**

Qualifications

Review

Confirmation

If learners enter a **Date of Birth** indicating they are **less than 15 years** of age they cannot proceed in the Enrolment Portal and are redirected to the contact details of the relevant location.

### Next Steps

Thank you for your interest in enrolling with TAFE NSW. You have indicated that you are under 15 years of age. Students under 15 years are not eligible to study at TAFE NSW unless you have the agreement of your School and TAFE. You are not able to proceed with this Enrolment online and will need to liaise with your School and TAFE to proceed with your enrolment.

If you require further information or would like to speak to someone please contact us:

- 1300 360 601
- [Enquire Online](https://online.det.nsw.edu.au/cem/instGenEnquiry.do?instno=165)

[Back](#)

If learners enter a **Date of Birth** indicating they are **less than 17 years** of age they cannot proceed in the Enrolment Portal and are redirected to the contact details of the relevant location.

### Next Steps

Thank you for your interest in enrolling with TAFE NSW. You have indicated that you are under 17 years of age so you require school permission unless you plan to study Full Time. You are not able to proceed with this Enrolment online and will need to liaise with your School and TAFE to obtain career and course advice.

For more information on the School Leaving Age Policy please click [here](#).

If you require further information or would like to speak to someone please contact us:

- 1300 360 601
- [Enquire Online](https://online.det.nsw.edu.au/cem/instGenEnquiry.do?instno=165)

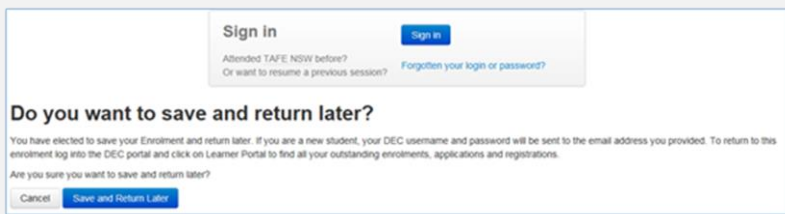
[Back](#)



## About You (check and confirm)

1. Learners check and confirm their **About You** data
2. Learners read the **Declaration** and select the **I acknowledge that it is a condition of my enrolment that I abide by all TAFE NSW policies and procedures** checkbox

3. Learners can complete their application/enrolment at a later stage by selecting the **Save and Return Later** button



4. Learners select the **Continue** button to proceed to the final stage of the About You section
5. The **Back** and **Cancel** buttons are present on every Enrolment Portal page.
6. At this stage a new learner (who did not sign in) will receive an email providing a TAFE NSW username and link to activate their Student Portal.

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**Sign in** Sign in

Attended TAFE NSW before?  
 Or want to resume a previous enrolment session? [Forgotten your login or password?](#)

**1** **About you** check and confirm

The details labelled with an asterisk and highlighted in red CANNOT be changed after this point.

<b>Citizenship/residency</b>	<b>Are you</b>	An Australian Citizen
<a href="#" style="font-size: x-small;">&lt; edit this information</a>	<b>Do you reside in Australia?</b>	Yes
	<b>Are you of Australian Aboriginal or Torres Strait Islander descent?</b>	No
<b>Apprenticeship/Traineeship</b>	<b>Are you undertaking this course as part of an apprenticeship or traineeship?</b>	Neither
<a href="#" style="font-size: x-small;">&lt; edit this information</a>		
<b>My details</b>	<b>Title</b>	Ms
<a href="#" style="font-size: x-small;">&lt; edit this information</a>	<b>Family name *</b>	Blues
	<b>First given name</b>	Jax
	<b>Date of birth *</b>	25/10/1990
	<b>Gender *</b>	Female
	<b>Email</b>	jblues@email.com

**2** **Declaration**

I have read the [Enrolment Information](#) provided, including the section titled Management of Risk of Harm to Students and Staff and I understand my obligation to advise TAFE NSW if I have a history of violence.

I acknowledge that the information I provide and that which will be collected by TAFE NSW throughout my enrolment will be used by TAFE NSW in accordance with the information handling practices documents in the [Student Privacy Notice](#).

I confirm the accuracy of the information I have provided and acknowledge that providing any false information and/or failing to disclose any relevant information including any history of violence, may lead to immediate termination of my enrolment at TAFE NSW.

**Confirmation**

I acknowledge that it is a condition of my enrolment that I abide by all TAFE NSW policies and procedures

**5** Back Cancel
**3** Save and Return Later **4** Continue



## Declaration links

The links provided in the **Declaration** section will take learners to the Student Rights and Responsibilities page on the TAFE NSW website.

**Note:** These links do not open a separate tab on the browser so learners will need to use the back button to return to the Enrolment Portal.

### Declaration

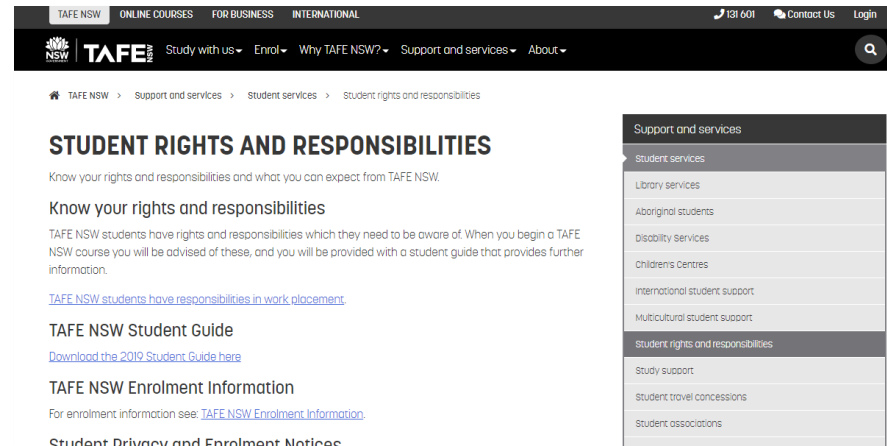
I have read the [Enrolment Information](#) provided, including the section titled Management of Risk of Harm to Students and Staff and I understand my obligation to advise TAFE NSW if I have a history of violence.

I acknowledge that the information I provide and that which will be collected by TAFE NSW throughout my enrolment will be used by TAFE NSW in accordance with the information handling practices documents in the [Student Privacy Notice](#).

I confirm the accuracy of the information I have provided and acknowledge that providing any false information and/or failing to disclose any relevant information including any history of violence, may lead to immediate termination of my enrolment at TAFE NSW.

### Confirmation

I acknowledge that it is a condition of my enrolment that I abide by all TAFE NSW policies and procedures



TAFE NSW ONLINE COURSES FOR BUSINESS INTERNATIONAL 131 601 Contact Us Login

Study with us Enrol Why TAFE NSW? Support and services About

TAFE NSW > Support and services > Student services > Student rights and responsibilities

## STUDENT RIGHTS AND RESPONSIBILITIES

Know your rights and responsibilities and what you can expect from TAFE NSW.

### Know your rights and responsibilities

TAFE NSW students have rights and responsibilities which they need to be aware of. When you begin a TAFE NSW course you will be advised of these, and you will be provided with a student guide that provides further information.

[TAFE NSW students have responsibilities in work placement.](#)

### TAFE NSW Student Guide

[Download the 2019 Student Guide here](#)

### TAFE NSW Enrolment Information

For enrolment information see: [TAFE NSW Enrolment Information](#).

### Student Privacy and Enrolment Notices

- Support and services
- Student services
- Library services
- Aboriginal students
- Disability services
- Children's Centres
- International student support
- Multicultural student support
- student rights and responsibilities
- Study support
- Student travel concessions
- Student associations



## Account Creation

Learners receive emails detailing their account creation from the saved data.

<p><b>1</b> Message is automatically generated by the NSW Department of Education &amp; Communities. Please do not reply to this</p> <p><b>Account provisioned</b></p> <p>Dear Aidan Hawkins</p> <p>The Department of Education and Communities and TAFE NSW has commenced a process to create your personal online user account. Your account will provide you with access to a range of online services.</p> <p><b>What Next:</b></p> <p>You will soon receive an email that will provide you with a link which you should use to activate your online account.</p> <p>If you are a student of TAFE NSW and you have any enquiries, please contact your college of enrolment.</p> <p>The Identity Management Team</p>	<p><b>2</b> Message is automatically generated by the NSW Department of Education &amp; Communities. Please do not reply to this</p> <p><b>Account activation required</b></p> <p>Dear Aidan Hawkins,</p> <p>You may have received an email from the Department of Education and Communities / TAFE NSW advising that your online user account would be created.</p> <p>The unique username for your account is <b>Aidan.Hawkins1</b> - this is also known as your <i>DET User ID</i> and can be used to access a range of online services.</p> <p>Before you can use this account it must be activated. Please use the following link and follow the prompts to establish your security questions and a password.</p> <ul style="list-style-type: none"> <li><a href="http://extranet.test.det.nsw.edu.au/web/extranet/activation?token=bb23d0651c3491aadd57f6061cec0344dfe3cc3715d2fee0ee0061c5fb09a55">http://extranet.test.det.nsw.edu.au/web/extranet/activation?token=bb23d0651c3491aadd57f6061cec0344dfe3cc3715d2fee0ee0061c5fb09a55</a></li> </ul> <p>If you are a student of TAFE NSW and you have any enquiries, please contact your college of enrolment.</p>	<p><b>3</b> Message is automatically generated by the NSW Department of Education. Please do not reply to this email.</p> <p><b>Welcome to TAFE NSW</b></p> <p>Dear Aidan Hawkins,</p> <p>The creation of your Student Portal account is now complete and you can access TAFE NSW online services.</p> <ul style="list-style-type: none"> <li><a href="https://sso.test.det.nsw.edu.au/sso/UI/Login">https://sso.test.det.nsw.edu.au/sso/UI/Login</a></li> </ul> <p>You will be prompted to login with your username and the password you chose during the account activation.</p> <p>To return to the Student Portal in future please bookmark the link above in your browser.</p> <p>If you have any enquiries please contact your college of enrolment.</p>
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After their account has been activated learners will receive a website link which will resume the enrolment process.

**4**

Subject: Your registration in SHB40115-01V01 Certificate IV in Beauty Therapy at Sydney TAFE

From: xxx@tafensw.edu.au

Dear <Learner Name>,



Thank you for your interest in SHB40115-01V01 Certificate IV in Beauty Therapy at Sydney TAFE

To complete your Enrolment, please click [here](#).

You will be required to log in with your user name and password which have been provided to you previously by email.

Please contact your college office on if you do not have a user name and password.

Do not reply to this e-mail. This message was produced automatically.



### About You (step 3 of 3)

- Learners provide additional information such as **Address and contact details, English Speaking Capabilities** and any **Disabilities** they would like to declare
- State**
- The **Postcode** verification occurs when the learner selects the **Validate** button
- How well do you speak English?**
- Do you speak a language other than English at home?** When **Yes** is selected, a drop down list of languages will appear

- Do you consider yourself to have a disability, impairment or dependency?** (see next page for more details)
- Learners select the **Continue** button to proceed to the Qualifications section.

#### About you (step 3 of 3)

Home address **1**

Building / property name

Flat / unit details

Street number

Street name\*

Additional line

Location - suburb, locality or town\*

**2** State\*

Postcode\*  **3** Validate

Home phone

Postal address

Tick if your postal address is NOT the same as your residential address

About you

How well do you speak English?  **4**

Do you require help with English?  Yes  No

**5** Do you speak a language other than English at home?\*  Yes  No

Do you consider yourself to have a disability,  **6**

Do you consider yourself to have a disability, impairment or dependency?\*

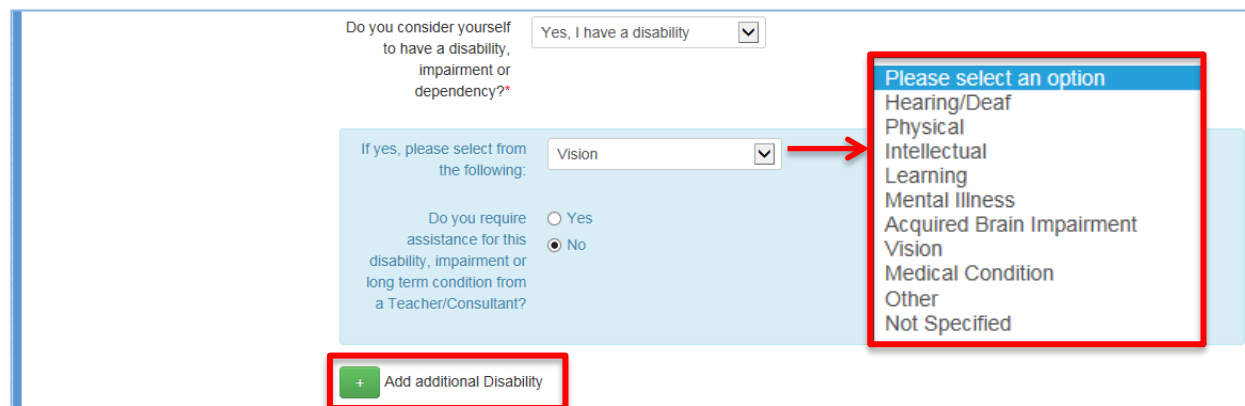
Are you a TAFE NSW staff member?  Yes  No

**7**



## Disability declaration

If a learner nominates that they have a disability, extra fields will be activated allowing the learner to specify their disability and indicate if they require assistance with their studies at TAFE NSW. There is also the provision to add an additional disability by clicking on the green icon.



Do you consider yourself to have a disability, impairment or dependency?\*

Yes, I have a disability

If yes, please select from the following: Vision

Do you require assistance for this disability, impairment or long term condition from a Teacher/Consultant?

Yes  
 No

Please select an option

- Hearing/Deaf
- Physical
- Intellectual
- Learning
- Mental Illness
- Acquired Brain Impairment
- Vision
- Medical Condition
- Other
- Not Specified

+ Add additional Disability



Other details about **Previous Education, Country of birth, Employment status** and **Reason for enrolling** are required.

Drop down lists are provided for selection:

**1. What is your highest completed school level?**

- Please select an option
- Bachelor Degree or Higher Degree
  - Advanced Diploma or Associated Degree
  - Diploma (or Associated Diploma)
  - Certificate IV (or Advanced / Technician Certificate)
  - Certificate III (or Trade Certificate)
  - Certificate II
  - Certificate I
  - Certificates other than above

**2. Have you successfully completed any qualifications?** When **Yes** is selected, extra fields and drop down lists will activate for level and location.

**3. Country of birth**

If a country outside of Australia is selected, another question will prompt input of country of birth.

If you were not born in Australia, what year did you first arrive in Australia?\*

**4. Employment status**

**5. Reason for enrolling**

Further questions will be activated for Smart and Skilled Offerings – refer to **Smart & Skilled Fact Sheet Enrolment Portal v1.1** for details.

## Qualifications

All Australian Registered Training Organisations (RTOs) are required by the Commonwealth Government to collect and provide statistics on their enrolments. Please answer the following questions as accurately as possible. Your responses may determine your eligibility for government funded training. All information will be treated confidentially. Please see the 'Student Privacy' statement and the 'TAFE NSW Enrolment Information' for further details.

### Previous education

Unique student identifier\* UGH667854H ?

If you do not have a USI, click [here](#) to create one

1 What is your highest completed school level? Year 12 or equivalent

- Please select an option
- Never Attended School
  - Year 08 or below
  - Year 09 or equivalent
  - Year 10 or equivalent
  - Year 11 or equivalent
  - Year 12 or equivalent

In which year did you complete the above school level? 2008

Are you still attending secondary school?  Yes  No

2 Have you successfully completed any qualifications?  Yes  No

Have you successfully completed any qualifications?  Yes  No

Select relevant Qualification Level (1)\* Certificate II

Select Location Qualification Obtained (1) Other Training Provider

+ Add additional Qualification Levels

### Country of birth

3 In which country were you born?\* Australia

### Employment status

4 Which best describes your current employment status?\* Part-time employee

- Please select an option
- Full-time employee
  - Part-time employee
  - Self-employed - not employing others
  - Employer
  - Employed - unpaid worker in a family business
  - Unemployed - seeking full-time work
  - Unemployed - seeking part-time work
  - Not employed - not seeking employment

### Reason for enrolling

5 Which best describes your main reason for undertaking this course?\* I wanted extra skills for my job

- Please select an option
- To get a job
  - To develop my existing business
  - To start my own business
  - To try for a different career
  - To get a better job or promotion
  - It was a requirement of my job
  - I wanted extra skills for my job
  - To get into another course of study
  - Other Reasons
  - For personal interest or self-development

Back Withdraw

Save and Return Later Continue



## Required information (check and confirm)

- At this point learners review the personal information they have entered. They need to:
1. Check and confirm entered **Required information** – fields previously marked with (\*)
  2. Select the **edit this information** links if this information is incorrect
  3. Read the **Declaration** and select the **Confirmation** checkbox
  4. Select the **Continue** button to proceed to the **Payment Options** section

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### Required information check and confirm

In accordance to your previous enrolment in TAFE NSW we have pre-filled your details. Please review the personal information you have entered and make any necessary changes before continuing. Please click the "edit this information" links under the corresponding section to complete.  
The details labelled with an asterisk and highlighted in red CANNOT be changed at this point.

Citizenship/residency	Are you	An Australian Citizen
<a href="#">&lt; edit this information</a>	Do you reside in Australia?	Yes
Apprenticeship/Traineeship	Are you undertaking this course as part of an apprenticeship or traineeship?	Neither
My details	Title	Mr
<a href="#">&lt; edit this information</a>	Family name *	Poldark
	First given name	Ross
	Date of birth *	14/11/1992
	Gender *	Male
	Email	rpold@email.com
My address	Home address:	45, Cornwall Place, Sydney, New South Wales, 2000, Australia
<a href="#">&lt; edit this information</a>	Do you speak a language other than English at home?	No
About You	How well do you speak English?	Very Well
<a href="#">&lt; edit this information</a>		

### Previous education

[< edit this information](#)

Do you require help with English?	No
Do you consider yourself to have a disability, impairment or dependency?	No, I don't have a disability
Are you a TAFE NSW staff member?	No
Unique student identifier *	GTF667843A
What is your highest completed school level?	Year 12 or equivalent
Are you still attending secondary school?	No
Have you successfully completed any qualifications?	Yes
Select relevant Qualification Level (1)	Diploma (or Associated Diploma)
Select Location Qualification Obtained (1)	Overseas
In which country were you born?	Australia
Which best describes your current employment status?	Unemployed - seeking full-time work
Which best describes your main reason for undertaking this course?	To get a job
Additional information	How did you find out about this course? Google

This information is required for AVETMISS

### Declaration

I have read the [Enrolment Information](#) provided, including the section titled Management of Risk of Harm to Students and Staff and I understand my obligation to advise TAFE NSW if I have a history of violence.  
I acknowledge that the information I provide and that which will be collected by TAFE NSW throughout my enrolment will be used by TAFE NSW in accordance with the information handling practices documents in the [Student Privacy Notice](#).  
I confirm the accuracy of the information I have provided and acknowledge that providing any false information and/or failing to disclose any relevant information including any history of violence, may lead to immediate termination of my enrolment at TAFE NSW.

### Confirmation

I acknowledge that it is a condition of my enrolment that I abide by all TAFE NSW policies and procedures

[Back](#) [Withdraw](#)

[Save and Return Later](#) [Continue](#)



## Payment Options

Learners view options to pay applicable fees as well as apply for payment by instalment or fee assistance such as concession or exemption.

They need to:

1. Check and confirm their **Course Details** and **Fees information**
2. Select the **Pay Now** button to proceed to the next step of the Payment section
3. If required, select the **Apply for Concession/ Exemption**, or **Payment by Instalment** links

**Sign in** [Sign in](#)

Attended TAFE NSW before? [Forgotten your login or password?](#)  
 Or want to resume a previous session?

### Payment Options

In order to secure your place on this course, you will need to submit payment to finalise your enrolment.

#### Course Details

**Product Name:** Certificate IV in Beauty Therapy  
**Location:** Ultimo College  
**Start Date:** 5/02/2017

**Fees**

1

Description	Due Date	Cost	Adjustments	GST	Outstanding
Comm/FFS for Certificate IV in Beauty Therapy (17ULT-001)	Now	\$6,700.00	\$0.00	\$0.00	\$6,700.00
Materials for Certificate IV in Beauty Therapy (17ULT-001)	Now	\$300.00	\$0.00	\$27.27	\$300.00
				<b>Total Fees</b>	<b>\$7,000.00</b>
				<b>Balance</b>	<b>\$7,000.00</b>

[Cancel](#)
**Pay Now** 2

**You may be eligible to:**

3

Please choose one of the below options (your new fee amount will show in the table above)

[Apply for concession/exemption](#)

[Apply to pay by instalments](#)

**Concession and exemption**  
 Students on some Centrelink or Department of Veterans' Affairs payments and their dependents, students of Aboriginal or Torres Strait Islander descent and students with a disability, may be eligible for a concession or exemption.

**Instalments**  
 TAFE NSW fee full year course or Fee for Service instalment approved courses.

## Payment Confirmation

Learners receive a fee confirmation and are provided with payment method details.

They need to:

1. **Confirm fees** – course fee checkbox is ticked by default. Materials fee is optional and will need to be ticked by learner if they are paying
2. **How would you like to pay?** – select either online via Credit Card or offline through BPay, EFTPOS, Cheque or Money order
3. Tick the **Terms and Conditions** checkbox.
4. Select the **Continue** button to proceed to the Confirmation section

If required, learners can download their **Fee Statement** to pay offline.

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## Please confirm the amount you are paying

Certificate IV in Beauty Therapy

Description	Due Date	Cost	Adjustments	GST	Outstanding
<input checked="" type="checkbox"/> Comm/FFS for Certificate IV in Beauty Therapy (17ULT-001)	Now	\$6,700.00	\$0.00	\$0.00	\$6,700.00
<input checked="" type="checkbox"/> Materials for Certificate IV in Beauty Therapy (17ULT-001)	Now	\$300.00	\$0.00	\$27.27	\$300.00

### Totals

Total fees	\$7,000.00
Paying now	\$7,000.00

## How would you like to pay?

Pay now by Credit Card - Online

Pay later - Offline (print a fee statement)

Payments that can be made with fee statement are:

- BPay
- EFTPOS - Pay at your college
- Cheque - Pay at your college or send through the mail
- Money Order - Pay at your college or send through the mail

Terms and conditions

I confirm that I accept the [Terms and Conditions](#)

## Next steps

You have elected to pay offline. Your place is not guaranteed until TAFE NSW has received your payment. Payment is due now.



### Credit Card Payments (Payment Gateway)

Selecting a credit card payment directs learners to the Payment Gateway. They can:

1. View the amount to be charged to their credit card
2. Select their method of payment either **Visa**, **Mastercard** or **American Express** and fill in their card details including **Card Number**, **Expiry**, **CVV** and **Name on Card**
3. Select the **Pay Now** button to proceed with their credit card payment

**Note:** The **Amount** and **Our reference** fields are read only.

Once **Pay Now** has been selected, the payment will be processed. The learner is provided with a prompt and must wait until this process is complete before proceeding.

NSW Education & Communities **Payments**

**Credit Card Details**

Our reference: 037673

1 **Amount:** \$7,000.00

2 **Card Type:**  Visa  Mastercard  American Express

**Card Number:**

**Expiry:**  /

**CVV:**  [What's this?](#)

**Name on Card:**

3

**Processing Payment...**

Your payment details have been submitted for processing. Please wait until processing is complete before leaving this page.

Getting started

About You

Getting started

Payment

Confirmation

## Credit Card Payments (Payment Gateway)

Once the Payment Gateway has processed the learner's payment, they receive a **Payment Successful** prompt.

Payment Successful. Thank you for your payment.



## Payment by Instalments

If learners are applying for payment by instalments they view options different to that of learners paying their fees immediately. They need to:

1. Select **Yes** radio button for **Do you want to pay by instalments?**
2. Select the **Continue** button to proceed to the Payment Confirmation section

Instalments	
Date Due	Amount
25/10/2016	\$2,345.00
15/11/2016	\$335.00
6/02/2017	\$335.00
15/03/2017	\$335.00
13/04/2017	\$335.00
15/05/2017	\$335.00
15/06/2017	\$335.00
14/07/2017	\$268.00
15/08/2017	\$268.00
15/09/2017	\$268.00
13/10/2017	\$268.00
15/11/2017	\$268.00
16/02/2018	\$268.00
15/03/2018	\$268.00
13/04/2018	\$268.00
15/05/2018	\$201.00

1 Do you want to pay by instalments?  Yes  No

2 Continue

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## Applying for Concession & Exemption

If learners are applying for concessions and exemptions they view options different to that of learners paying their fees immediately.

They need to:

1. Select the relevant radio button
2. Select the **Next** button to proceed to the next step of the **Concession & Exemption** section

### Concession & Exemption

Please select one of the below options:

1

I am an Australian Aboriginal and/or Torres Strait Islander

Definition of Australian Aboriginal or Torres Strait Islander: A person of Australian Aboriginal and/or Torres Strait Islander descent, who identifies as an Australian Aboriginal and/or Torres Strait Islander, and is accepted as such by the community with which they are associated.

Note: If you are applying for a TAFE NSW fee exemption on the basis that you are Aboriginal and/or a Torres Strait Islander you must indicate this on your enrolment form.

By submitting this exemption you consent to TAFE NSW:

- recording you as being an Aboriginal student (and if appropriate, changing any personal information you have previously provided)
- using this information for reporting purposes
- using this information to offer Aboriginal student support services, which may involve being contacted by the Aboriginal Support Service Unit.

I am a client of a Teacher/Consultant for Students with Disabilities

Application for fee exemption under this category needs to be supported by a TAFE NSW teacher and/or consultant.

I am receiving a Centrelink entitlement

If you are applying for a fee concession or exemption because you are an eligible Centrelink or Department of Veterans Affairs payment, we may be able to verify your eligibility online. Please complete the questions below.

2

Next

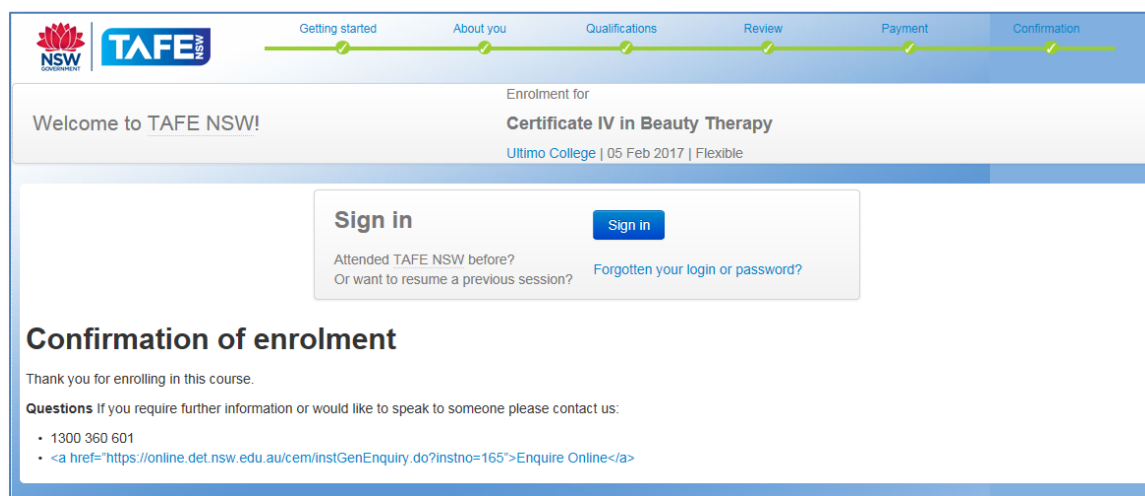
Please refer to the **Welfare Scenarios Fact Sheet** for an overview of 8 welfare scenarios and the learner experience through the Enrolment Portal.

- |   |   |
|---|---|
| A. Disability- Receives Disability Support Pension                    | E. Welfare-all other funded welfare types                     |
| B. Disability- Assessed by Professional                               | F. Welfare FTBA   |
| C. Disability- Dependent child/spouse or partner of a person on a DSP | G. Welfare- Dependant on Individual                           |
| D. Welfare- Veteran's Children Education Scheme                       | H. Learner identifies as Aboriginal or Torres Strait Islander |



## Confirmation

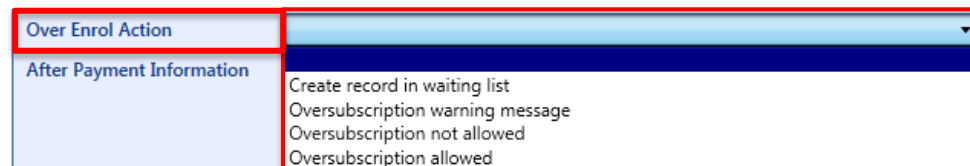
Once learners have finalised their payment, they receive a final confirmation of enrolment.



The screenshot shows the TAFE NSW enrolment portal interface. At the top, there is a progress bar with six steps: 'Getting started', 'About you', 'Qualifications', 'Review', 'Payment', and 'Confirmation'. The 'Confirmation' step is highlighted in green. Below the progress bar, the page displays 'Welcome to TAFE NSW!' and 'Enrolment for Certificate IV in Beauty Therapy' at 'Ultimo College | 05 Feb 2017 | Flexible'. A 'Sign in' section includes a 'Sign in' button and links for 'Attended TAFE NSW before? Or want to resume a previous session?' and 'Forgotten your login or password?'. The main content area is titled 'Confirmation of enrolment' and includes a thank you message and contact information for questions.

## Course Places are full

If learners are enrolling in a Course Offering which has exceeded the maximum number of available places, they are provided a **Next Steps** message. What is displayed on the Portal is determined by the **Over Enrol Action** set in the Course Offering.



Over Enrol Action	Enrolment Portal	Follow on action in ebs
Create record in waiting list	<p><b>Next Steps</b></p> <p>Thank you for registering interest in this course offering. Currently this course offering is full. Your name has been placed on stand-by. You may halt the registration process now and we will advise you if a vacancy occurs so that you can complete the enrolment process.</p> <p>This course may be available at other locations, please visit the <a href="#">TAFE NSW</a> website to view course availability.</p> <p>While the course offering is currently full, you may continue with payment, however this will not affect your status as stand-by and will not guarantee a place.</p> <p>If you require further information or would like to speak to someone please contact us:</p> <ul style="list-style-type: none"> <li>• 131 674</li> <li>• <a href="mailto:nsi.study@tafensw.edu.au">nsi.study@tafensw.edu.au</a></li> </ul> <p><input type="button" value="Close"/> <input type="button" value="Continue"/></p>	Learner is added to Offering with status <b>0.1 STBY</b>
Oversubscription warning message	<p><b>Payment Options</b></p> <p>In order to secure your place on this course, you will need to submit payment to finalise your enrolment.</p>	Learner is asked to finalise payment. Receives <b>Confirmation of Enrolment</b>
Oversubscription not allowed	<p><b>Next Steps</b></p> <p>Thank you for registering interest in this course offering. Unfortunately this course offering is full, therefore we are unable to continue your enrolment.</p> <p>This course may be available at other locations, please visit the <a href="#">TAFE NSW</a> website to view course availability.</p> <p>If you require further information or would like to speak to someone please contact us:</p> <ul style="list-style-type: none"> <li>• 131 674</li> <li>• <a href="mailto:nsi.study@tafensw.edu.au">nsi.study@tafensw.edu.au</a></li> </ul>	Learner is added to Offering with status <b>0.5 INC</b>
Oversubscription allowed	<p><b>Payment Options</b></p> <p>In order to secure your place on this course, you will need to submit payment to finalise your enrolment.</p>	Learner is asked to finalise payment. Receives <b>Confirmation of Enrolment</b>

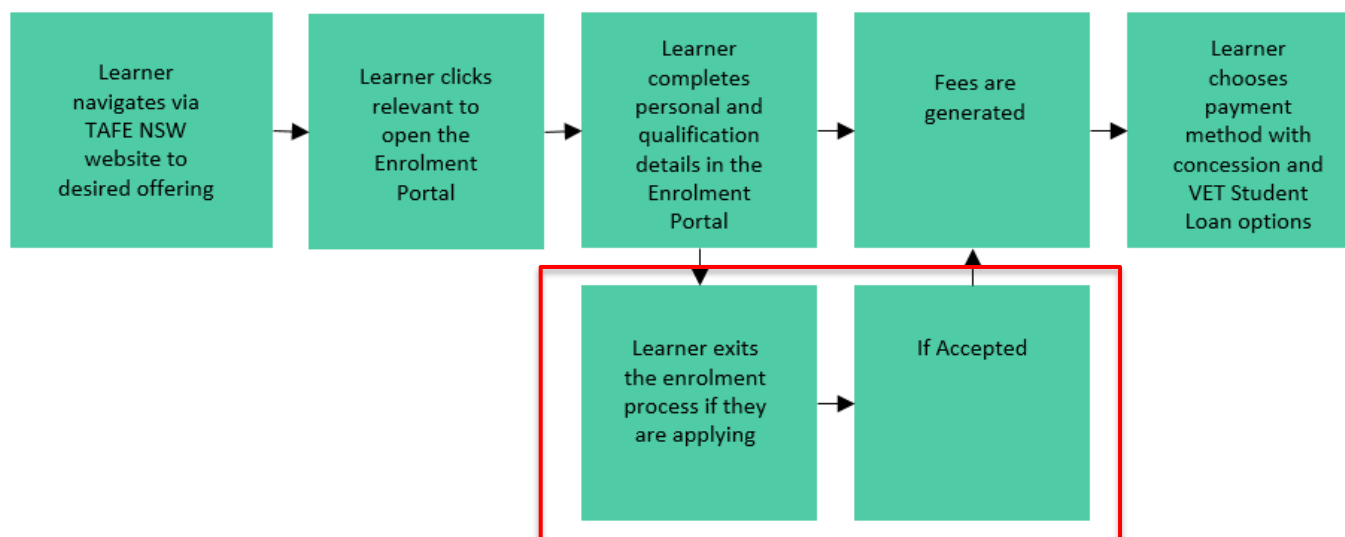
## How Learners Apply for an Offering

Applying differs from enrolling in an Offering. Once an offer is accepted learners complete the remaining steps of enrolment in the Enrolment Portal.

**Applying** in Enrolment Portal process recap:

### Learners

- exit the enrolment process prior to the fees generation and payment process when applying for an offering
- will be notified when an offer has been made into the course offering
- can resume the application process from the fees generation and payment process after being notified of offer



## Enrolment Portal – Applications

**Get Started** page displays this information for application courses on the Enrolment Portal.

Entry into this course is through an application process. This may be due to places in the course being competitive based on the number of applications we receive for this course at this location. By lodging this application you are not guaranteed a place in this course. Your application will be reviewed and assessed and you will be informed of the outcome via the email address you provide.

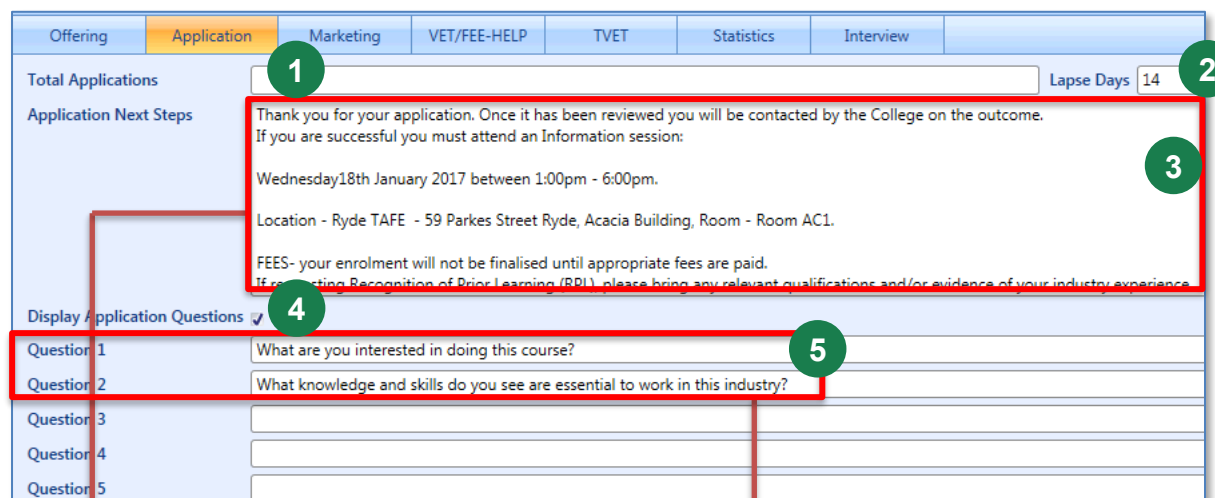
### ebs Offering Set up

In **Offering** tab:

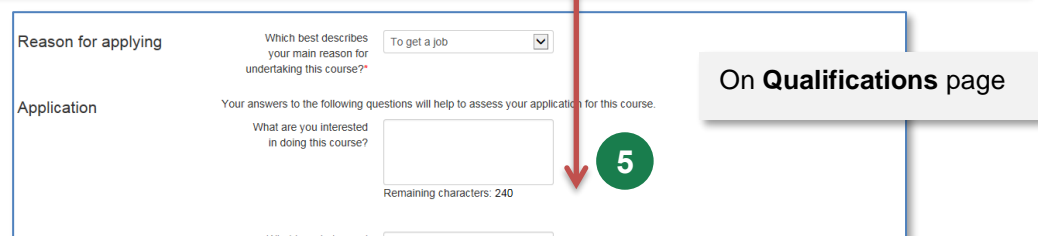
**Online Applications**

In the **Application** tab a number of fields relate to Applications submitted.

1. **Total Applications** - restricts the number of applications that can be submitted against the Offering.
2. **Lapse Days** - outlines the number of days the learner has to accept their application once they have been made an offer. This is **mandatory** - If no value is entered in this field then the learner cannot accept and finalise their application via the Enrolment Portal.
3. **Application Next Steps** - will display on the confirmation page in Enrolment Portal and in email correspondence to the learner once an application for the Course Offering has been submitted.
4. **Display Application Questions checkbox** must be ticked for application questions to be displayed on the Enrolment Portal.
5. **Application Questions** can be set up at the Course Product and/ or Offering level and will cascade down to any applications submitted against the course.



Offering	Application	Marketing	VET/FEE-HELP	TVET	Statistics	Interview
Total Applications	<input type="text" value="1"/>					
Lapse Days	<input type="text" value="14"/>					
Application Next Steps	<p>Thank you for your application. Once it has been reviewed you will be contacted by the College on the outcome. If you are successful you must attend an Information session:            Wednesday 18th January 2017 between 1:00pm - 6:00pm.            Location - Ryde TAFE - 59 Parkes Street Ryde, Acacia Building, Room - Room AC1.            FEES- your enrolment will not be finalised until appropriate fees are paid.            If requesting Recognition of Prior Learning (RPL), please bring any relevant qualifications and/or evidence of your industry experience.</p>					
Display Application Questions	<input checked="" type="checkbox"/>					
Question 1	<input type="text" value="What are you interested in doing this course?"/>					
Question 2	<input type="text" value="What knowledge and skills do you see are essential to work in this industry?"/>					
Question 3	<input type="text"/>					
Question 4	<input type="text"/>					
Question 5	<input type="text"/>					



**Reason for applying** Which best describes your main reason for undertaking this course?

**Application** Your answers to the following questions will help to assess your application for this course.  
 What are you interested in doing this course?

Remaining characters: 240

On Qualifications page

### Confirmation of Application

Thank you for applying for this course at Ryde Campus

**What's Next:** Thank you for your application. Once it has been reviewed you will be contacted by the College on the outcome. If you are successful you must attend an Information session: Wednesday 18th January 2017 between 1:00pm - 6:00pm. Location - Ryde TAFE - 59 Parkes Street Ryde, Acacia Building, Room - Room AC1. FEES- your enrolment will not be finalised until appropriate fees are paid. If requesting Recognition of Prior Learning (RPL), please bring any relevant qualifications and/or evidence of your industry experience.

**Questions** If you require advice or assistance please contact us:

- 131 674
- [nsi.study@tafensw.edu.au](mailto:nsi.study@tafensw.edu.au)