

## Proof of Student Eligibility Checklist

At enrolment, students are required to provide proof of eligibility for the Smart and Skilled Program, as in the table below. Students are to sign the enrolment form which declares that the proof provided and recorded on the enrolment form is correct.

Proof of identity	Unique Student Identifier (USI) – validity checked with Office of USI Registrar.
New Zealand citizen	New Zealand birth certificate or passport or Green Medicare Card
Date of birth	Valid USI check and student declaration/signature at enrolment
Living or working in NSW	Any government-issued document providing evidence of living location, or employer-issued document confirming employment in NSW. Student declaration/signature at enrolment
Registered as NSW apprentice or new entrant trainee	Training Contract Identifier (TCID) number – Department system check against Training Contract details stored in Training Services NSW database.
Previous highest qualification	Department system check against Smart and Skilled records and/or USI academic transcript records. Student declaration/signature at enrolment.
Completion of Year 10 or equivalent (if under 17)	Evidence that student has met school leaving age requirement. Student declaration/signature at enrolment.
Postcode for ATSI on borders	Student declaration/signature at enrolment.
Aboriginal descent	Student declaration and signature.

<p>Disability</p> <p>Entitled to an exemption or concession in the year</p>	<p>Centrelink Evidence: proof of Disability Support Pension.</p> <p>Documentary evidence of training support needs due to disability. A letter or statement from:</p> <ul style="list-style-type: none"> <li>– A medical practitioner</li> <li>– An appropriate government agency or</li> <li>– Relevant specialist allied health professional or</li> </ul> <p>Centrelink evidence – dependent child of a recipient of a Disability Support Pension.</p> <p>Student declaration/signature at enrolment.</p> <p>Training Services NSW database check for other Smart and Skilled enrolments, commencements and completions in the year</p>
<p>Welfare recipient</p>	<p>Centrelink Evidence – proof of benefit or</p> <p>Centrelink Evidence – dependent child of a specified welfare recipient.</p>
<p>Disability loading</p>	<p>Centrelink Evidence: proof of Disability Support Pension.</p> <p>Documentary evidence of training support needs due to disability. A letter or statement from:</p> <ul style="list-style-type: none"> <li>– A medical practitioner</li> <li>– An appropriate government agency or</li> <li>– Relevant specialist allied health professional or</li> </ul> <p>Centrelink evidence – dependent child of a recipient of a Disability support pension</p>
<p>Aboriginal loading</p>	<p>Student declaration/signature at enrolment.</p>

Long term unemployed over 12 months	Letter from Employment Service Provider.
Location loading; residential address regional or remote	Student declaration/signature at enrolment.