

Welcome to Gateway Training Academy we are pleased and privileged to be able to partner with you on this journey of academic advancement. This is a rewarding journey that can and will change your life. We are here to help you and guide you throughout this process, starting right here with the information and enrolment documents.

Please do not be daunted by the number of pieces of paper, just take your time and thoroughly review each document, ensure that you fully understand it, sign it and return it to us. If there is anything at all that you do not fully understand please do not hesitate to contact one of our student services representatives.

Let me try to explain each of the documents and why it is required:

No.	Document name	Description	Required actions
1.	Factsheet-RTO-Student-Information-for-the-USI	The USI (Unique Student Identifier) is an initiative of the Federal Government and was introduced on the 1st of January 2015. It applies to all persons who undertake any form of accredited training.	Read and keep
2.	GTA-FRM-015-01 Funding Declaration Form	The funding declaration form ensures that you are eligible for the funding that is provided by the NSW Government and also identifies if you are eligible for any additional price reductions for the training	Read, fill out and sign, bring to enrolment with document evidence
3.	GTA-FRM-008-01 Student Enrolment Form	Captures your details as the enrolling student	Fill out and bring to enrolment
4.	GTA-FRM-014-01 USI Application Form	If you already have a USI number add it to the top of the form, if you do not this form will allow us to create one for you.	Fill out and bring to enrolment
5.	GTA-FRM-018-01 Consent Declaration	NSW Government document and an important one – it allow your personal details to be added to the training portal. This document MUST be signed to be eligible for the NSW Government course funding.	Read it, make sure that you understand it, fill out and bring to enrolment
6.	GTA-LLN-001-01 LLN Assessment	LLN stands for Language, Literacy and Numeracy. We need to be able to assess your capability of understanding the course material prior to enrolment. We want to be able to partner with you on a successful journey, therefore need this information.	
7.	GTA-PAP-024-03 Complaints and Appeals Process	Whilst we truly endeavour to ensure that there are no reasons for a complaint, from time to time a problem may arise. For your protection we have developed this Policy and Procedure to clearly identify the process should a complaint arise.	Read and keep
8.	Smart Skilled Individuals Fact Sheet	Government factsheet with details of the program	Read and keep
9.	GTA-DEC-001-01 Received information Declaration	As part of our contract we need to be able to verify that we have provided information to you – this document allows us to fulfil that criteria.	Sign and bring to enrolment

Other things that you need to know:

RPL – Recognition of Prior Learning

Recognition including recognition of prior learning (RPL), is a process for giving candidates credit for skills, knowledge and experience gained through working and learning. It can be gained at any stage of their lives, through formal and informal learning, in Australia or overseas, through work or other activities such as volunteering.

The process usually starts with a competency conversation where a skilled trainer and assessor will speak one on one with you to determine what skills and life experiences you have gained throughout your working life. The usual path from here is for the applicant to gather and assemble a portfolio of supporting evidence that verifies that they actually have the skills that will meet the requirements of the Qualification as a whole of the particular unit of competency.

If you feel that you satisfy this requirement speak with your enrolling officer who will be able to offer more information.

Credit Transfer

Credit transfer is defined as follows:

Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

This is underpinned by the definition of credit as follows:

Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.

As with the RPL process if you feel that you satisfy this requirement speak with your enrolling officer who will be able to offer more information.

Deferring

Defer studies is to temporarily delay the commencement of studies usually initiated by the student. A deferment for NSW funded training cannot be more than 12 months or they will be reported and discontinuing.

Discontinuing Training

If a student decides to discontinue their studies, Gateway Training Academy will contact the student and try and determine the reason with the view of possibly coming to an arrangement that may see the student be able to continue their studies. After all it seems such a waste to start something important and not be able to complete it – we want to work with you to see your training thru to fruition.

Support Services

Gateway Training Academy tries to identify, for each learner, any additional support required and that this support is made available, either directly or via arrangements with a third party.

Our LLN questionnaire is used to identify particular requirements (such as literacy, numeracy, English language or physical capabilities) that learners would need to complete each course.

Where additional support requirements have been established, we will support and provide guidance to ensure that the student is not disadvantaged.

Support Service Contacts:

Emergency matters

- Contact details - 000
- Service details - Life threatening situations, such as a car crash or a fire.

Local police – non urgent matters

- Contact details - Call 131
- Service details - Police attendance for non-urgent matters.

Lifeline <https://www.lifeline.org.au/Home>

- Contact details - 13 11 14
- Service details - Lifeline provides crisis support, suicide prevention and mental health support services across Australia. These can include stresses from work, family or society and physical and mental wellbeing. Lifeline offers support services by phone or through their online chat available on their website.

Kids Helpline

- Contact details - 1800 551 800
- Service details - If you're between 5 and 25 and you're feeling depressed, worried, sad, angry or confused about things like your studies personal relationships, Kids Helpline offers free 24 hour, 7 day telephone counseling support (anonymous if you prefer).

Sexual Assault counseling service

- Contact details – 1800 424 017
- Service details - If you, or anyone you know, has experienced or is at risk of sexual assault, call one of the state-based sexual assault counseling services. These provide a free 24 hour, 7 day a week telephone counseling service (anonymous if you prefer). Many are connected to hospitals or government health departments to help you if the assault has left you with injuries.

Smart and Skilled Web Site

<https://smartandskilled.nsw.gov.au/>

Fees

Student contribution is dependent on a number of factors and will be verified prior to enrolment.

Code	Qualification	Full Qualification Cost	Student Contribution (First Qualification)	Student Contribution (Second Qualification)	Student Contribution (Traineeship)	Concession
BSB30115	Certificate III in Business	\$5090.00	\$1310.00	\$1570.00	\$1000.00	\$240.00
BSB30415	Certificate III in Business Administration	\$5140.00	\$1310.00	\$1570.00	\$1000.00	\$240.00
BSB40215	Certificate IV in Business	\$4990.00	\$1570.00	\$1830.00	\$1000.00	\$240.00
BSB50215	Diploma of Business	\$5640.00	\$2510.00	\$2820.00	\$1000.00	NA