

Enrolling Learners further to the 2009 Training Opportunities Eligibility Changes if using the Discretionary Approval code

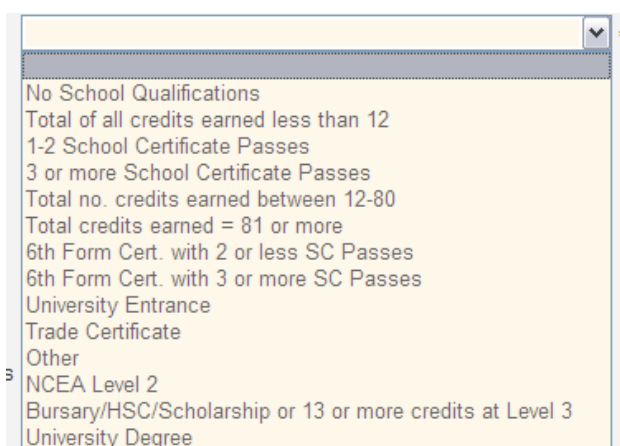
Background

Further to the eligibility changes made to Training Opportunities in February 2009, this document provides guidance to TEOs who are submitting Training Opportunities enrolments using a Discretionary Approval (DA) code.

It should be noted that the existing enrolment procedures should continue to be followed for enrolments where no DA code is being used.

Process

1. Log in to ERS.
2. Enter Student NSN and date of birth, and lookup the NSN as usual, completing all mandatory fields or changing any learner contact details if required, and click “Next” to move to the Eligibility Details screen.
3. There are 3 mandatory fields on the Eligibility Details screen which must be completed. These are:
 - a. Learner start date
 - b. Education History
 - c. Learner referred by
4. Enter the learner start date – this must be on or after the date of the Work and Income Referral Letter which itself should not be more than 2 weeks old.
5. The Education History field drop down menu provides the following options:

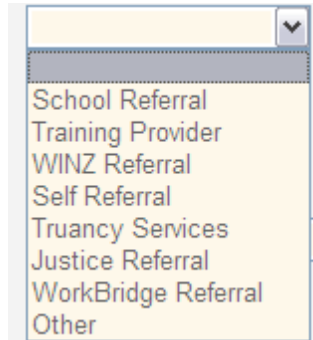


IMPORTANT – PLEASE NOTE

If the client is being referred by Work and Income as having **low qualifications**, and even if the client has less than 12 credits, please select **“Total no. credits earned between 12-80”**

If the client is being referred by MSD as having **high qualifications**, please select **“Total credits earned = 81 or more”**

6. In the 'learner Referred by Field', please select **"WINZ Referral"**



7. At the bottom of the screen, enter the full DA Code supplied by TEC into the "TEC Discretionary Approval Code" field and then click "Obtain Eligibility Code"

A screenshot of a form with several fields. The fields are: 'Number of credits in Literacy' with an input box; 'Number of credits in Mathematics' with an input box; 'Work and Income assessed literacy and/or numeracy needs' with a checkbox; 'TEC Discretionary Approval code' with an input box; and 'Eligibility Code' with a red error message 'Need to obtain eligibility code' and a blue button labeled 'Obtain Eligibility Code'. At the bottom, there are four buttons: 'Back', 'Next', 'Park', and 'Cancel'.

8. The eligibility code returned will show as **"OTHER"**. Please note that although the Work and Income referral letter will indicate that the client has been referred using either the At Risk or Foundation Skills criteria, these codes will not be displayed in the Eligibility Code field.

A screenshot of the same form as above. The 'TEC Discretionary Approval code' field now contains the text 'DA0002813'. The 'Eligibility Code' field now displays the text 'OTHER'. The 'Obtain Eligibility Code' button is now greyed out. The 'Next' button at the bottom is highlighted in blue.

Please also note that the DA code provided is unique to that learner and to the programme they are enrolling on. If an error is made using this code when enrolling, a new code will need to be requested from the Service Centre.

9. Proceed with remainder of enrolment as normal.