

STUDENT ACCEPTANCE AGREEMENT

PRIVACY STATEMENT

Why we collect your personal information

As a registered training organisation (RTO), SET2LEARN collects your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

SET2LEARN collects participant information and training activity data which may include information provided in this enrolment form and provides this information to relevant Funding Bodies, State Training Authorities and the National Centre for Vocational Education Research (NCVER). SET2LEARN may also disclose this information to other government agencies, professional bodies and/or other organisations in line with any funding arrangements.

SET2LEARN is required to provide this information in accordance with the AVETMISS reporting guidelines and to collect and store this information in accordance with the Australian Privacy Principles. If this personal information is not collected, you will not be able to enrol as a student with SET2LEARN.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO. The information provided is used for planning, administration, policy development, program evaluation, resource allocation, reporting and/or research activities. For these and other lawful purposes, the relevant State Training Authority or the NCVER may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations. The NCVER may contact past and present students for the purpose of engaging them in surveys or endorsed projects, or for audit or review purposes.

How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVET and other bodies handle your personal information

The NCVET will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVET Act. Your personal information may be used and disclosed by NCVET for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVET is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVET may also disclose personal information to persons engaged by NCVET to conduct research on NCVET's behalf.

The NCVET does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVET will handle your personal information please refer to the NCVET's Privacy Policy at www.ncvet.edu.au/privacy

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVET Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>

Surveys

You may receive a student survey which may be run by a government department or an NCVET employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact SET2LEARN on (02) 8076 4774 (during business hours).to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

Please read the following statements and then sign at the bottom of the page:

- I acknowledge and accept the terms described in the Privacy Statement.
- I acknowledge and accept that from time to time, SET2LEARN may contact me with information about other services they provide which may be of benefit to me and my business.
- The selection of units and schedule for delivery are suitable for my needs and I am able to meet the entry requirements of this course.
- I have made SET2LEARN aware of any special needs I may have in relation to the delivery and assessment of this course and that suitable support options have been discussed.
- I understand and accept the fees and charges as detailed in the Course Fees Agreement.
- I declare that the information provided to SET2LEARN in application for study is to the best of my knowledge true, correct and complete at the time of my enrolment/application.
- I acknowledge that providing any false information and/or failing to disclose any information relevant to my application for enrolment and/or failure to complete an application/enrolment from may result in the withdrawal of any offer, particularly as it relates to my eligibility to obtain an offer for government subsidised training, and/or cancellation of enrolment at the discretion of my Registered Training Organisation.
- I understand that it is my responsibility to provide all relevant and required documentation as specified above.
- I authorise SET2LEARN to obtain any information regarding my enrolment and participation in any training and assessment program provided by any educational institution. This information may include details of qualifications obtained, Statements of Attainment, Statements of Results and dates on which these were achieved and awarded.
- I understand and agree that SET2LEARN may withhold the issuance of relevant Certificate documentation until all agreed fees have been paid.
- I agree with SET2LEARN's Terms & Conditions of enrolment as listed in the Student Handbook.

By signing below, I acknowledge and agree to the above statements:

STUDENT'S SIGNATURE	STUDENT'S PRINTED NAME	DATE
GUARDIAN'S SIGNATURE	GUARDIAN'S PRINTED NAME	DATE