

## Tasmanian Government VET Student Enrolment Privacy Notice

The Tasmanian Government, through the Department of Education and Training (the Department), develops, monitors and funds vocational education and training (VET) in Tasmania. The Tasmanian Government is committed to ensuring that Tasmanians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with the Personal Information Protection Act 2004.

### **Collection of your data**

Skillinvest is required to provide the Department with student and training activity data. This includes personal information collected in the Skillinvest enrolment form and unique identifiers such as the Commonwealth's Unique Student Identifier (USI).

Skillinvest provides data to the Department in accordance with the Tasmania VET Student Statistical Collection Guidelines, available at [https://www.skills.tas.gov.au/\\_data/assets/pdf\\_file/0020/210953/Tasmanian\\_Specific\\_Reporting\\_Requirements\\_for\\_the\\_AVETMISS\\_VET\\_Provider\\_Collection\\_v1.03\\_2020.pdf](https://www.skills.tas.gov.au/_data/assets/pdf_file/0020/210953/Tasmanian_Specific_Reporting_Requirements_for_the_AVETMISS_VET_Provider_Collection_v1.03_2020.pdf).

### **Use of your data**

Under the *Data Provision Requirements 2012* Skillinvest is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Skillinvest for statistical, regulatory and research purposes. Skillinvest may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

### **Access, correction and complaints**

You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached.

For further information, please refer to Skillinvest's full Privacy Policy at [www.skillinvest.com.au](http://www.skillinvest.com.au) for information about the way Skillinvest collects, handles, accesses and corrects your personal information. You may also contact the Skillinvest's Privacy Officer by phone 1300 135 008 or email [Privacy.Officer@skillinvest.com.au](mailto:Privacy.Officer@skillinvest.com.au).

### **Further information**

For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to:

[https://www.skills.tas.gov.au/\\_data/assets/pdf\\_file/0020/210953/Tasmanian\\_Specific\\_Reporting\\_Requirements\\_for\\_the\\_AVETMISS\\_VET\\_Provider\\_Collection\\_v1.03\\_2020.pdf](https://www.skills.tas.gov.au/_data/assets/pdf_file/0020/210953/Tasmanian_Specific_Reporting_Requirements_for_the_AVETMISS_VET_Provider_Collection_v1.03_2020.pdf).

For further information about Unique Student Identifiers, including access, correction and complaints, go to <http://www.usi.gov.au/Students/Pages/student-privacy.aspx>.

## Unique Student Identifier ('USI') Privacy Notice

**Consent for collection, use or disclosure of personal information (applicable if Skillinvest is applying for a USI on your behalf).**

The following is provided to you on behalf of the Student Identifiers Registrar (Registrar).

You are advised and agree that you understand and consent that the personal information you provide in connection with your application for a Unique Student Identifier (USI):

- is collected by the Registrar as authorised by the *Student Identifiers Act 2014*.
- is collected by the Registrar for the purposes of:
  - applying for, verifying and giving a USI;
  - resolving problems with USI; and
  - creating authenticated vocational education and training (VET) transcripts;
- may be disclosed to:
  - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
    - the purposes of administering and auditing VET, VET providers and VET programs;
    - education related policy and research purposes; and
    - to assist in determining eligibility for training subsidies;
  - VET Regulators to enable them to perform their VET regulatory functions;
  - VET Admission Bodies for the purposes of administering VET and VET programs;
  - current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
  - schools for the purposes of delivering VET courses to the individual and reporting on these courses;
  - the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
  - researchers for education and training related research purposes;
  - any other person or agency that may be authorised or required by law to access the information;
  - any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and
- will not otherwise be disclosed without your consent unless authorised or required by or under law.

The consequences for not providing the Registrar with some or all of your personal information are that the Registrar will not be able to issue you with a USI.

### Privacy policy and complaints

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the Registrar's Privacy Policy or by contacting the Registrar on [usi@education.gov.au](mailto:usi@education.gov.au) or telephone the Skilling Australia Information line on 13 38 73, international enquiries +61 3 5454 5280. The Registrar's Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.

You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the *Privacy Act 1988*, including in relation to the misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs.

### Photograph Permission Form & Acknowledgement

**Photograph Permission – Privacy Statement** Photographic footage will be taken for the purpose of building an image library to showcase Skillinvest Limited (Skillinvest). Images selected for inclusion in the image library may be used in marketing and communication initiatives including exhibitions and trade show displays, printed material, newsletters, website and social media platforms.

I agree to and provide permission for the photographic, video, audio or any other form of electronic recording of me for and on behalf of Skillinvest.

I acknowledge that ownership of any photographic, video, audio or any other form of electronic recording will be retained by Skillinvest.

I authorise the use or reproduction of any recording referred to above for the purposes of publishing information materials, marketing and resources which promote the initiatives of Skillinvest without further acknowledgment and without being entitled to remuneration or compensation.

The recording may be used on websites available to the community and staff of Skillinvest.

I understand and agree that if I wish to withdraw or modify this authorisation, it will be my responsibility to inform Skillinvest directly or by email. I understand that if I withdraw or modify my consent in writing, Skillinvest will destroy the recording/s but such withdrawal or modification will not apply to images on materials, including marketing materials, currently in use or in production.

I understand the nature and the consequences of what is being proposed in the above paragraphs. If there has been any matter of uncertainty, I have sought clarification from either a member of Skillinvest or some other person that has explained any such uncertainty to my satisfaction.

## **First Aid and Transportation of Injured Students from Training Facilities**

I understand that: If, I require emergency treatment whilst undertaking training, Skillinvest have a duty of care to call an ambulance. As the cost of the ambulance or medical expenses is not covered by Skillinvest, it is strongly recommended that all students obtain ambulance cover. However, if a Workcover claim has been processed for the injury sustained and acceptance of the claim approved, medical and ambulance expenses will be covered by insurance. If I suffer an illness or sustain an injury outside working/training hours, I understand I will be required to obtain a certificate of capacity from the treating doctor prior to attending training. In all cases where I suffer an illness or injury of a serious nature and need medical attention, the emergency contact listed on this enrolment form will be informed.

## **Training**

I understand that as an enrolled student, I am bound by Skillinvest's policies and processes, as the Registered Training Organisation. I will attend all scheduled training sessions whether on or off the job. If I am unable to attend a training session either on or off the job, I will notify Skillinvest's trainer. I will complete all training and assessment requirements within the timelines negotiated upon course commencement and recorded on the training plan. I will notify Skillinvest of any change of address and/or contact details.

I acknowledge and agree to the terms above and confirm that the information provided on this enrolment form is true and correct to the best of my knowledge.

## **RAPID ID**

I confirm that I am authorised to provide the personal details presented and I consent to my information being checked with the document issuer or official record holder via third party systems for the purpose of confirming my identity.

## **Skillinvest Privacy Statement**

I understand that, unless otherwise informed in writing, Skillinvest may at its discretion, disclose details of attendance and performance to my:

- Employer (for an apprentice or trainee)
- Parent or legal guardian (if under 18 years of age)
- Secondary College (for school-based training)
- Employment Service Provider (if referred by them)

I understand that if I do not give permission to release such information these parties will be notified of this.

For information about how Skillinvest collects, uses and discloses your personal information, including how you can make a complaint about a breach of privacy, please refer to Skillinvest's privacy policy which can be found at [www.skillinvest.com.au](http://www.skillinvest.com.au), or by calling 1300 135 008 or emailing [Privacy.Officer@skillinvest.com.au](mailto:Privacy.Officer@skillinvest.com.au) for a copy of the policy to be mailed to you. Skillinvest's Privacy Policy details how your personal information is stored; how you may access and seek correction of information held about you, and the process for making a complaint about a breach of privacy by Skillinvest.

## Student Declaration

I understand that my enrolment in the above qualification/s and/or skill set/s may be subsidised by the Tasmania and Commonwealth Government under the User Choice Program. I understand how my enrolment will affect my future training options and eligibility for further training under the User Choice program.

I acknowledge and understand that I may be contacted by the Department of Education and Training or an agent to participate in a survey, interview, or other questionnaire.

- I acknowledge that I have read the Student Privacy Notice which includes:
- Tasmanian Government VET Student Enrolment Privacy Notice
- USI Privacy Statement
- Skillinvest Privacy Statement and details how to access Skillinvest's Privacy Policy