

National VET Data Policy

Purpose

The purpose of this policy is to ensure Skillinvest complies with the National VET Data Policy by collecting, using, storing and reporting vocational education and training (VET) data of our Students. This policy supports transparency and ensures our Students are aware of the information that may be collected, used or disclosed for the purposes set out within this policy.

Policy

This policy outlines Skillinvest's commitment to data collection and gathering student and training activity data in accordance with AVETMISS (Australian Vocational Education and Training Management Information Statistical Standard) requirements. Skillinvest ensures personal information is protected in line with the legislation, including the Department of Employment and Workplace Relations (DEWR) VET Data Privacy Notice information about how the Department handles a student's personal information.

DEWR VET Data Privacy Notice

How we collect your personal information

When you enroll as a student in a vocational education and training (VET) course, your registered training organisation (RTO) collects personal information so they can process and manage your enrolment.

Your RTO may be required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (the NVETR Act)) to disclose the personal information collected about you to the National Centre for Vocational Education Research Ltd (NCVER). NCVER is the National VET Data Custodian and is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

The NCVER is authorised by law (under the NVETR Act) to disclose your personal information to us, the Department of Employment and Workplace Relations (the department).

How we handle and use your personal information

The department is authorised by law, including the Privacy Act 1988 (Cth) (the Privacy Act) and the NVETR Act to collect, use and disclose your personal information to fulfil specified functions and activities, including:

- administering VET, such as program administration, regulation, monitoring and evaluation
- facilitating 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 department is also authorised by law (under the NVETR Act) to disclose your personal information to:

- another Commonwealth authority
- a person engaged by the Secretary of the department to carry out an activity on behalf of the department
- if that authority or person satisfies any prescribed information safeguard rules for such a disclosure.

The department may be authorised by law to share 'Public Sector Data' with third parties, including under the Data Availability and Transparency Act 2022 (Cth) (DAT Act). 'Public Sector Data' is defined in the DAT Act to mean 'data lawfully collected, created or held by or on behalf of a Commonwealth body...' and therefore includes any data collected by the department as part of performing VET related functions.

For information about the department's broader approach to handling personal information across all the areas it administers, please see the department's privacy policy.

To correct your information

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

To make a complaint or ask a question

If you think we may have breached your privacy you may make a complaint at privacy@dewr.gov.au. To ensure that we fully understand the nature of your complaint and the outcome you are seeking, we prefer that you make your complaint in writing.

For further information about our complaint handling processes please see our Privacy Complaint Handling Procedures.

If you wish to ask a question about this VET Data Privacy Notice please email VET-DataPolicy@dewr.gov.au.

RTO VET Data Privacy Notice

Why we collect your personal information

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

If you do not consent to Skillinvest collecting your personal information this may prevent you from enrolling into a Training Program with Skillinvest or proceeding with the delivery of Training Services.

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.

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 NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER 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 NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), 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 NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.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. DEWR is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.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 NCVER 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 Skillinvest 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

Skillinvest contact details are listed below for your reference.

Contact Number: 1300 135 008

Email: info@skillinvest.com.au

Website: www.skillinvest.com.au

Records Management

All personal information and records are maintained in accordance with the Student Records Management Policy.

References

National VET Data Policy

National VET Data Privacy Notice

State Privacy Notices

Outcome Standards for NVR RTOs 2025

Privacy Act 1988

Australian Privacy Principles (APP)

Skillinvest Privacy Policy

Student Records Management Policy