

Victorian Government VET Student Enrolment Privacy Notice

The Victorian Government, through the Department of Jobs, Skills, Industry and Region (the Department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with the *Privacy and Data Protection Act 2014* (Vic) and the *Health Records Act 2001* (Vic).

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 Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI).

Skillinvest provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at www.vic.gov.au/training-data-collection.

Skillinvest also provides data to the Department of Employment and Workplace Relations (DEWR) which is required by law. Please refer to the RTO National VET Data Privacy Notice – a copy of this available on our website at www.skillinvest.com.au/training-education/training-policies-resources

Use of your data

The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning, including interaction between the Department and Student where appropriate.

The data may also be subjected to data analytics, which seek to determine the likelihood of certain events occurring (such as program or subject completion), which may be relevant to the services provided to the student.

Disclosure of your data

As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. This includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER).

Legal and Regulatory

The Department's collection and handling of enrolment data and VSNs is authorised under the *Education and Training Reform Act 2006* (Vic). The Department is also authorised to collect and handle USIs in accordance with the *Student Identifiers Act 2014* (Cth) and the *Student Identifiers Regulation 2014* (Cth).

Survey participation

You may be contacted to participate in a survey conducted by NCVER or a Department-endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria. Please note you may opt out of the NCVER survey at the time of being contacted.

Consequences of not providing your information

Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a Victorian Government VET subsidy.

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 for information about the way Skillinvest collects, handles, accesses and corrects your personal information. You may also contact

the Skillinvest Privacy Officer by phone 1300 135 008 or email 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 [Department of Jobs, Skill, Industry and Regions website](#).

For further information about Unique Student Identifiers, including access, correction and complaints, go to the [Australian Government USI website](#).

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 information you provide through the USI application process is collected by the Student Identifiers Registrar for the purposes of:

- Processing your application for a USI.
- Verifying and providing a USI
- Resolving problems with a USI and creating authenticated Vocational Education & Training (VET) transcripts.

This information may be disclosed to:

- A number of organisations, departments, regulators and other persons where it is reasonably necessary for the purposes of performing functions or exercising powers.
- The Oversight Authority in instances pertaining to digital identity to enable them to perform their functions.
- Current and former registered education and training providers to:
 - Enable them to deliver VET and Higher Education courses.
 - Meet their reporting obligations under the VET and Higher Education standards and government contracts.
 - Assist in determining eligibility for training subsidies and higher education funding.
- Schools for the purposes of delivering VET courses to you and reporting on these courses.
- The National Centre for Vocational Education Research (NCVER) for the purpose of:
 - Creating authenticated VET transcripts
 - Resolving problems with USIs
 - Collecting, preparing and auditing 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 their consent unless authorised or required by or under law.

Detailed information on the use of your information can be found in Division 5 - Collection, use or disclosure of student identifiers of the Student Identifiers Act 2014, and in the USI's Privacy Policy which is located at www.usi.gov.au/about-us/privacy

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 further information in regards to how Skillinvest complies with Privacy Legislation please refer to the RTO Privacy Policy which is located at www.skillinvest.com.au/training-education/training-policies-resources