

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 [DJSIR website](#).

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. 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.

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.

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 <https://www.ncver.edu.au/privacy>. 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](#).

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 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](#).

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.