



## VOCATIONAL EDUCATION AND TRAINING (VET) PRIVACY POLICY RTO 31297

### PRIVACY NOTICE

Under the *Data Provision Requirements 2012*, St Teresa's Catholic College is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research (NCVER).

Your personal information (including your training activity data) may be used or disclosed by St Teresa's Catholic College for statistical, regulatory and research purposes. St Teresa's Catholic College may disclose your personal information for these purposes to third parties, including:

- school — if you are a secondary school student undertaking VET, including a school-based apprenticeship or traineeship
- employer — if you are enrolled in training paid for by your employer
- Commonwealth and State or Territory government departments and authorised agencies
- NCVER
- organisations conducting student surveys
- researchers.

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

- issuing a VET statement of attainment or 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
- 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)).

## SCHOOL RESPONSIBILITIES

“The School must have certain teachers and equipment to run this course. If the School loses access to these resources, it will provide students with alternative opportunities to complete the course and the related qualification. The School retains the right to cancel the course if it is unable to meet requirements.”

If a student enrolls late into a Vocational Education and Training course, that student may not complete all competencies to enable them to attain the full qualification. If this is the case, the student will receive a Statement of Attainment outlining the competencies they have completed.

### **PRIVACY NOTICE: USE OF YOUR PERSONAL INFORMATION AND USI**

You are advised and agree that you understand and consent to the use of the personal information you provide in connection with your application and verification of a Unique Student Identifier (USI).

From 1 January 2015, RTO's can be prevented from issuing you with a nationally recognised VET qualification or Statement of Attainment when you complete your course if you do not have a USI.

The USI is collected by the student identifiers registrar for the purpose of:

- applying for, verifying and giving a USI prior to issuance of Australian Qualification Framework (AQF) certification documentation
- replacing an authenticated AQF certification document
- recording a student's final outcomes that will be made available on the national USI register.

A student's verified USI and final assessment outcomes may be disclosed to:

- Commonwealth and State or Territory government departments, agencies and statutory bodies performing functions in relation to VET for:
  - the purpose of administering and auditing VET, VET providers and VET programs
  - education-related policy and research purposes
  - assistance with determining eligibility for training subsidies
- VET regulators to enable them to perform their regulatory functions
- VET admission bodies for the purpose of administering VET and VET programs
- current and former registered training organisations (RTOs) to enable them to deliver VET courses to the individual, meeting their reporting obligations under the Standards for RTOs and the national USI scheme
- schools for the purpose of delivering VET courses to the individual 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 and the collection, preparation and auditing of national VET statistics. 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
- any other authorised person or entity required by law to access the information to perform functions in the administration of the USI system.

Your verified USI and final assessment outcomes will not otherwise be disclosed without your consent unless authorised or required by or under law.

## Privacy notice links

Students may access the Australian Government Department of Education, Skills and Employment's (DESE) VET Privacy Notice at [www.dese.gov.au/national-vet-data/vet-privacy-notice](http://www.dese.gov.au/national-vet-data/vet-privacy-notice) and other privacy policies.

If the privacy notice on the DESE's website cannot be accessed electronically, please contact the RTO Manager who will provide the student with a downloaded or hard copy of that notice.

Queensland privacy notices and policies relevant to VET students	
QCAA Open Data Strategy	<a href="http://www.qcaa.qld.edu.au/about/corporate-policies/information">www.qcaa.qld.edu.au/about/corporate-policies/information</a>
DESBT RTO data collection	<a href="https://desbt.qld.gov.au/training/docs-data/statistics/rto-data">https://desbt.qld.gov.au/training/docs-data/statistics/rto-data</a>
DESE VET Privacy Notice	<a href="http://www.dese.gov.au/national-vet-data/vet-privacy-notice">www.dese.gov.au/national-vet-data/vet-privacy-notice</a>