



PRE-ENROLMENT PRIVACY NOTICE

PERSONAL INFORMATION COLLECTION

ACE Community Colleges collects personal information in order to administer training and assessment programmes and services in accordance with national standards and to satisfy Commonwealth and State information collection and reporting requirements (specified below). Personal information collected may also be used to facilitate communications, financial transactions and other administrative operations, for quality assurance purposes and in relation to the provision of support services. Please refer to the [ACE Student Handbook](#), or to our [Privacy Policy](#), for further information. Please also note the following:

- ACE Community Colleges does not profit from the use or disclosure of personal information.
- Personal information will not be used for marketing/promotional purposes without written consent.
- Personal information is held securely and disclosed only to trusted third parties for legitimate reasons.

PERSONAL INFORMATION DISCLOSURE OBLIGATIONS

Commonwealth [Data Provision Requirements](#) (2012) oblige all Registered Training Organisations to collect relevant personal information about individuals enrolling in nationally recognised training programmes and to disclose that information, in accordance with the National VET Data Policy, to the following entities for statistical, administrative, regulatory and research purposes:

- National Centre for Vocational Education Research (NCVER) and
- Other Commonwealth and State or Territory government departments and authorised agencies.

Personal information disclosed in this context includes information provided in enrolment applications and training activity data (including training undertaken, outcomes and awards). Personal information disclosed to NCVER may be used or disclosed by NCVER for the following specific purposes:

- Populating authenticated VET transcripts
- Facilitating statistics and research relating to education (including surveys and data linkage)
- Pre-populating RTO student enrolment forms
- Interpreting how the VET market operates (for policy, workforce planning and consumer information)
- Administering VET (including programme administration, regulation, monitoring and evaluation).

Students may also be invited to participate in surveys administered by a government department or NCVER employee, agent or third party contractor (or other authorised agency). Surveys may be conducted for the purpose of obtaining feedback on training received, employment outcomes, goals, aspirations and the like. Participation is voluntary and students may elect to opt out of the survey at the time of being contacted.

NCVER is required to collect, hold, use and disclose personal information in accordance with the [Privacy Act 1988](#) (Cth), the [National VET Data Policy](#) and with all relevant NCVER policies and protocols (including those published on its website at www.ncver.edu.au).

The following third parties may also be entitled to access your personal information for approved purposes:

- Your employer (if you are enrolled in training paid for by your employer)
- Your school (if you are a secondary student undertaking a school-based apprenticeship or traineeship)
- Third party training providers engaged to deliver specified course components (if applicable)

Please read the consent statement overleaf prior to completing your enrolment application →



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CONSENT TO RELEASE OF PERSONAL INFORMATION

This [Privacy Notice](#) is made accessible to all applicants seeking to enrol in nationally recognised training at ACE Community Colleges:

- It is provided over-the-counter to individuals applying in person
- It is read and explained to individuals applying over the telephone (and can be emailed upon request)
- It is available on the organisation's website as part of the online application process

Where an enrolment application pertains to a course of study funded by the NSW government, the following additional information is also provided prior to enrolment:

- NSW Department of Industry consent wording (appended to this document)

Your consent to the collection, use and disclosure of your personal information as described in this [Privacy Notice](#) (and in the NSW Department of Industry document where applicable) is evidenced where:

- You have signed an Information Release Consent form (over-the-counter enrolments)
- You proceed with your telephone application after hearing the [Privacy Notice](#) delivered verbally (or after receiving an emailed copy)
- You proceed with your online enrolment application

By completing the enrolment application process, therefore, you are also consenting to the collection, use and disclosure of your personal information in accordance with this [Privacy Notice](#) (and with NSW Department of Industry stipulations where applicable).

If you do not agree with these information collection and disclosure arrangements, ACE Community Colleges recommends that you do not proceed with your enrolment application.

Schedule 1

Consent Wording

CONSENT TO USE AND DISCLOSURE OF PERSONAL INFORMATION

I _____

(First, middle and last Name)

of _____

(current residential address)

with date of birth _____

understand and agree that, under the *Data Provision Requirements 2012*, [**insert name of the Provider**] is required to collect personal information (information or an opinion about me), collected from me, my parent or guardian, such as my name, Unique Student Identifier, date of birth, contact details, training outcomes and performance, sensitive personal information (including my ethnicity or health information) and other enrolment and training activity-related information (together **Personal Information**) and disclose that Personal Information to the National Centre for Vocational Education Research Ltd (**NCVER**).

My Personal Information (including the personal information contained on my enrolment form and my training activity data) may be used or disclosed by [**insert name of the Provider**] for statistical, regulatory and research purposes. [**insert name of the Provider**] may disclose my personal information for these purposes to third parties, including:

- School – if I am a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if I am enrolled in training paid by my employer;
- Commonwealth and State or Territory government departments and authorised agencies, including the NSW Department of Industry (**Department**);
- 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.

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

NCVER will collect, hold, use and disclose my 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).

The Department may disclose my Personal Information to other Australian government agencies, including those located in States and Territories outside New South Wales.

The above government agencies may use my Personal Information for any purpose relating to the exercise of their government functions, including but not limited to the evaluation and assessment of my training, the determination of my eligibility to receive subsidised training or for any Fee Exemptions or Concessions. My Personal Information may also be disclosed to other third parties if required by law.

I also acknowledge and agree that the Department may contact me by telephone email or post during or after I have ceased subsidised training with [*insert name of the Provider*] for the purposes of evaluating and assessing my subsidised training.

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my Personal Information in the manner outlined above.

PRINT FULL NAME: _____

SIGNATURE: _____ **DATE:** ____/____/____

Note: If under 18 years of age at the time of giving consent, then the consent of their guardian is required

PRINT FULL NAME OF GUARDIAN: _____

SIGNATURE OF GUARDIAN: _____ **DATE:** ____/____/____