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| **VET STUDENT INDUCTION AND DECLARATION 2018** | | | |
| **School Name** |  | | |
| **Student Name** |  | | |
| **VET Course/s** |  | | **ATAR ELIGIBLE**  Yes €  No € |
|  | | **ATAR ELIGIBLE**  Yes €  No € |
|  | | **ATAR ELIGIBLE**  Yes €  No € |
| **I have read and understood the following:** | | | |
| I understand which qualification I am enrolled in. | | | € |
| I understand how I will be trained and assessed. | | | € |
| I understand the mandatory requirement for work placement. | | | € |
| I understand the competency based nature of VET assessment. | | | € |
| I understand the section on *Recognition of Prior Learning* and how to apply if applicable. | | | € |
| I understand how to make a complaint if I am unhappy with any aspect of my training. | | | € |
| Legislation and Regulations which impact on my training have been identified to me. | | | € |
| I am required to purchase additional uniforms/equipment to participate in this course. | | | Yes €  Cost:  No € |
| **STUDENT DECLARATION** | | | |
| By signing this form I acknowledge that I have read and understood ***VET Courses Handbook for Students and Parents*** supplied to me by my school. | | | |
| Name*:* | | Signature: | Date: |
| **PARENT DECLARATION** | | | |
| I have read the contents of the ***VET Courses Handbook for Students and Parents*** and understand the requirements for my child to complete a VET course. | | | |
| Name*:* | | Signature: | Date: |

**Privacy Notice and Student Declaration**

**Privacy Notice**

Under the *Data Provision Requirements 2012*, RTO 88024 is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by **CSOWW** for statistical, regulatory and research purposes. **CSOWW** may disclose your personal information for these purposes to third parties, including:

* School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
* Employer – if you are enrolled in training paid by your employer;
* Commonwealth and State or Territory government departments and authorised agencies;
* 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.

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)).

**Student Declaration and Consent**

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 accordance with the Privacy Notice above.

STUDENT SIGNATURE ………………………………… DATE …………………………………

PARENT/GUARDIAN SIGNATURE\* ……………………… DATE …………………………

*\*Parental/guardian consent is required for all students under the age of 18.*