



## Privacy Notice

Under the *Data Provision Requirements 2012*, **Kawana Waters State 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 the personal information contained on this form and your training activity data) may be used or disclosed by **Kawana Waters State College** for statistical, regulatory and research purposes. **Kawana Waters State 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.*

### **Student Responsibilities**

I acknowledge that I have been provided with a *Senior Curriculum Handbook and VET Induction session*, which contains information on the topics listed below. I acknowledge that I have read the handbook and was present at the induction session. I understand that I can access further information on these topics should I wish to do so from my Vet Teacher/s or the RTO Manager. I also understand that this information is available any time on request.

#### **Topics covered in the VET section of the Curriculum Handbook ([www.kawanawaterssc.eq.edu.au](http://www.kawanawaterssc.eq.edu.au))**

- Enrolment and Admission
- Course information, including content and vocational outcomes (refer to individual subject pages)
- Fees and charges including refund policy (VET brochure/VET offerings) VETIS Funding/Costs
- Access and Equity
- Access to records "Educational Standards"
- Expectations
- Student Feedback

#### **Topics covered in the Induction session**

- Complaints and Appeals Procedure
- Competency based assessment
- Recognition of Prior Learning (RPL)
- AQF qualifications
- Provision for language, literacy and numeracy support
- Student support and guidance services
- Flexible learning and assessment procedures
- Workplace Health and Safety
- Behaviour Management policy and attendance

## CONSENT

I ..... (Student's Name), a student at Kawana Waters State College hereby consent to the school providing relevant information about me to the Queensland Curriculum & Assessment Authority (QCAA) to record my results in the calculation of my QCE. Information will also be recorded in Kawana Waters State College management system and KWSC/QCAA will issue the relevant certification.

I also understand that subject charges vary according to individual Certificate requirements as outlined in individual course information outlined in the Senior Curriculum Handbook ([www.kawanawaterssc.eq.edu.au](http://www.kawanawaterssc.eq.edu.au)).

I also agree to the school showing copies of any of my VET completed assessment tasks to the QCAA on request. I understand that student work is required in order to satisfy the QCAA that all assessment is of the correct, industry standard. This acknowledgement form will be valid for the full delivery period of any certificated vocational course spanning Years 10, 11 and/or 12.

**NOTE: If I am a late enrolment into this course, I understand that I may not complete the qualification. A statement of attainment will be produced for the units of competency achieved.**

I agree to:

- Make a serious commitment to my vocational studies at Kawana Waters State College.
- Attempt to complete all units of competency on the first attempt and agree to revisit competencies if not competent after the first attempt.
- Meet the expectations and demands of the school in terms of participation, co-operation, punctuality, successful submission of work and high standards of behaviour and conduct.
- Maintain the high standard and reputation of Kawana Waters State College when participating in work placement, excursions and interaction with the business community.
- Comply with the student behaviour support procedures of Kawana Waters State College.

By signing this form, I agree to all of the policies and procedures related to VET that are outlined in all school documentation pertaining to VET.

Student Name			
Student Signature		Date	
Parent Name			
Parent Signature		Date	
VET Trainer			
VET Trainer Signature		Date	