

NARA-FM038 Enrolment Pack (AQF1&2)

LEARNER DECLARATION

I declare that the information in this form is true and correct.

I hereby agree to abide by the policies and procedures of Nara Training & Assessing during training/ assessment/ course listed previously.

- I authorise Nara Training & Assessing to access the USI Webservice to search, create, and/or update data related to my USI*.
I understand the need for a USI for all training to be commenced or completed after 2014.
- I understand that my personal information will be available to all staff at Nara Training & Assessing for the sole purposes of my training progress and will be kept private.
- Information will not be divulged to any third party without my express permission.
- By signing a release form, an individual agrees that:
 - Nara Training & Assessing may record my image, voice, biographical material or other information about me on photographs, or any other media for audio and visual only reproduction ('the Reproduction').
 - Nara Training & Assessing may use photographic, video, or digital images in which I appear, or in which my voice, biographical material or other information concerning me is used, in publications (including but not limited to brochures, booklets, video, reports, press releases, websites, social media and exhibits) ('the Publication') for the purposes of education, information, promotion, public relations connected with the RTO.
 - The Publication and/or Reproduction will be edited at Nara Training & Assessing sole discretion; Nara Training and Assessment may incorporate any part of the recording of me in the Publication/Reproduction.
 - I will not retain any rights, including copyright, or interest in the Publication/Recording.
 - I will receive no payment for the use or recording of my image, voice, biographical material or other information by Nara Training & Assessing

I release and indemnify Nara Training & Assessing from any loss, damage, cost, expense, or claim arising out of the use of my image, voice, biographical material or other information about me, including action for defamation, libellous material, breach of privacy, or copyright.

- I am fully aware of all costs involved in my training course / program.
- I was provided with a link to Nara's website where information was provided on the course I am interested in undertaking.
- I am aware of the Code of Conduct and will conduct myself in a safe way at all times.
- The Training and Assessment process has been clearly explained to me.
- I am aware of the Complaints and Appeals policy, procedure and my rights.
- I have been made aware of and I understand the Emergency Procedure.
- I have read and understood the terms and conditions of my training from the Student Handbook found on Nara's website.
- I am happy to receive emails regarding upcoming training news, dates and specials.

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PRIVACY NOTICE

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.

How we use your personal information

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.

How we disclose your personal information

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.

How the NCVER and other bodies handle your personal information

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 Education, Skills and Employment (DESE), 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 www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE 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 DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact NARA Training and Assessing to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

Contact: Nara Training and Assessing

Phone Number: 1800 487 246

Email: Admin@naratraining.com.au

Please see <https://www.naratraining.com.au/> for our privacy statement.

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.

Signature _____ Date _____

If learner is under 18 years of age, Parent/Guardian signature must also be provided.

Parent/Guardian Signature _____ Date _____