

Aquinas College

VET Student Enrolment Form – prior to course commencement

This Student Agreement Form has been completed by:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_**

**(Full Name) (Year & VPC) (Date)**

**Who is enrolled in the following qualification/s:**

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| **Qualification code** | **Qualification title** | **Enrolled** |
| BSB10120 | Certificate I in Workplace Skills |  |

Specified units of competency per qualification or accredited course are outlined in the Year 10 Subject Selection Handbook or in the VET subject course outline

**Acknowledgment of receipt of information**

I also acknowledge that prior to commencement in my VET programme at this College I have been provided with a VET Student Handbook (located on the Aquinas website) and have been inducted in the information on the topics listed below.

* Student selection, enrolment and induction/orientation procedures
* Qualification or VET accredited course code and title and its currency
* Units of competency (code and title)
* Estimated duration
* Expected locations at which training and assessment will occur
* Modes of delivery
* Name and contact details of any third party that will provide training and/or assessment and explanation of the arrangements
* Any work placement arrangements
* The RTO’s obligation to provide quality training and assessment
* Issuance (and re-issuance) of qualifications
* Learner’s rights and responsibilities including:
* Complaints and appeals policy and procedure
* Processes for the event of the RTO or a third-party ceasing operations
* Requirements the learner must meet to complete the course
* Any equipment or material the learner must provide
* Legislative requirements
* Fees and charges, including refund policy
* Student support (language, literacy and numeracy assistance), welfare and guidance services
* Access and equity policy and procedure
* Flexible learning and assessment procedures
* Explanation of competency based assessment
* Student access to accurate records policy and procedures
* Confidentiality procedure
* Recognition arrangements for RPL
* Recognition of AQF qualifications and statements of attainment issued by another RTO or school
* Certification and issuing qualifications

I am aware that Aquinas College will ensure that I will complete the training and assessment as agreed. If circumstances arise that affect my ability to complete this course (e.g. loss of a teacher and unable to obtain suitable replacement) then the College must arrange for training and assessment to be completed by another suitable training organisation (I am aware that this may incur costs for me as a learner). Prior to the transfer to another RTO, I will be formally notified of the arrangements and an agreement to those arrangements, including any refund or fees associated, will be obtained.

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| **VET Unique Student Identifier**  From 1 January 2015 the Australian Government requires all students undertaking vocational training (VET) to have a Unique Student Identifier (USI). Registered Training Organisations (RTOs) are required to collect and verify a student’s USI for the purposes of reporting on training activities or to issue an AQF certification document, such as a qualification or statement of attainment.  The following permissions relate to the Unique Student Identifier for you/your student:   * I give permission for Aquinas College as a Registered Training Organisation to store my/my child’s USI in Brisbane Catholic Education’s School Student Management System. * I acknowledge that Brisbane Catholic Education will be providing my/my child’s USI to the Queensland Curriculum and Assessment Authority (QCAA) to report to the Australian Government on Vocational Outcomes. * I give permission for Aquinas College to provide my/my child’s USI to other RTOs with whom the school has partnership agreements in place to deliver Nationally Recognised Training when my child enrols in these courses. |

**Privacy Notice**

Aquinas College is required to collect personal information and disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER) / Queensland Curriculum and Assessment Authority (QCAA). This information (including the personal information contained on this enrolment form), may be used or disclosed by Aquinas College for statistical, administrative, regulatory and research purposes.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

* populating authenticated VET transcripts;
* facilitating statistics and research relating to education, including surveys and data linkage;
* pre-populating RTO student enrolment forms;
* 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 a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note 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, the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER’s website at [www.ncver.edu.au](https://www.ncver.edu.au/).

I acknowledge that I understand the information and agree to the terms as outlined in the VET Student Handbook. I know where to access the VET Student Handbook (College website) and understand that I can access further information on some of these topics should I wish.

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|  |  |  |
| **Student signature** |  | **Signature of parent/guardian** |
|  |  |  |

**Date Date**