# 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. If you are unable to provide the personal information to us, we may not be able to enrol you as a student.

**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](http://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> or available at our website [www.futurewest.com.au](http://www.futurewest.com.au)

**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 FutureWest Institute 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

PO Box 176

FLOREAT WA 6014

[ming@futurewest.com.au](mailto:ming@futurewest.com.au)

[james@futurewest.com.au](mailto:james@futurewest.com.au)

0401 679 988

0421 110 573

As a student we would like to assure you that the personal information you, or anyone else, provide is protected under the Privacy and Personal Information Protection Act 1998. As a Registered Training Organisation, FutureWest Institute is also required to collect data (refer to Student Enrolment Form on your training course) under the Data Provision Requirements made under the National Vocational Education and Training Regulator Act 2011.

Whenever we collect information about you, the purpose of collecting personal information, who receives this information and where it is held will be explained and made clear to you. We will also ensure your ongoing rights to access this information about yourself and make corrections. We will also protect your personal and private information and not disclose it without your knowledge and approval. Information we ask you to provide will only be that necessary for the purposes of your course, learning and study records. The study records that we retain will be limited to contact details for you, and the details of courses and assessments you undertook while with us, and the results of those assessments, including qualification or competency outcomes.

Please note on occasions during some in-class training courses that photos may be taken and used by FutureWest Institute for their website/Facebook/LinkedIn marketing page and should you wish to not be included, please contact us on [ming@futurewest.com.au](mailto:ming@futurewest.com.au)

**PLEASE READ AND COMPLETE**

**STUDENT DECLARATION**

I declare that the information I have provided to the best of my knowledge is true and correct. I acknowledge that I have received and read the relevant Learner Handbook for this course. All Handbooks can be found on our website www.futurewest.com.au. Please note that photos of the training course in-class may be taken and used by FutureWest Institute for their website/Facebook/LinkedIn marketing page and should you wish to not be included, please contact us on [ming@futurewest.com.au](mailto:ming@futurewest.com.au) – thank you.

Signature (or electronic acknowledgement): Click here to enter text.

Date: Click here to enter a date.

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| COURSE DETAILS | |
| Name of training course: |  |
| Course date: |  |
| PERSONAL DETAILS | |
| Full name: |  |
| Unique Student Identifier (USI): |  |
| Date of birth: |  |
| Gender: |  |
| Residential address: |  |
| Postal address (leave blank if same as above): |  |
| Contact number: |  |
| Email address: |  |
| Employer name: |  |
| Employer address: |  |
| LANGUAGE AND CULTURAL DIVERSITY | |
| Country of birth: |  |
| Are you of Aboriginal or Torres Strait Islander origin? | No  Yes, Aboriginal  Yes, Torres Strait Islander |
| Do you speak a language other than English at home? | No, English only (please go to Disability section)  Yes, other (please specify): |
| DISABILITY | |
| Do you consider yourself to have a disability, impairment or long-term condition? (please tick all that apply) | No disability  Hearing/deaf  Physical  Intellectual  Learning  Mental illness  Acquired brain impairment  Medical condition  Vision  Other |
| EDUCATION | |
| What is your highest completed school level? | Year 12 or equivalent  Year 11 or equivalent  Year 10 or equivalent  Year 9 or equivalent  Year 8 or lower  Never attended school |
| Are you still enrolled in secondary school/education? | No  Yes |
| Have you successfully completed any of the following qualifications? (tick any that apply) | Bachelor Degree or Higher Degree  Advanced Diploma or Associate Degree  Diploma (or Associate Diploma)  Certificate IV (or advanced Certificate/Technician)  Certificate III (or Trade Certificate)  Certificate II  Certificate I  Other education (inc certificates or overseas qualifications not listed above)  I have not successfully completed any of the above |
| EMPLOYMENT | |
| Of the following categories, which best describes your current employment status? (tick one box only) | Full-time employee  Part-time employee  Self-employed (not employing others)  Self-employed (employing others)  Employed – unpaid worker in a family business  Unemployed – seeking full-time work  Unemployed – seeking part-time work  Not employed – not seeking employment |
| STUDY REASON | |
| Of the following categories, select the one which best describes the main reason you are undertaking this course? (tick one box only) | I wanted extra skills for my job  For personal interest or self-development  It was a requirement of my job  To try for a different career  To start my own business  To get a job  To develop my existing business  To get into another course of study  To get a better job or promotion  To get skills for community/voluntary work  Other reasons |

Thank you. Please make sure you have signed and dated the first page and email this enrolment form back to:

[ming@futurewest.com.au](mailto:ming@futurewest.com.au)