# PRIVACY NOTICE

Under the *Data Provision Requirements 2012*, FutureWest Instituteis 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 FutureWest Institutefor statistical, regulatory and research purposes. FutureWest Institutemay 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/)).

**PLEASE READ AND COMPLETE**

**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. I also 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: |  |
| Indigenous origin: | Not Aboriginal or Torres Strait Islander  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 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  Year 11  Year 10  Year 9  Year 8 or lower  Never attended school |
| Are you still attending secondary school? | 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  Certificates other than the 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, which best describes your main reason for 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 get a better job or promotion  To start my own business  To get a job  To develop my existing business  To get into another course of study  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)