

Diocese of Broken Bay

RTO: 90488



**ST EDWARD'S
COLLEGE**
WHERE YOUNG MEN ACHIEVE

26 March 2018

Dear Parent/Guardian,

Your child has selected a Vocational Education and Training (VET) course as part of their senior studies. Please refer to the **VET Courses Handbook for Students and Parents** which can be located on the following website: <https://sites.google.com/dbb.catholic.edu.au/dbbvvet/vet-handbooks>. This handbook contains important information regarding VET courses. The Handbook has already been read and discussed with your child at school.

Please take the time to go over the information contained in the Handbook. The Handbook explains VET courses, outlines assessment processes, details work placement requirements and describes VET course expectations.

When you have read the contents of the Handbook please return this form via tutor class to Mrs Juliana Dignam, VET Coordinator, ensuring the Privacy Notice and Declaration Form and are signed by student and Parent / Guardian.

If you have any questions regarding the content of the Handbook, please do not hesitate to contact the VET Coordinator at your child's school.

Kind regards

A handwritten signature in black ink, appearing to read 'Phil Cox'.

Phil Cox

Education Officer VET / RTO Manager



RETURN TO MRS DIGNAM, VET COORDINATOR

Privacy Notice and Student Declaration

Privacy Notice

Under the *Data Provision Requirements 2012*, **RTO 90488 Catholic Schools Office, Diocese of Broken Bay (CSODBB)** is 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 **CSODBB** for statistical, regulatory and research purposes. **CSODBB** may 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).

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.

STUDENTS FULL NAME.....

CLASS:.....

STUDENT SIGNATURE

DATE

PARENT/GUARDIAN SIGNATURE*

DATE

**Parental/guardian consent is required for all students under the age of 18.*