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Acknowledgements, declarations and privacy statement (all students MUST sign)

* 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 an individual does not provide their personal information they will not be able to be enrolled. 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.
* There are a number of privacy policies, & notices, RTO policies, Department of Education policies, State policies, and Federal policies all required for enrolment. These statements and policies are now provided to all students during the pre-training review and it is your responsibility to read through them, and declare below that you have read, understood and accepted all of them. Should you require any clarification please ask our administration staff to further explain any of the sections to you.

Our privacy statements are available online at[**https://www.aceassessment.com.au/publications**](https://www.aceassessment.com.au/publications)**.**

Additionally, the following websites will provide you with further information.

[www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy)

<https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

<http://www.usi.gov.au/students/pages/student-privacy.aspx>

<http://www.education.vic.gov.au/pages/privacypolicy.aspx>

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.The Victorian Government, through the Department of Education and Training (the Department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic) . P&N Thomas Pty Ltd  is required to provide the Department with student and training activity data. This includes personal information collected in the enrolment form and unique identifiers such as the (VSN and the Commonwealth's Student Identifier (USI). P&N Thomas Pty Ltd  provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines which are available at <http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>

If an individual does not provide their personal information they will not be able to be enrolled and/or obtain a Victorian Government VET subsidy

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.

As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET -related purposes. In particular, this includes the disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER). The Department's collection and handling of enrolment data and VSN's is authorised under the Education and Training Reform Act 2006 (Vic). The department is also authorised to collect and handle the USI's in accordance with the Student Identifiers Act 2014 (Cth) and the student Identifiers Regulation 2014 (Cth).

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>.

If the privacy notice on the Department’s website cannot be accessed electronically please request a copy from administration staff.

Surveys

You may be contacted to participate in a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. This provides valuable feedback on the delivery of VET programs in Victoria. Please note you may opt out of the survey at the time of being contacted. Additionally P&N Thomas Pty Ltd will provide you with a survey which assists us to manage our continuous improvement of the RTO. Your responses are confidential.

Contact information

At any time, you may contact *ACE Training* on 1800 456 094 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

Unique Student Identifier

A students' USI may be used for specific VET purposes including the verification of student data provided by P&N Thomas Pty Ltd; the administration and audit of VET providers and programs; education-related policy and research purposes; and to assist in determining eligibility for training subsidies. If a student does not know their USI or does not have a USI they may request the RTO to apply for a USI on their behalf. To apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <http://www.usi.gov.au/students/pages/student-privacy.aspx>

**DRUGS, ALCOHOL AND SMOKING POLICY AND PROCEDURE**

DRUGS AND ALCOHOL

ACE Training enforces a zero drug and alcohol policy for staff members and students during business operating hours. Staff must not be under the influence of drugs or alcohol at any time during hours of work.

Staff or students affected or suspected of drug or alcohol consumption will not be allowed to operate machinery.

ACE Training reserves the right to question employees or students if suspicion arises. They reserve the right to refrain from answering but this will be considered an omission of guilt and will not be allowed to operate any machinery and may be asked to leave the premises.

If students are suspected of being intoxicated or affected by drugs, and this is deemed to be affecting other students on the premises, they will be asked to leave the premises.

Management is to be informed if such an occasion arises.

Drug Testing

ACE Training reserve the right to conduct drug tests on all employees if suspicion arises.

In the event that the person tested returns a positive test result for either drugs or alcohol management is to be immediately informed. Management will make determination as to next course of action after interviewing the person involved.

There are two courses of action available to management:

* Positive Drug Test: Order a secondary confirmatory testing by an accredited laboratory, or
* Positive BAC reading: Immediate termination of employment contract.

Employee: In the event, secondary testing results is a positive reading for drug use, the administration for termination of staff member’s employment contract is to commence.

ACE Training staff that are required to take prescribed medication are to consult with the prescribing doctor on how this prescription drug will their specific work task. The staff member must provide a fit or unfit for work certificate to management, who will make determination in consultation with the staff member.

SMOKING

All staff, students, contractors, visitors, and contactor companies must refrain from smoking on the premises- except for designated smoking areas. ACE Training has designated smoking areas at each site.Please keep area clean and be considerate of those around you that may not smoke. If you fail to do so, all privileges will be removed.

Smoking will not be allowed under any circumstances in the following areas:

* Reception Area
* Classrooms
* Eating or cooking areas
* In visible site of clients or