Burnside State High School 30245
Vocational Education and Training

Student Training Agreement Form

please return to Michelle Mugliett – VET Industry Liaison Officer

Student Details	
Name	
School Email	

Registered Training Organisation (RTO) details:			
Legal Name	Burnside State High School		
National Provider No.	30245		
Address	52 Blaxland Road Nambour		
Contact Name	Mr Scott Sergeant		
Position	RTO Manager		
Contact Phone	5459 7345	Email	sserg10@eq.edu.au

Training Details			
Code	Eg: SIT202013	Qualification Name:	Eg: Certificate II in……
Code:		Qualification Name	
Commencement Date		Planned Completion Date	
Code		Qualification Name	
Commencement Date		Planned Completion Date	
Code		Qualification Name	
Commencement Date		Planned Completion Date	

- ***Unit details can be found by accessing the school website and viewing the subject curriculum guides and/or section 3 of the Training and Assessment Strategy (TAS).***

School Responsibilities

"The School must have certain teachers and equipment to run this course. If the School loses access to these resources, it will provide students with alternative opportunities to complete the course and the related qualification. The School retains the right to cancel the course if it is unable to meet requirements."

If a student enrols late into a Vocational Education and Training course, that student may not complete all competencies to enable them to attain the full Qualification. If this is the case, the student will receive a Statement of Attainment outlining the competencies they have completed.

VET certification will be issued to a student at exit (year 12) or on request (if completed prior to the end of year 12) providing the student is assessed as meeting all the requirements of the qualification, and all agreed fees the student owes to the school RTO have been paid. The school RTO will not issue an AQF certificate, record of results or Statement of Attainment to a student without having a verified USI for that individual.

Student Responsibilities

I acknowledge that I have been provided with a *VET Student Handbook and VET Induction session or equivalent*, which contains information on the topics listed below. I acknowledge that I have read the handbook and was present at the induction session. I understand that I can access further information on these topics should I wish to do so from my VET Teacher/s or the RTO Manager. I also understand that this information is available any time on request or on the school website. This form is outlines the conditions covered during the student induction and is supplementary to the information provided in the VET student handbook.

Topics covered in the VET section of the website and during student inductions are: (https://burnsideshs.eq.edu.au/)

- Enrolment and Admission
- Course information, including content and vocational outcomes (refer to individual subject pages)
- Fees and charges (VET brochure/VET offerings) VETiS Funding/Costs
- Access and Equity
- Access to records *"Educational Standards"*
- Expectations
- USI requirements
- Privacy statements and permissions

Topics covered in the Induction session

- Complaints and Appeals Procedure
- Competency based assessment
- Recognition of Prior Learning (RPL)
- AQF qualifications
- Provision for language, literacy and numeracy support
- Student support and guidance services
- Flexible learning and assessment procedures
- Workplace Health and Safety
- Behaviour Management policy and attendance

CONSENT

I [ ] (*Insert Student's Name*), a student at Burnside State High School hereby consent to the school providing relevant information about me to the Queensland Curriculum & Assessment Authority (QCAA) to record my results in the calculation of my QCE. Information will also be recorded by Burnside State High School in a Student Management System they will use to issue and report the relevant certification to the National Centre for Vocational Education and Research (NCVER).

I understand that I have an obligation to provide Burnside State High School with a valid USI during the enrolment process or risk being withdrawn from the VET course.

I also understand that subject charges vary according to individual Certificate requirements as outlined in operational cost form and in the Senior Curriculum Handbook (www.burnsideshs.eq.edu.au). All fees and charges are correct at the time of publication but are subject to change.

I also agree to the school showing copies of any of my VET completed assessment tasks to the QCAA on request. I understand that student work is required in order to satisfy the QCAA that all assessment is of the correct, industry standard. This acknowledgement form will be valid for the full delivery period of any certificated vocational course spanning Years 10, 11 and/or 12.

NOTE: If I am a late enrolment or conclude training part way through into this course, I understand that I may not complete the qualification. A statement of attainment will be produced for the units of competency achieved.

I agree to:

- Make a serious commitment to my vocational studies at Burnside State High School.
- Provide Burnside State High School with a verified USI during the induction process or shortly after. Failure to do so may lead to withdrawal from the course.
- Attempt to complete all units of competency on the first attempt and agree to revisit competencies if deemed to be not competent after the first attempt.
- Meet the expectations and demands of the school in terms of participation, co-operation, punctuality, successful submission of work and high standards of behaviour and conduct by showing care, consideration and cooperation.
- Maintain the high standard and reputation of Burnside State High School when participating in work placement, excursions and interaction with the business community.
- At all times, comply with the student behaviour support procedures of Burnside State High School.

Privacy Notice

As a registered training organisation (RTO), **Burnside State High School** is required to collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. In the event that we can't access the required information, you will not be enrolled into a VET course. Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by **Burnside State High School** for statistical, administrative, regulatory and research purposes. **Burnside State High School** uses your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

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.

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.
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. DEWR 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 DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at **https://www.dewr.gov.au/national-vet-data/vet-privacy-notice**

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. At any time, you may contact **Burnside State High School** 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

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.

Student Name			
Student Signature or electronic acknowledgement (email address)		Date	
Parent Name			
Parent Signature or electronic acknowledgement (email address)		Date	

The name and email address provided above represents the same acknowledgment as a signature.