

## Student Training Agreement Form

Student Details	
Name	
School Email	

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

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 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 enrolls 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.*

### Student Responsibilities

I acknowledge that I have been provided with a *VET Student Handbook and VET Induction session*, 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 and on the school website.

#### Topics covered in the VET section of the website (<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

#### 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 the relevant certification.

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](http://www.burnsideshs.eq.edu.au)).

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 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.
- Attempt to complete all units of competency on the first attempt and agree to revisit competencies if 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.
- Comply with the student behaviour support procedures of Burnside State High School.

## Privacy Notice

Under the *Data Provision Requirements 2012*, **Burnside State High School** 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), may be used or disclosed by **Burnside State High School** for statistical, administrative, regulatory and research purposes. **Burnside State High School** 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;
- Other third parties that are contributing to any formalised training and assessment for the course;

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- 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 a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note 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)).

## 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		Date	
Parent Name			
Parent Signature or electronic acknowledgement		Date	