

Privacy Notice

Under the Data Provision Requirements 2012, Interlink Technology Services Pty Ltd is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

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.

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.

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.

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>.

Surveys

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.

Contact information

At any time, you may contact Interlink Technology Services Pty Ltd 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

Registration Form

Instructions for completion:

Fill in all sections clearly and carefully.

Information requested on this form is for the national database and tracking purposes. It assists in ongoing qualification issuance as required.

1. QUALIFICATION DETAILS

Select from the list below which qualification(s) you are seeking:

<input type="checkbox"/>	10911NAT Certificate IV in Integrated Risk Management	<input type="checkbox"/>	BSB40920 Certificate IV in Project Management Practice
<input type="checkbox"/>	10941NAT Diploma of Integrated Risk Management	<input type="checkbox"/>	BSB50820 Diploma of Project Management
<input type="checkbox"/>	10942NAT Diploma of Consultancy	<input type="checkbox"/>	BSB60720 Advanced Diploma of Program Management
<input type="checkbox"/>	10924NAT Certificate IV in Project Controls Practice	<input type="checkbox"/>	

2. UNIQUE STUDENT IDENTIFIER (USI)

From 1 January 2015, Interlink Technology Services Pty Ltd can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVET. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi> on computer or mobile device.

Enter your Unique Student Identifier (USI) (if you already have one)

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/>.

Unique Student Identifier (USI)

Are you an Australian citizen? Yes No IF NO, Please specify VISA Class:

PERSONAL DETAILS

3. Enter your full name *

Title: (Please tick) Mr. Mrs Miss Ms. Dr Other

Single name only (Tick this box if you have one name only that cannot be written in the following format. Write your single name in the 'Family name section').

Family name (surname)

First given name

Second given name (middle)

* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want [name of RTO] to apply for a USI on your behalf, **you must write your name, including any middle names, exactly as written in the identity document** you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.

4. ENTER YOUR BIRTH DATE

Day/month/year

5. GENDER (TICK ONE BOX ONLY)

Male

Female

Other/not specified

6. ENTER YOUR CONTACT DETAILS

Home phone _____ Work phone _____

Mobile _____ Email address _____

Alternative email address (optional) _____

7. WHAT IS THE ADDRESS OF YOUR USUAL RESIDENCE?

Please provide the physical address (street number and name **not** post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.

If you are from a rural area use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.

Building/property name

Flat/unit details

Street or lot number (e.g. 205 or Lot 118)

Street name

Suburb, locality or town

State/territory

Postcode

8. WHAT IS YOUR POSTAL ADDRESS (IF DIFFERENT FROM ABOVE)?

Building/property name

Flat/unit details

Street or lot number (e.g. 205 or Lot 118)

Street name

Postal delivery information (e.g. PO Box 254)

Suburb, locality or town

State/territory

Postcode

LANGUAGE AND CULTURAL DIVERSITY

9. IN WHICH COUNTRY WERE YOU BORN?

Australia 1101

Other – please specify

10. DO YOU SPEAK A LANGUAGE OTHER THAN ENGLISH AT HOME?

(If more than one language, indicate the one that is spoken most often)

No, English only 1201

Yes, other – please specify _____

11. ARE YOU OF ABORIGINAL OR TORRES STRAIT ISLANDER ORIGIN?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

No 4

Yes, Aboriginal 1

Yes, Torres Strait Islander 2 3 (yes to both)

DISABILITY

12. DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY, IMPAIRMENT OR LONG-TERM CONDITION?

Yes Y

No N **No – Go to question 14**

13. IF YOU INDICATED THE PRESENCE OF A DISABILITY, IMPAIRMENT OR LONG-TERM CONDITION, PLEASE SELECT THE AREA(S) IN THE FOLLOWING LIST:

(You may indicate more than one area) Please refer to the Disability supplement for an explanation of the following disabilities.

Hearing/deaf 11

Physical 12

Intellectual 13

Learning 14

Mental illness 15

Acquired brain impairment 16

Vision 17

Medical condition 18

Other 19

SCHOOLING

14. WHAT IS YOUR HIGHEST COMPLETED SCHOOL LEVEL? (TICK ONE BOX ONLY)

If you are currently enrolled in secondary education, the *Highest school level completed* refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the *Highest school level completed* is Year 9.

Year 12 or equivalent 12

Year 11 or equivalent 11

Year 10 or equivalent 10

Year 9 or equivalent 09

Year 8 or below 08

Never attended school 02

Never completed any primary or secondary level education – go to question 16

15. ARE YOU STILL ENROLLED IN SECONDARY OR SENIOR SECONDARY EDUCATION?

Yes Y

No N

PREVIOUS QUALIFICATIONS ACHIEVED

16. HAVE YOU SUCCESSFULLY COMPLETED ANY OF THE QUALIFICATIONS LISTED IN QUESTION 17?

Yes Y
 No N **No – go to question 18**

17. IF YES, TICK ANY APPLICABLE BOXES.

Bachelor degree or higher degree	<input type="checkbox"/> 008
Advanced diploma or associate degree	<input type="checkbox"/> 410
Diploma (or associate diploma)	<input type="checkbox"/> 420
Certificate IV (or advanced certificate/technician)	<input type="checkbox"/> 511
Certificate III (or trade certificate)	<input type="checkbox"/> 514
Certificate II	<input type="checkbox"/> 521
Certificate I	<input type="checkbox"/> 524
Other education (including certificates or overseas qualifications not listed above)	<input type="checkbox"/> 990

Note: For SA based Candidates, you may be entitled to SA Government-based funding. Please advise if you have received such funding in the past, and for what qualification:

YES: (Advise Qual): _____ / First time for this qualification
 N/A: Not applicable / eligible

EMPLOYMENT

18. OF THE FOLLOWING CATEGORIES, WHICH BEST DESCRIBES YOUR CURRENT EMPLOYMENT STATUS?

(Tick ONE box only)

For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

Full-time employee	<input type="checkbox"/> 01	Employed – unpaid worker in a family business	<input type="checkbox"/> 05
Part-time employee	<input type="checkbox"/> 02	Unemployed – seeking full-time work	<input type="checkbox"/> 06
Self employed – not employing others	<input type="checkbox"/> 03	Unemployed – seeking part-time work	<input type="checkbox"/> 07
Self employed – employing others	<input type="checkbox"/> 04	Not employed – not seeking employment	<input type="checkbox"/> 08

STUDY REASON

19. OF THE FOLLOWING CATEGORIES, SELECT THE ONE WHICH BEST DESCRIBES THE MAIN REASON YOU ARE UNDERTAKING THIS course/traineeship/apprenticeship (Tick ONE box only)

To get a job	<input type="checkbox"/> 01	I wanted extra skills for my job	<input type="checkbox"/> 07
To develop my existing business	<input type="checkbox"/> 02	To get into another course of study	<input type="checkbox"/> 08
To start my own business	<input type="checkbox"/> 03	For personal interest or self-development	<input type="checkbox"/> 12
To try for a different career	<input type="checkbox"/> 04	To get skills for community/voluntary work	<input type="checkbox"/> 13
To get a better job or promotion	<input type="checkbox"/> 05	Other reasons	<input type="checkbox"/> 11
It was a requirement of my job	<input type="checkbox"/> 06		

Registration Form

PAYMENT OPTION

Please select your method of payment. Separate correspondence will be issued based on your selection.
(Tick ONE box only). At the moment VET Fee Help is not available for any of these qualifications.

- Cash (maximum \$1500 for individuals can be paid on first instalment)
- Electronic Funds Transfer (EFT) – Bank details will be supplied, and invoice issued
- Invoice required – Payment terms are \$1500 per instalment until payment is complete for private individuals
- Invoice required – Corporate Invoice under separate Terms & Conditions
- Direct Debit (please complete Interlink Technology Services Direct Debit Request Form)

DECLARATION

1. I understand that information contained in these forms may be provided to State and Commonwealth agencies and research organisations and I consent to that occurring. I certify that all details provided on these forms are correct
2. I have received a copy of ITS Candidate Handbook which contains program information, including content and award (Qualification or Statement of Attainment) information.
3. I have been advised via the ITS Candidate Handbook regarding:

	enrolment and start-up procedures
	mutual recognition obligations
	fees and charges, and refund policy
	procedures learning options and assessment procedures
	assessment policy and reasonable adjustment procedures for participants with special needs provision for language, literacy and numeracy evaluation
	client support, including any external support which ITS can arrange if required access and equity policy and procedures
	complaints, appeals and grievance timeframes policies/processes
	RPL and Credit Transfer arrangements
	Procedures / arrangements for feedback, to, and from the candidate during any program

Participant Name:

Participant Signature:Date:

ITS Trainer/Facilitator Name & Signature:Date:

One copy of this signed form will be retained by ITS as part of the participant's records. A 2nd copy of this signed form should be retained by the participant.

Disability supplement

(Courtesy NCVET Standard enrolment questions example for Release 8.0 for VET Providers)

Introduction

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

'11 — Hearing/deaf'

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

'12 — Physical'

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

'13 — Intellectual'

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

'14 — Learning'

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

'15 — Mental illness'

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

'16 — Acquired brain impairment'

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

'17 — Vision'

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

'18 — Medical condition'

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

'19 — Other'

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.