

## Privacy Notice

### Why QET 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. Failure to provide this information will mean we cannot enroll you in the course with us.

### How QET 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 QET 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 NCVER and other bodies handle your personal information.

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.

- NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), 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.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how 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.

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 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>.

### 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 QET 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

QET can be contacted by phoning 0412 780 603, or email [admin@qet.edu.au](mailto:admin@qet.edu.au) or [chris@qet.edu.au](mailto:chris@qet.edu.au)

**Personal details****1. Enter your full name \***

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.

**2. Enter your birth date**

Day/month/year | | |

**3. Gender (Tick ONE box only)**

Male

Female

Other

**4. Enter your contact details**

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

Mobile \_\_\_\_\_ Email address \_\_\_\_\_

Alternative email address (optional) \_\_\_\_\_

**5. 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

**6. 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****7. In which country were you born?**

Australia  1101

Other – please specify

## 8. 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 \_\_\_\_\_

If Yes, how well do you speak English:

Very well Well Not well Not at all 

## 9. Are you of Aboriginal or Torres Strait Islander origin?

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

No  4Yes, Aboriginal  1Yes, Torres Strait Islander  2

3 (yes to both)

**Disability**

## 10. Do you consider yourself to have a disability, impairment, or long-term condition?

Yes  YNo  N **No – Go to question 12**

## 11. 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  11Physical  12Intellectual  13Learning  14Mental illness  15Acquired brain impairment  16Vision  17Medical condition  18Other  19**Schooling**

## 12. 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  12Year 11 or equivalent  11Year 10 or equivalent  10Year 9 or equivalent  09Year 8 or below  08Never attended school  02**Never completed any primary or secondary level education – go to question 14**

What year did you complete your highest school level? (\_\_\_\_\_)

## 13. Are you still enrolled in secondary or senior secondary education?

Yes  YNo  N

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**Previous qualifications achieved**

14. Have you **SUCCESSFULLY** completed any of the qualifications listed in question 15?

Yes  Y  
 No  N **No – go to question 16**

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15. 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

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**Employment**

16. 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
Part-time employee	<input type="checkbox"/> 02
Self employed – not employing others	<input type="checkbox"/> 03
Self employed – employing others	<input type="checkbox"/> 04
Employed – unpaid worker in a family business	<input type="checkbox"/> 05
Unemployed – seeking full-time work	<input type="checkbox"/> 06
Unemployed – seeking part-time work	<input type="checkbox"/> 07
Not employed – not seeking employment	<input type="checkbox"/> 08

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**Study reason**

17. 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
To develop my existing business	<input type="checkbox"/> 02
To start my own business	<input type="checkbox"/> 03
To try for a different career	<input type="checkbox"/> 04
To get a better job or promotion	<input type="checkbox"/> 05
It was a requirement of my job	<input type="checkbox"/> 06
I wanted extra skills for my job	<input type="checkbox"/> 07
To get into another course of study	<input type="checkbox"/> 08
For personal interest or self-development	<input type="checkbox"/> 12
To get skills for community/voluntary work	<input type="checkbox"/> 13
Other reasons	<input type="checkbox"/> 11

**Unique Student Identifier (USI)**

From 1 January 2015, QET 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 NCVER. 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.

**18. 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)

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**19. Course Details**

**Enter the competency number and or name you wish to enroll:**

The competency numbers can be found on your training permit, learning guide, or your letter from QET.

Module / Unit of Competency Code	Module / Unit of Competency Name

**20. Declaration**

I accept responsibility for the accuracy of my enrolment record. I also acknowledge that I am subject to the statutes, regulations and rules of the AQTF Training Guidelines.

**Student Signature:** \_\_\_\_\_

I give permission for my results to be released to employers or other authorised persons  Yes  No

**Student Signature:** \_\_\_\_\_

I give permission for CSQ to contact me if I am receiving CSQ funding.  Yes  No

**Student Signature:** \_\_\_\_\_