

PRIVACY NOTICE

To ensure you understand how Challenge Employment & Training collects, uses and discloses your information, please read the following privacy notice before completing your application:

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. **Failing to provide the required information for enrolment will result in your application being unsuccessful.**

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>. If you are unable to access the Department's privacy notice electronically, please advise us as soon as possible so that we are able to prepare a hard copy for your records.

Queensland Government Department of Employment, Small Business and Training

As an approved Skills Assure Supplier, Challenge Employment & Training deliver training and assessment services subsidised by the Queensland Government Department of Employment, Small Business and Training (DESBT). As part of our service delivery, we are required to meet regulatory requirements which may include disclosure of your personal information and training activities. For further information on how DESBT handles your information, please visit <https://www.qld.gov.au/legal/privacy>

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 Challenge Employment & Training 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

Should you wish to contact us regarding your personal information, please contact us in writing at training@challengeemployment.org.au.

For more information on how Challenge Employment & Training will handle your personal information, please refer to our Privacy Policy at <https://www.challengeemployment.org.au/privacy-policy/>

COURSE DETAILS

1. What course are you enrolling into?

Course Code: _____ Course Title: _____

2. What program are you enrolling into? (if applicable)

3. Study/delivery mode (tick ONE box only)

Classroom Online Workplace Recognition of Prior Learning

4. How did you find out about us?

Social media (Facebook, Instagram) Job search website (Seek, Indeed) JobActive provider
 Word of mouth Radio/newspaper Other – please specify: _____

5. Type of enrolment (tick ONE box only)

Certificate 3 Guarantee Fee for Service Skilling Queenslanders for Work User Choice

Please tick the below boxes only where applicable:

I declare that advice has been provided to me concerning expectations and rules regarding Queensland government funded training programs offered at Challenge Employment & Training.

Certificate 3 Guarantee: I acknowledge that I will no longer be eligible for a government subsidised training place under the Certificate 3 Guarantee program once I have completed a Certificate III or higher level qualification. I also declare that I have not been enrolled in, or have previously completed, a Certificate III or higher level qualification.

Skilling Queenslanders for Work: I acknowledge that I will no longer be eligible for a government subsidised training place under the Skilling Queenslanders for Work program once I have completed a program utilising this funding. I also declare that I have not been enrolled in, or have previously completed, a program funded under Skilling Queenslanders for Work.

User Choice: I acknowledge that I have been provided with information about the User Choice program funding and co-contribution requirements and I am aware of my obligations under a registered training contract as an apprentice or trainee.

PERSONAL DETAILS

6. What is your title? Mr. Mrs. Ms. Miss

7. Enter your full name*

* 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 Challenge Employment & Training to apply for a USI on your behalf, see section on the USI on page 5 for a detailed explanation.

Family name: _____ Given name: _____
 Middle name: _____ Previous surname/s: _____

8. Enter your birth date

Day/month/year: _____

9. Gender (tick ONE box only)

Male Female Other

10. Enter your contact details

Mobile phone: _____ Email address: _____
 Home phone: _____ Work phone: _____

11. What is the address of your usual residence?

Building/property name: _____
 Flat/unit number: _____ Street number: _____ Street name: _____
 Suburb: _____ State/territory: _____ Postcode: _____

12. What is your postal address (if different from above)?

PO box number: _____
 Suburb: _____ State/territory: _____ Postcode: _____

13. In case of emergency, please contact:

Name: _____ Relationship: _____
 Contact number: _____

ORGANISATION DETAILS *if applicable*

14. If you are linked with an organisation, please specify contact details:

Organisation name: _____
 Org. Contact name: _____ Org. Contact position: _____
 Org. Contact phone: _____ Org. Contact email address: _____

LANGUAGE AND CULTURAL DIVERSITY

15.a. In which country were you born?

Australia Other – please specify: _____

15.b. In which city were you born?

16.a. Australian residency status (tick ONE box only)

Australian Citizen Australian Permanent Resident New Zealand Citizen Other visa status – please specify: _____

16.b. Country of citizenship?

17. Do you speak a language other than English at home? (if more than one language, indicate the one that is spoken most often)

No Yes, other – please specify: _____ English assistance? Yes, please specify: _____

18. How well do you speak English?

Very well Well Not well Not at all

19. Are you of Aboriginal or Torres Strait Islander origin? (for persons of both Aboriginal and Torres Strait Islander origin, mark both 'yes' boxes)

No Yes, Aboriginal Yes, Torres Strait Islander

DISABILITY

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

Yes No – Go to question 21

20.b. 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 on page 4 for an explanation of the following disabilities.

Hearing/deaf Physical Intellectual Learning Mental illness
 Acquired brain impairment Vision Medical condition Injury Other

20.c. If you have indicated Physical, Injury or Other, please specify: _____

20.d. Support for disability? _____

SCHOOLING

21. 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 Year 11 Year 10 Year 9 or equivalent
 Year 8 or below Never attended school – go to question 24

22. In which year did you complete that school level?

23. Are you still enrolled in secondary education?

Yes No

PREVIOUS QUALIFICATIONS ACHIEVED

24. Have you SUCCESSFULLY completed any nationally recognised qualification/s, or received a Statement of Attainment/s in partial completion of a nationally recognised qualification?

Yes No – go to question 26

25.a. If yes, tick ANY applicable boxes and proceed to question 25.b:

Bachelor degree or higher degree Advanced diploma or associate degree Diploma (or associate diploma)
 Certificate IV (or adv. certificate/technician) Certificate III (or trade certificate) Certificate II
 Certificate I Other education

25.b. If any indicated, please specify qualification type:

Australian Qualification Australian Equivalent Qualification International Qualification

EMPLOYMENT

26. Of the following categories, which BEST describes your current employment status?

- | | | |
|--|--|---|
| <input type="checkbox"/> Full-time employee (>35 hours per week) | <input type="checkbox"/> Part-time employee (<35 hours per week) | <input type="checkbox"/> Self-employed (not employing others) |
| <input type="checkbox"/> Self-employed (employing others) | <input type="checkbox"/> Employed (unpaid worker in a family business) | <input type="checkbox"/> Unemployed (seeking full-time work) |
| <input type="checkbox"/> Unemployed (seeking part-time work) | <input type="checkbox"/> Not employed (not seeking employment) | |

STUDY REASON

27. Of the following categories, select the ONE which best describes the main reason you are undertaking this program/course:

- | | | |
|---|--|--|
| <input type="checkbox"/> To get a job | <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> To start my own business |
| <input type="checkbox"/> To try for a different career | <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> It was a requirement of my job |
| <input type="checkbox"/> I wanted extra skills for my job | <input type="checkbox"/> To get into another course of study | <input type="checkbox"/> For personal interest or self-development |
| <input type="checkbox"/> To get skills for community work | <input type="checkbox"/> Other reasons | |

APPLICANT 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 on page 1.
- I understand that giving false or incomplete information may lead to the refusal of my application or cancellation of enrolment.
- I agree to abide by Challenge Employment & Training policies as outlined in the Student Handbook that I have been provided.
- I understand that I must meet all relevant entry requirements associated with my chosen qualification, and/or funding arrangements, prior to my enrolment being accepted.
- I understand the fees payable and refund policy in relation to my training program:
 - **Certificate 3 Guarantee** – Partly funded by the Queensland Government and co-contribution fees as published by Challenge Employment & Training are payable by the student prior to commencement.
 - **Fee for Service** – Full fees payable by the student.
 - **Skilling Queenslanders for Work** – Fully funded by the Queensland Government, with no fee payment to be made by the student.
 - **User Choice** – Partly funded by the Queensland Government and co-contribution fees of \$1.60 per nominal hour are payable by either the apprentice/trainee, or their employer.
- I authorise Challenge Employment & Training to contact me by post, phone, email and/or text message.
- I give permission to Challenge Employment & Training to locate my Unique Student Identifier (USI). Please refer to page 5 for more information regarding USI, including an application for USI in the event that I do not have a USI.

Applicant Declaration and Consent

In signing below, I confirm I have declared and consented to the above-mentioned.

Applicant Name:			
Applicant Signature:		Date:	

If applicant is under the age of 18, parent/guardian consent is required:

Parent Name:			
Parent Signature:		Date:	

OFFICE USE ONLY

- | | | | |
|---|------------------------------|-----------------------------|------------------------------|
| Is applicant a Transition to Work (TTW) client? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| If yes, has this status been flagged in SMS? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

DISABILITY SUPPLEMENT INFORMATION

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 see an explanation in the following list.

Please note that 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.

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, communicate 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.

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.

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.

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.

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.

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.

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.

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.

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.

UNIQUE STUDENT IDENTIFIER (USI) PRIVACY NOTICE

CONSENT FOR COLLECTION, USE OR DISCLOSURE OF PERSONAL INFORMATION

The following is provided to you on behalf of the Student Identifiers Registrar (Registrar).

You are advised and agree that you understand and consent that the personal information you provide in connection with your application for a Unique Student Identifier (USI):

- is collected by the Registrar as authorised by the Student Identifiers Act 2014.
- is collected by the Registrar for the purposes of:
 - applying for, verifying and giving a USI;
 - resolving problems with a USI; and
 - creating authenticated vocational education and training (VET) transcripts;
- may be disclosed to:
 - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
 - the purposes of administering and auditing VET, VET providers and VET programs;
 - education related policy and research purposes; and
 - to assist in determining eligibility for training subsidies;
 - VET Regulators to enable them to perform their VET regulatory functions;
 - VET Admission Bodies for the purposes of administering VET and VET programs;
 - current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
 - schools for the purposes of delivering VET courses to the individual and reporting on these courses;
 - the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
 - researchers for education and training related research purposes;
 - any other person or agency that may be authorised or required by law to access the information;
 - any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and
- will not otherwise be disclosed without your consent unless authorised or required by or under law.

The consequences for not providing the Registrar with some or all of your personal information are that the Registrar will not be able to issue you with a USI.

Privacy policies and complaints

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the Registrar's Privacy Policy (<https://www.usi.gov.au/documents/privacy-policy>) or by contacting the Registrar on usi@education.gov.au or telephone 1300 857 536, international enquiries +61 2 6240 8740. The Registrar's Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.

You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the *Privacy Act 1988*, including in relation to the misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs.

UNIQUE STUDENT IDENTIFIER (USI)

From 1 January 2015, we, Challenge Employment & Training can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your qualification 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 a 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/>.

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APPLICATION FOR UNIQUE STUDENT IDENTIFIER (USI)

If you would like us, Challenge Employment & Training, 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 <https://www.usi.gov.au/documents/privacy-notice-when-rto-apply-their-behalf>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I [NAME] _____ authorise Challenge Employment & Training to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

Town/City of Birth: _____ (Please write the name of the Australian or overseas town or city where you were born)

Application for USI Declaration and Consent

I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>.

Applicant Name:			
Applicant Signature:		Date:	

We will also need to verify your identity to create your USI. **Please provide details for one of the forms of identity below (numbered 1 to 8). Please ensure that the name written in the 'Personal Details' section is exactly the same as written in the document you provide below.**

1. Australian Driver's Licence

State: _____ Licence Number: _____

2. Medicare Card

Medicare Card Number: _____

Individual Reference Number: _____ (Next to your name on Medicare card)

Card Colour: Green Expiry date (MM/YYYY): _____

Yellow Expiry date (DD/MM/YYYY): _____

Blue Expiry date (DD/MM/YYYY): _____

3. Australian Passport

Passport Number: _____

4. Non-Australian Passport (with Australian Visa)

Passport Number: _____ Country of Issue: _____

5. ImmiCard

ImmiCard Number: _____

6. Citizenship Certificate

Stock Number: _____ Acquisition Date (DD/MM/YYYY): _____

7. Certificate of Registration by Descent

Acquisition Date (DD/MM/YYYY): _____

In accordance with section 11 of the *Student Identifiers Act 2014*, Challenge Employment & Training will securely destroy personal information which we collect from individuals solely for the purpose of apply for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose, unless the retention of personal information is required under Commonwealth and/or State or Territory government funding requirements.