

PRIVACY STATEMENT/NOTICE

Under the *Data Provision Requirements 2012*, **Australian Institute of Leadership and Safety (AILS) 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).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by **AILS** for statistical, administrative, regulatory and research purposes. **AILS** may disclose your personal information for these purposes to:

- **Commonwealth** and **State** or Territory government departments and authorised agencies; and **NCVER**.

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 National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au). For more information about NCVER's Privacy Policy go to <https://www.ncver.edu.au/privacy>

STUDENT DECLARATION AND CONSENT

I understand and agree to all the following:

- I have read and understood the Student Indemnity Agreement (**SWA**) and The **Privacy Statement Notice**
- I acknowledge that I have been given access, received, read and fully understood the contents of this student handbook, which outlines the conditions of my rights and responsibilities as a student of Australian Institute of Leadership and Safety Pty Ltd.
- I to and have read the contents of the Australian Institute of Leadership and Safety Pty Ltd Student Handbook, which outlines the conditions and rights and responsibilities as a candidate of Australian Institute of Leadership and Safety Pty Ltd.
- 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 Statement above.
- I have read and accepted all the terms in the student written agreement
- I have been provided sufficient information about my rights/obligations to make an informed decision about the services being provided and have been fully informed of the course requirements
- I have reviewed the relevant course information pages and have been informed of the training and assessment services to be provided
- I have the physical ability to meet the required performance evidence of the course and understand that I cannot hold the trainer or the RTO (AILS 45354) responsible for any injury or illness that occur from the training and I have the required language, literacy and numeracy skills to complete this course
- I have provided a USI number. If I do not provide a USI number, I can't be issued a certificate
- If there is an issue with the validation of my USI I have provided then I give permission for AILS to use my details provided to locate and search the USI registry to retrieve the correct information for course processing
- If I did pre-course study, the work was my own and completed by myself without assistance
- If the course has been arranged and /or paid for by an employer, a copy of my certificate may be available for that employer
- If I do not agree to the above and do not complete this course sign in sheet, I am unable to participate in this course
- If I am under 18, I have my parental/guardian sign the AILS and returned it to AILS, 37 Wentworth Drive, Taylors Lakes Vic 3038



STUDENT WRITTEN AGREEMENT (SWA)

STUDENTS INSTRUCTIONS:

- Student must read all sections (student Indemnity Agreement, student Privacy Statement and student declaration and consent)
- Student must sign in the course sign in sheet
- If you are under the age of 18, parental/guardian is required to sign the student declaration and consent

STUDENT INDEMNITY AGREEMENT

IN CONSIDERATION of the Organiser permitting me to participate in the training course I agree with it as follows:

1. **I UNDERSTAND** that participating in any type of training or course or activity may be present varying forms of **RISK** and possible hazards and I voluntarily **ACCEPT** the risk of damage consequent upon or arising from my entry as a student, and the use of the Organiser's facilities.
2. **I WILL NOT SUE** the Organisers for any negligence, tort, breach of contractual or any other legal or equitable rights howsoever caused, and this indemnity will extend to and include any damage arising from my participation in a training course and from my use of the Organiser's facilities and **I INDEMNIFY** the Organisers in respect of the same.
3. **I WILL** abide by the Rules and Regulations of the Organisers as to the training and to the use of the Organiser's facilities and the directions of the Organiser's officials including the right to terminate or cancel my training and the use of the Organiser's facilities at any time and for any reason.
4. **THE PERSONAL INFORMATION** I have supplied to the Organiser regarding my qualifications, experience and any other matter associated with the training is true and correct and I have **READ AND UNDERSTOOD** all of the clauses of this agreement before accepting the same and before my use of the Organiser's facilities or before any participation in training.

IN THIS AGREEMENT the following words shall respectively mean:

"The Student" - the person named as such on this application form on this paper over the page.

"The Organiser" – Australian Institute of Leadership and Safety Pty Ltd (any campus or organisation associated with a Australian Institute of Leadership and Safety Pty Ltd (school, Registered Training Organisation or company), Australian Institute of Leadership and Safety Pty Ltd (and any teachers, lecturers, instructors, directors, officers, managers, advisors, employees, agents, licensees, subcontractors, subsidiaries, holding companies, associates and assignees, or any person associated with the company in any way; the course participation venue, company in control of the venue or any company or person authorising the use of the training venue, its directors, officers, managers, advisors, employees, agents, licensees, subcontractors, subsidiaries, holding companies, associates and assignees or any person or company associated with the company or person in any way.

"The Organiser's facilities" - the land and buildings associated with any training or any part of the training, training resources, accommodation or training venue.

"use of the Organiser's facilities" - the use by the student or his / her attempted use of the Organiser's facilities whether such use or access is in breach of this agreement or the Organiser's Rules and Regulations or authorised or otherwise and whether intended to be so used or not.

"damage" - all loss or damage, costs or expenses, whether direct or indirect flowing from any legal liability, claim, demand, right of action, proceedings or judgment of whatever nature and whether arising at law or in equity and whether suffered to the person or property of the Organiser, the Student, or any other person or corporation and whether arising out of or consequent upon the negligence of the Organiser, the Student or otherwise.

"Rules and Regulations" - the Rules and Regulations are the Rules and Regulations relating to any Training which is available from the Organiser and includes all amendments or alterations to the Rules and Regulations made from time to time.