



## **PARTICIPANT INDUCTION AREAS COVERED WITH YOUR TEACHER (PROGRAM DELIVERER)**

**I confirm that I understand, accept and acknowledge the following items relating to my enrolment:**

*For Certificate Programs (Certificate III or II):* Each program has been developed as a 2-year (7 term) program. If you are wishing to complete your studies in 1-year (4 terms e.g. grade 12), please ask your Teacher to contact Binnacle Training to discuss our Fast Track\* or Partial Completion (4 term) courses.

*\* Please note that Fast Track courses are only available for the following Binnacle programs:*

- 2020 Cert III Business
- 2020 Cert II Business
- 2020 Cert III Sport
- 2020 Cert II Sport

There will be two (2) stages of enrolment:

- **STAGE 1: Initial enrolment (Term 1).** This is my enrolment into the qualification: **BSB20115 Certificate II in Business.**
- **STAGE 2: Official enrolment (Term 2).** This is my official enrolment (pending all requirements being met) into the qualification: **BSB20115 Certificate II in Business.**
  - Per my Course Schedule (located in Course Content), this qualification is scheduled for completion at the end of Term 4.

That my official enrolment will only proceed where I have met the following 'pre-requisites':

- My Unique Student Identifier (USI) recorded with Binnacle has been successfully verified by the USI Registry; and
- Both my program deliverer (Teacher) and School meets the required human and physical resource requirements, including a current Third Party Agreement in place.

That I give consent to Binnacle Training to undertake an Existing Unique Student Identifier (USI) Search as per the Australian Government's Training Organisation Portal ([www.usi.gov.au](http://www.usi.gov.au)). This is in the unlikely event I incorrectly enter my USI on my enrolment form or in my Binnacle Lounge account details, to ensure my correct USI is reported by Binnacle Training.

That I give consent for my personal details (this may include name, phone and email) to be shared only with Binnacle's exclusive third party higher education alliance partners. This information will only be shared at the time of completion/cancellation from my Binnacle Course and used solely for the purposes of career advisory/education opportunities aligned to my interests. This includes Binnacle-graduate exclusive special offers and discounts into articulating higher education courses (e.g. Cert IV, Diploma). I am able to notify Binnacle if I wish to prohibit my personal details being shared per above.

That Binnacle may withhold issuance of my certificate upon completion/cancellation of my Binnacle program in the unlikely situation where my school's account remains unpaid (refer to [Binnacle-school invoicing method](#)).

The Program outcomes – including a nationally recognised qualification or statement of attainment.

The way the Program is structured, including the kind of assessments I will need to complete.

The ongoing support available from my Teacher (program deliverer) while undertaking the Program.

The way and when I will receive assessment feedback and advice that I have completed the Program.



- How to access and view Binnacle's [Participant Handbook](#) and [Policy Manual](#) (located at [www.binnacletraining.com.au/rto](http://www.binnacletraining.com.au/rto)) and I understand the information contained therein.
- The fees associated with the program and the circumstances under which a refund may be granted.
- That Binnacle will use the information I provide for the purpose of which it was collected and to assist in the administration of this Program, including reporting of results to the national VET regulator.
- That I consent to the potential use of my image for marketing purposes (e.g. website, brochures, social media). I acknowledge Binnacle will always endeavour to contact me (via my program deliverer) to re-confirm my acceptance prior to publishing.
- That I can access my own records provided to Binnacle at any time by contacting Binnacle administration.
- That I am responsible for any personal injuries sustained during the program.
- That I am able to apply (by notifying my teacher) for Recognition of Prior Learning (RPL) if I feel I already demonstrate competence in one or more areas within this program.
- That if I enter a course that has already commenced, I may not have the opportunity to complete the full qualification and may only receive a Statement of Attainment for the competencies achieved.

## PRIVACY NOTICE

Under the *Data Provision Requirements 2012*, Binnacle Training 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 your online enrolment) may be used or disclosed by Binnacle Training for statistical, administrative, regulatory and research purposes. Binnacle Training 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](http://www.ncver.edu.au)).

For more information about NCVER'S Privacy Policy go to <https://www.ncver.edu.au/privacy>.



## SERVICE AGREEMENT

### Responsibilities of Binnacle, as the Registered Training Organisation (RTO):

- Provide training that responds to the learning needs of all students and is relevant to the training program.
- Provide assessment that is flexible and fair, which meets the assessment criteria of the national training package.
- Identify and provide language, literacy and numeracy support to students as required.
- Recognise qualifications and statements of attainment that a student may present that has been issued by another RTO.
- Provide all training and assessment once a student enrolls and commences in their training program. See [Participant Handbook](#) for further details.
- Consult with students and employers to gauge their satisfaction with services.
- Uphold our fees and refund policy and all other policies and procedures as outlined in the Binnacle [Policy Manual](#).

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**Participant Name**

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**Date**

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**Participant Signature**

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**Parent/Guardian Name**

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**Date**

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**Parent/Guardian Signature**