



## **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 Certificate Programs:
    - 2021 Certificate III Business
    - 2021 Certificate II Workplace Skills
    - 2021 Certificate II Sport and Recreation
- There will be two (2) stages of enrolment:
  - **STAGE 1: Initial enrolment (Term 1).** This is my enrolment into the qualification: **BSB20120 Certificate II in Workplace Skills.**
  - **STAGE 2: Official enrolment (Term 2).** This is my official enrolment (pending all requirements being met) into the qualification: **BSB20120 Certificate II in Workplace Skills.**
    - Per my Course Schedule (located in Course Content), this qualification is scheduled for completion at the end of Term 7.
- 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

### 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; and
- 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](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.

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 Binnacle Training to:

- request access to your personal information;
- correct your personal information;
- make a complaint about how your personal information has been handled; and
- ask a question about this Privacy Notice.

#### **BINNACLE TRAINING CONTACT DETAILS**

Email: [admin@binnacletraining.com.au](mailto:admin@binnacletraining.com.au)

Phone: 1300 303 715

To access Binnacle Training's Privacy Policy – Website visit  
[www.binnacletraining.com.au/privacy](http://www.binnacletraining.com.au/privacy)

To access Binnacle Training's Privacy and Personal Information Policy - visit  
<http://www.binnacletraining.com.au/rto> (Select: Policy Manual)

## 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](#).

**I confirm that I understand, accept and acknowledge the information relating to my enrolment**

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**Participant Name**

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**Date**

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**Participant Signature**

**I confirm that I understand the information provided and support my child's decision to undertake this Vocational Education and Training course.**

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**Parent/Guardian Name**

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**Date**

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**Parent/Guardian Signature**