

STUDENT CONFIRMATION AND PARENT/GUARDIAN PERMISSION

I have reviewed this Parent Acknowledgement and discussed the Terms and Conditions with the student.

On behalf of the student, I have read, understood and accept Binnacle Training's Terms and Conditions which will apply to the student and their enrolment as follows:

PROGRAM INFORMATION

I confirm that I understand and accept the following items:

- The enrolment application is for the Short Course: Inclusivity and Communication in the Workplace.
- Appropriate advice during school subject selections about the training product has been provided to the student.
- I have reviewed the pre-enrolment information for this course, as per Binnacle Training's [Student Information](#).

PROGRAM TERMS AND CONDITIONS

- I am aware that this Short Course has been packaged as a 1-term program.
- This program is delivered by way of a third-party arrangement with the school.
- The school (as the third party) will have a signed agreement in place with Binnacle Training and as such:
 - is authorised to deliver training and assessment services - within the student's normal timetable by qualified teaching staff employed by the school - on behalf of, and in the name of, Binnacle Training (RTO 31319);
 - will provide physical resources (equipment and facilities requirements of this program) and human resources [qualified trainer/assessor(s) to facilitate training and assessment services on behalf of, and in the name of, Binnacle Training (RTO 31319)].
- Course suitability advice has been provided from the program deliverer based on the student's prior skills and competencies (including LLND).
- The enrolment process with Binnacle Training involves three key stages:
 - **STAGE 1: Enrolment Application** - Completion of the online enrolment form.
 - **STAGE 2: Pre-Enrolment Pack** - This is an induction with Binnacle Training as the Registered Training Organisation (RTO) and for the Short Course: Inclusivity and Communication in the Workplace which includes:
 - This Parent Acknowledgement; and
 - A Unique Student Identifier (USI) recorded with Binnacle has been successfully verified by the USI Registry.
 - **STAGE 3: Commencement of Training** - This is the enrolment into the training product whereby training and assessment is commenced.

- 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). This is in the unlikely event the student's USI is entered incorrectly on the enrolment form or in their Binnacle Lounge account details, to ensure their correct USI is reported by Binnacle Training.
- I am aware of the program outcomes for the student – including a nationally recognised qualification or statement of attainment.
- I am aware of the way the program is structured, including the kind of assessments the student will need to complete.
- I am aware of the ongoing support available to the student from the program deliverer while undertaking the program.
- I am aware of how and when the student will receive assessment feedback and advice that they have completed the program.
- I know how to access and view Binnacle's Participant Handbook and Policy Manual (located at [Support Centre](#)) and I understand the information contained therein.
- I am aware of the fees associated with the program and the circumstances under which a refund may be granted.
- Binnacle will use the information I provide for the purpose for which it was collected and to assist in the administration of this program, including reporting of results to the national VET regulator.
- I consent to the potential use of the student's image for marketing purposes (e.g. website, brochures, social media). In the event I wish for the student's image not to be used, I am able to notify Binnacle to prohibit such use. I acknowledge Binnacle will always endeavour to contact me (via my program deliverer) to re-confirm my acceptance prior to publishing.
- I can access the student's records provided to Binnacle at any time by contacting Binnacle administration.
- I acknowledge the responsibilities regarding any personal injuries sustained by the student during the program.
- I am aware that the student can apply for Recognition of Prior Learning (RPL) by notifying my program deliverer if they have sufficient industry experience and can already demonstrate competence in one or more units within this program. Please note that the RPL pathway is generally not applicable to secondary school students.
- I am aware the student is able to apply for Credit Transfer (recognition of credit for a unit of competency that has previously been successfully completed) if they already hold one or more units of competency; and that Credit Transfer is made available to them - both at enrolment and throughout the training program.
- I am aware that if the student enters a course that has already commenced, they may not have the opportunity to complete the full qualification and may only receive a Statement of Attainment for the competencies achieved.
- I give consent for Binnacle Training to issue a copy of the student's qualification or statement of attainment to the program deliverer (teacher) at the school and/or my school's nominated VET Manager.

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.

Audio and Video Recording used as Assessment Evidence:

We use audio and video recording as a mandatory method of assessment evidence in some of our training programs. This may require - at times - verifiable (able to be proved) video evidence, showing your identity, to verify your skills. This evidence will only be used by the trainers and assessors of Binnacle Training for the sole purpose of making assessment decisions.

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 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.

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 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 the 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 that 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;
- Ask a question about this Privacy Notice.

Binnacle Training Contact Details

Email: admin@binnacletraining.com.au

Phone: 1300 303 715

[Click here](#) to access Binnacle Training's Privacy Policy - Website

[Click here](#) to access Binnacle Training's Privacy and Personal Information Policy

(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](#).