

2022 Application Form  
BSB50820 Diploma in Project Management Process

Qualification Code: BSB50820

Qualification Title:



RTO Code: 21098

PERSONAL DETAILS

Title:	Mr
First Name:	Steven
Surname:	Ackerley
Known By:	Steve
Gender:	Male
Date of Birth:	07 Jan 1979
Address:	1/284 Grimshaw Stree
Suburb:	Watsonia North
State:	Victoria
Postcode:	3087
Postal Address	Same as above
Home Phone:	
Mobile:	0450-388-460
Email:	steve@adj.com.au

EMERGENCY CONTACT

First Name:	Belinda
Surname:	Ackerley
Number:	0417114325
Email:	day.belinda@ymail.com
Relationship:	Wife

EMPLOYER DETAILS

Company:	
Will your employer be paying your invoice directly?	Yes (please provide a written confirmation from your employer)

## AVETMISS Data

### LABOUR STATUS

The following category best describes your current employment status:

Full time employee

### REFERRED FROM A JOB SEEKER

If unemployed, were you referred from a Job Seeker?

No

### NATIONALITY AND LANGUAGE DETAILS

Country of Birth New Zealand

Are you an Australian Citizen or Permanent Resident? Yes

Indigenous Status? No, Neither Aboriginal nor Torres Strait Islander

Do you speak a language other than English at home?: English

### EDUCATION AND PRIOR LEARNING DETAILS

Are you still attending secondary school? No

What was your highest completed school level? Year 12

Have you successfully completed any of the following qualifications? Yes

Certificate III

Is your qualification Australian? Australian equivalent

### DISABILITY DETAILS

Do you consider yourself to have a disability, impairment or long term condition? No

### UNIQUE STUDENT IDENTIFIER

Unique Student Identifier (USI)? TJ95W977F5

#### ENROLMENT AVETMISS DETAILS

Which best describes your main reason for undertaking the program / apprenticeship?	I wanted extra skills for my job
Which classification best describes the industry of current or previous employer?	Construction
Which role best describes your current or recent occupation?	Technicians and Trades Workers

#### HOW DID YOU HEAR ABOUT US?

How did you hear about us?	Work Colleagues.
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#### VICTORIAN STUDENT NUMBER

Victorian Student Number (VSN):	
Previous Victorian Education:	No - I have not attended a Victorian school since 2009 or a tafe or other vet training provider since the beginning of 2011.
Most recent Victorian School attended:	

#### CREDIT TRANSFER

I wish to apply for Credit Transfer:	No
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#### RECOGNITION OF PRIOR LEARNING/RPL

I wish to apply for Recognition of Prior Learning (RPL)?	No
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## 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 NCVER and other bodies handle your personal information**

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.

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.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how 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.

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 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 you may opt out of the survey at the time of being contacted.

### **Contact information**

At any time, you may contact NECA Education and Careers 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

<https://necaeducation.com.au/footer-menu/privacy-policy/>

If you have any questions, concerns or complaints about the Privacy Policy or our handling of your personal information, please contact:

Natalie Green  
Ph: 03 9381 1922  
Email: [privacy@necaeducation.com.au](mailto:privacy@necaeducation.com.au)  
PO Box 187 North Carlton VIC 3054

If we receive a privacy complaint it will be treated seriously and dealt with promptly, in a confidential manner, and in accordance with NECA Education & Careers internal complaints handling procedures.

## Victorian Government VET Student Enrolment Privacy Notice

The Victorian Government, through the Department of Education and Training (the Department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with the *Privacy and Data Protection Act 2014* (Vic) and the *Health Records Act 2001* (Vic).

### Collection of your data

NECA Education and Careers is required to provide the Department with student and training activity data. This includes personal information collected in the NECA Education and Careers enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI). NECA Education and Careers provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at: [DET website](#)

### Use of your data

The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning, including interaction between the Department and Student where appropriate. The data may also be subjected to data analytics, which seek to determine the likelihood of certain events occurring (such as program or subject completion), which may be relevant to the services provided to the student.

### Disclosure of your data

As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER).

### Legal and Regulatory

The Department's collection and handling of enrolment data and VSNs is authorised under the Education and Training Reform Act 2006 (Vic). The Department is also authorised to collect and handle USIs in accordance with the Student Identifiers Act 2014 (Cth) and the Student Identifiers Regulation 2014 (Cth).

### Survey participation

You may be contacted to participate in a survey conducted by NCVER or a Department- endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria.

### Consequences of not providing your information

Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a Victorian Government VET subsidy

### Access, correction and complaints

You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached. For further information please contact NECA Education and Careers in the first instance by phone 03 9381 1922 or email: [info@necaeducation.com.au](mailto:info@necaeducation.com.au)

### Further information

For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to [Victorian State Government Education and Training](#) website.

For further information about Unique Student Identifiers, including access, correction and complaints, go to [Australian Government USI](#) website.

### Other

#### Legal and Regulatory

As a Registered Training Organisation NECA Education and Careers is governed by ASQA (Australian Skills Quality Authority) and is required to provide the VET (Vocational Education and Training) regulator and other Commonwealth and or state and territory regulatory departments with regards to students and training activity data. This includes personal information collected in the NECA Education and Careers on the enrolment form for AVETMISS Data reporting to the National Centre for Vocational Education Research (NCVER) and Unique Student Identifier (USI) to be collected and handled in accordance with the Student Identifiers Act 2014 (Cth) and the Student Identifiers Regulation 2014 (Cth) as per the Commonwealth and Federal legislation.

#### Collection, Use and disclosure of your data

The use of your data will be in accordance with the Privacy Act 1988 which includes thirteen Australian Privacy Principles (APPs) as applicable. The data collected, stored, used and disclosed will be for a range of VET related purposes which include but are not limited to administration, monitoring, audit, education related, research purpose and to meet our reporting and legislative requirements to all the above mentioned regulatory bodies (ASQA, NCVER, USI).

#### Consequences of not providing your information

Failure to provide USI and related information for USI verification purposes can prevent us from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course. Failure to provide us with USI search permission will prevent us from locating your USI which needs to be verified.

ALL STUDENTS MUST READ, SIGN AND DATE

**PRIVACY DECLARATION** - The information being sought in this form is collected for the purposes of processing your enrolment application. The information will be held by **NECA Education & Careers** and may be accessed and used by people employed or engaged by **NECA Education & Careers** in the delivery of services to you. The information may be used or disclosed to organizations outside **NECA Education & Careers** where permitted by relevant Privacy Legislation. The provision of the information is voluntary, however if this information is not provided **NECA Education & Careers** may be unable to process your enrolment application. You have a right of access to, and correction of, your personal information in accordance with the Privacy Legislation and **NECA Education & Careers** Privacy Policy. Please direct any enquiries you may have in relation to this matter to **NECA Education & Careers** Privacy Office.

[YES] I have read and understand the Privacy Policy and Student Declaration

[YES] I have read and understand the Victorian Enrolment Privacy Notice

[YES] I have attended a Pre-Training Review session

[YES] **ENROLMENT DECLARATION** - I declare that the information I have provided on this enrolment form is true and complete and I can produce documents to verify this if required. I hereby agree to abide by the Code of Conduct and the regulations of **NECA Education and Careers**. I understand that if any of this information is found to be incorrect or untrue it may result in the terms and conditions of my enrolment being null and void.

[YES] **DOCUMENTS RECEIVED** - I declare that I have received and been briefed on the Student handbook and understand my requirements outlined within the document

[YES] The **Statement of Fees** was explained and provided to me prior to the confirmation of my enrolment

[YES] Do you agree to receive communications from **NECA Education & Careers** throughout the year?

[YES] I have read and understand the USI Privacy Statement & NECA Education & Careers Privacy Statement in the Student Manual & Policy Guide

Name: Steven Ackerley

Signature: **Steven Ackerley**

Date: 26/06/2024

Parental Signature:

Parental/guardian consent is required for all students under the age of 18

Date: / /

OFFICE USE ONLY

**PROGRAM DETAILS (Project Management)**

Course Scope Code: BSB50820

SIGN OFF

SIGN AND DATE TO CONFIRM THE FOLLOWING

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Explained access to government subsidy  |
| <input type="checkbox"/> | Provided the student with a copy of the Student manual and policy guide   |
| <input type="checkbox"/> | Explained the privacy policy and reporting  |
| <input type="checkbox"/> | Completed and signed the current evidence of student eligibility and student declaration form in line with the current guidelines about determining student eligibility and supporting evidence |
| <input type="checkbox"/> | The Guide to Fees & Payments was explained and provided to prior to the confirmation of my enrolment  |
| <input type="checkbox"/> | If applicable, has received a letter from the school releasing any student under the age of 17 and hasn't completed year 10   |

**VET DATA USE STATEMENT AND RTO DECLARATION AND UNDERSTANDING**

VET Data Use Statement

Under the Data Provision Requirements 2012 and VET Data Policy (which includes the National VET Provider Collection Data Requirements Policy), Registered Training Organisations are required to collect and submit data compliant with AVETMISS for the National VET Provider Collection for all Nationally Recognised Training. This data is held by the National Centre for Vocational Education Research Ltd (NCVER), and may be used for the following purposes, to:

- issue a VET Statement of Attainment of VET Qualification, and populate Authenticated VET Transcripts;
- facilitate statistics and research relating to education, including surveys;
- understand how the VET market operates, for policy, workforce planning and consumer information, and
- administer VET, including program administration, regulation, monitoring and evaluation.

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RTO Declaration and Understanding

I declare that the information provided in this data submission is accurate and complete.

I understand that information provided in this data submission about client training and outcomes may appear on Unique Student Identifier transcripts.

I understand that:

- information provided in this data submission will only be used, accessed, published and disseminated according to the National VET Data Policy;
- if that information also includes personal information, the Privacy Act 1988 and Australia Privacy Principles regulate the collection, use and disclosure of personal information.

I understand that:

- information provided in this data submission may be used for the purposes outlined above, and
- identified RTO level information that supports consumer information, transparency and understanding of the national VET market may be published in reports, tables and a range of other data products, including data cubes and websites.

Name:

Signature:

Date:

/ /

Position in RTO: