

PARENT/GUARDIAN INFORMATION – For students under 18 years of age

It is a requirement that parental/guardian consent is obtained for students under the age of 18 to be able to participate in a course and to allow (or disallow) personal information about the student to be used and disclosed to third parties and NCVET (outlined in (A)).

Before this student attends the course, the PARENT OR GUARDIAN of the student who is under 18 years old must READ THE PRIVACY NOTICE (A), and COMPLETE AND SIGN the DECLARATION AND DISCLOSURE AGREEMENT form (B).

This form must be brought to class and handed in with the enrolment form so that upon completion of the course, a certificate or statement of attainment can be issued.

Further note: Please also ensure that the student is aware of, and is able to complete, all of the *physical requirements* of the course. For information or to discuss concerns about these requirements contact the trainer of the course, consult the relevant *student information* and/or *student written agreement* and/or go to allenstraining.com.au

*****IMPORTANT PLEASE READ (A)**

PRIVACY AND DISCLOSURE NOTICE	<p>(A) Allens Training Pty Ltd is required to collect personal information about each student for enrolment purposes, certificate issue and for Data Provision Requirements 2012. Student personal information, such as that contained on the enrolment form and student training activity data, may be used or disclosed by Allens Training Pty Ltd for statistical, regulatory and research purposes. Allens Training Pty Ltd is also required to disclose student information to the National Centre for Vocational Education Research Ltd (NCVER).</p> <p>The student may also receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted. NCVER will collect, hold, use and disclose personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).</p>	
	<p>Use and disclosure of information provided to Allens Training Pty Ltd Allens Training Pty Ltd may disclose the students personal information for these purposes to third parties, including:</p> <ul style="list-style-type: none"> • School – if the student is a secondary student undertaking VET, including a school-based apprenticeship or traineeship; • Employer – if the student is enrolled in training paid by his/her employer; • Commonwealth and State or Territory government departments and authorised agencies; • NCVER; • Organisations conducting student surveys; and • Researchers. 	<p>Use and disclosure of information provided to NCVER Personal information disclosed to NCVER may be used or disclosed for the following purposes:</p> <ul style="list-style-type: none"> • Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts; • Facilitating statistics and research relating to education, including surveys; • Understanding how the VET market operates, for policy, workforce planning and consumer information; and • Administering VET, including program administration, regulation, monitoring and evaluation.

*****PLEASE COMPLETE AND SIGN (B)**

DECLARATION AND DISCLOSURE AGREEMENT	<p>(B) Student Full Name (as per ID and USI application): _____ Date of Birth: / /</p>	
	<p>Student USI: _ _ _ _ _</p>	<p>A valid USI must be provided to be able to receive a certificate/statement of attainment after completion of the course. If you have not yet obtained a USI you can apply for it directly at http://www.usi.gov.au/create-your-USI/.</p>
	<p>I, the parent/guardian of the student named above, understand that by <i>signing this form</i> I am declaring that:</p> <ul style="list-style-type: none"> • I give permission for him/her to attend the course he/she is enrolled in, and undertake all of the requirements for the course; and • I have read the Privacy and Disclosure Notice (A) above; and • I agree to provide Allens Training Pty Ltd the required personal information for a certificate to be issued as per the enrolment form; and (please tick one option below): 	
	<p><input type="checkbox"/> I consent to the use and disclosure of personal information in accordance with the Privacy Notice</p>	<p>OR</p>
<p>Parent/Guardian Name: _____ Contact: _____</p>		
<p>Parent/Guardian Signature: _____ Date: / /</p>		
<p>Name of the course the student is enrolled in: _____</p>		