

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.

The **PARENT OR GUARDIAN** of the student who is under 18 years old must **READ THE PRIVACY NOTICE, and COMPLETE AND SIGN** the declaration form below before the student attends the course.

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.

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 - Under the Data Provision Requirements 2012, Allens Training Pty Ltd is required to collect personal information about each student, and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER). Student personal information (including the personal information 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 may disclose the students personal information for these purposes to third parties, including:

- 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.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- 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

PRIVACY NOTICE

PLEASE NOTE: The student may 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).

Student Full Name (as per ID and USI application):

Student Date of Birth:

/ /

Student USI: _ _ _ _ _

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/>.

I, the parent/guardian of the student named above, understand that by *signing this form*, I am declaring that:

- I have read the Privacy Notice above, and consent to the collection, use and disclosure of personal information in accordance with the Privacy Notice; and
- I give permission for him/her to attend the course he/she is enrolled in, and undertake all of the requirements for the course

Parent/Guardian Name:

Parent/Guardian Contact:

Parent/Guardian Signature:

Date: / /

Name of the course the student is enrolled in:

PARENT/GUARDIAN DECLARATION