

PERSONAL DISCLOSURES

What's required and how your information is used

When you enquire about, apply for, or enrol in a course at TAFE NSW North Coast Institute, you will be required to share information about yourself with us. The information below explains what is required; how the information is used; the consents you give; and the declarations you need to make as a condition of your enrolment at TAFE NSW North Coast Institute.

Learner declaration

When you enrol as a student with North Coast Institute you undertake to uphold certain responsibilities and to abide by all TAFE NSW policies and procedures. These responsibilities are outlined in the Learner Declaration (reproduced in full below). By accepting this declaration at enrolment you are confirming your commitment to these responsibilities.

"I acknowledge that it is a condition of my enrolment that I abide by all TAFE NSW policies and procedures, and where relevant, adhere to the entitlement and eligibility criteria of Smart & Skilled. I also acknowledge that it is a condition of my enrolment to advise a TAFE Counsellor, or my Head Teacher if I have a history of violence.

I confirm the accuracy of the information I have provided during enrolment and that I will provide evidence when requested to support my declarations and I acknowledge that providing any false information and/or failing to disclose any relevant information, including any history of violence, may lead to the immediate termination of my enrolment at TAFE NSW.

Information provided on this form and collected or otherwise obtained throughout my enrolment will be handled by TAFE NSW in accordance with the Smart & Skilled Consent, the Learner Privacy Notice in the TAFE NSW Enrolment Information, the Privacy and Personal Information Protection Act 1998 and Health Records and Information Privacy Act 2002."

Consent conditions

When you enquire, apply or enrol at North Coast TAFE we need to know about your personal circumstances to determine which course is the right one for you and calculate the correct course fee. When you share this personal information with us you agree to the following:

"I understand and agree that personal information (information or an opinion about me), collected from me, my parent or guardian, such as my name, Unique Student Identifier, date of birth, contact details, training outcomes and performance, or sensitive personal information (including my ethnicity and health information) (together Personal Information) collected by TAFE NSW North Coast Institute may be disclosed to the Department of Education and Communities (Department).

The Department may disclose my Personal Information to other Australian government agencies, including those located in States and Territories outside New South Wales.

The above government agencies may use my Personal Information for any purpose relating to the exercise their government functions, including but not limited to the evaluation and assessment of my training, the determination of my eligibility to receive subsidised training or for any Fee Exemptions or Concessions. My Personal Information may also be disclosed to other third parties if required by law.

I consent to the collection, use and disclosure of my Personal Information in the manner outlined above.

I also acknowledge and agree that the Department may contact me by telephone, email or post; during, or after I have ceased subsidised training with TAFE NSW North Coast Institute for the purposes of evaluating and assessing my subsidised training.

Management of risk and harm to learners

TAFE NSW North Coast Institute is required, by law, to ensure the health and safety of learners, staff and visitors. By accepting the 'Management of risk and harm to learners' clause (below), you are confirming that you understand your responsibility for ensuring a safe learning environment at North Coast Institute. This includes the requirement to declare if you have a history of violence. If you declare you have a history of violence, it does not stop you from studying at TAFE. However you *must* declare it so that we can ensure your safety and that of our staff, other students and visitors.

"TAFE NSW is required by law to ensure the health and safety of learners, staff and visitors on our premises. In order to meet these legal obligations it is necessary for us to assess and manage any known risk of violent behaviour. If you have a history of violence that may suggest that you could pose a current risk of any type to TAFE learners, staff and/or visitors it is a condition of your enrolment to advise a TAFE Counsellor or your Head Teacher prior to attending your first class.

For this purpose 'violence' is not restricted to physical acts.

It includes any behaviour that seriously interferes with the physical or psychological safety and wellbeing of others such as:

- actual violence to any person
- possession of or use of a weapon or any item with the intention to cause harm or injury to others
- threats of violence or intimidation of others
- suspension or expulsion from any school or educational institution for violent aggressive behaviour

TAFE NSW is committed to offering vocational education and training to the entire community. Following your advice of a potential risk, we will carry out an assessment of the current risk, and, if necessary, provide support and a management plan. Only in exceptional circumstances will a risk assessment lead to exclusion from enrolment. It is our aim to provide an appropriate, safe environment to suit every learner's need and maximise your success in your studies."

Learner privacy notice

The learner privacy notice (below), describes how we use the information you provide and how you can make corrections and updates to your personal information.

"Information collected by the New South Wales TAFE Commission during a learner's enrolment and attendance will be used for the purposes of general records administration, identification, communication, state and national reporting, program monitoring, evaluation and surveys. Learner information will be held securely and disposed of securely when no longer needed. The information may be disclosed to the Department of Human Services (Centrelink), the Department of Veterans' Affairs, the Department of Education and Training, the Department of Industry and Science, the Department of Immigration and Border Protection, Transport for NSW, the Australian Skills Quality Authority, the Tertiary Education Quality and Standards Agency, the Universities Admission Centre, Office of the Board of Studies and the National Centre for Vocational Education Research.

In order to meet the requirements of Registered Training Organisations under the Apprenticeships and Traineeships Act 2001, apprentice and trainee information is provided to employers, Australian Apprenticeship Centres and State Training Services (or the relevant State Training Authority). While the provision of the information requested on this learner enrolment form is not required by law, it is a requirement of TAFE NSW and your enrolment will not be accepted if it is not provided. You may correct your personal details by contacting your TAFE NSW campus administration or by using the Learner Portal"

To see this information online visit our website:

<http://www.northcoasttafe.edu.au/privacy-and-consumer-protection.aspx>

<http://www.northcoasttafe.edu.au/Media/NorthCoastTAFE/Media/PDFs/Learner-declaration.pdf>