



## Parent / Guardian consent to enrolment for Students Under the Age of 18



I endorse the enrolment of \_\_\_\_\_ at Box Hill Institute based on the Letter of Offer provided to them by email. I understand that they have agreed to abide by the policies, procedures, regulations, Student Code of Conduct, and General Conditions of Enrolment of Box Hill Institute available to be viewed at [www.boxhill.edu.au](http://www.boxhill.edu.au).

I understand that Box Hill Institute is an Adult Learning environment where students are considered mature minors. Whilst safety and security is at the forefront of all staff, unlike a school, there is no out of class supervision. Students move between campuses unsupervised and can leave campus during breaks.

I further consent to their personal information being disclosed in accordance with Box Hill Institute's Personal Information Privacy Collection Notice, available to be viewed at [www.boxhill.edu.au](http://www.boxhill.edu.au).

I understand the General Information in the Letter of Offer and I acknowledge that I have read and agree to the terms described in the Victorian Government VET Student Enrolment Privacy Notice below.

Student Name		Student Signature		Date	
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Parent/ Guardian Name		Parent/ Guardian Signature*		Date	
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*\*I endorse this enrolment with Box Hill Institute, including the undertaking of any additional literacy/numeracy support units where required.*

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

<http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>.

**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. A student's USI may be used for specific VET purposes including the verification of student data provided by Box Hill Institute; the administration and audit of VET providers and programs; education-related policy and research purposes; and to assist in determining eligibility for training subsidies.

**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. Please note you may opt out of the NCVER survey at the time of being contacted.

**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 Box Hill Institute's Privacy Officer in the first instance by phone (1300 269 445) or email ([privacy@boxhill.edu.au](mailto:privacy@boxhill.edu.au)).

**Further information:** For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to: <http://www.education.vic.gov.au/Pages/privacypolicy.aspx>  
For further information about Unique Student Identifiers, including access, correction and complaints, go to: <http://www.usi.gov.au/Students/Pages/student-privacy.aspx>.