

SUNITAFE
SWAN HILL CAMPUS

VET DELIVERED TO SECONDARY STUDENTS



**2022 PROGRAM
HANDBOOK**



KEY DATES

EXPRESSION OF INTEREST FORMS DUE:

Friday 17 September 2022

DISCLAIMER

SuniTAFE reserves the right to alter or cancel courses, change fees or teachers due to any unforeseen circumstances – they are subject to change without notice.

Courses are subject to minimum number of students enrolling and may not proceed if required numbers are not met.

SuniTAFE is responsible for issuing qualifications and/or statements of attainment associated with each course.

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VET DELIVERED TO SECONDARY STUDENTS (VETDSS) BENEFITS?

VET Delivered to Secondary Students (VETDSS) is a great opportunity for you to explore a career option you may be considering. It also provides credit towards VCE and VCAL, and may contribute to your ATAR score either through scored assessment or a 10% increment.

Students successfully completing a VETDSS program will be eligible for a nationally accredited Statement of Attainment or Certificate qualification in their specific area of study; as well as developing a range of skills and knowledge that will make them more 'job-ready'.

HOW DOES IT WORK?

The VETDSS programs run over one year or two years. Most students will start their program in Years 10 or 11.

Students will attend SuniTAFE on their scheduled program day each week during term from February to November. Some programs may also require attendance after school hours.

HOW DO VETDSS PROGRAMS CONTRIBUTE TO VCE AND VCAL?

Every VETDSS program provides a certain amount of credit towards your VCE and VCAL.

VCE

Each program will detail how many credits will go towards your VCE. Most will provide at least one Unit 1 and 2 in the first year and a Unit 3 and 4 sequence in the second year. Some of the programs have a Scored Assessment which can be counted as one of your 'primary four' subjects for calculation of your ATAR. The others will provide for one ATAR increment; calculated as ten percent of the average scaled scores of the primary four – a 10% bonus to your ATAR score!

VCAL

VETDSS also provides credit towards completion of VCAL in Industry Specific and Work Related Skills strands for Intermediate and Senior VCAL students.

Should I do a VETDSS Program?

- Speak with your VET Coordinator/School Careers Teacher
- Undertake work experience in the field you are interested
- Talk to family or friends who work in the industry

If after all that you decide you want to do a VET Delivered to Secondary Students program, then see your VET/Careers/Home Group Coordinator and complete the Expression of Interest form.

How will my VETDSS program be assessed?

Your teachers will use a range of assessment tasks to ensure you have achieved competency, i.e. written tests, skills demonstration, and in some programs workplace assessment. In programs that have Scored Assessment you will be assessed like any other VCE subject at Unit 3 & 4 level, but you won't need to worry about that until the second year of your course.

What if I don't want to complete the program?

You will need to discuss this with your home school, VET Coordinator or Schools Careers teacher, who will then be in contact with SuniTAFE. You will receive a Statement of Attainment for any of the units you have completed in the program.

STRUCTURED WORKPLACE LEARNING (SWL)

Structured Workplace Learning is a highly recommended way to kick-start your career by making industry contacts and developing your skills in a real life workplace. Structured Workplace Learning placements are available for any student doing VCE or VCAL and a VET delivered to secondary students subject.

Your SWL placement can be in a different industry to your VETDSS subject as long as it is relevant to your career goals. Local employers are creating new opportunities all the time. To see what's available in the Swan Hill region right now, visit www.workplacements.education.vic.gov.au and follow the search prompts.

If you find an opportunity that interests you; your teacher and your SWL employer will work together to arrange the best dates and time for the SWL placement.

In the Swan Hill region, the SWL program is coordinated by Murray Mallee Local Learning and Employment Network.

If you have any questions about the SWL Program, contact SWL Coordinator, Tarsh Hickey on 5033 2017 or swl@mmlen.com.au

HOW TO BE SUCCESSFUL IN YOUR VET DELIVERED TO SECONDARY STUDENTS PROGRAM?

- Be enthusiastic and motivated.
- Be organised and manage your time well.
- Be willing to make sacrifices i.e. undertaking work placement during holiday times.
- Be flexible and open to new approaches – the training and assessments are different to what you will be used to at your school.
- You will need good communication skills.
- Be willing to make new friends – students in the program will come from many schools in the region.
- Ensure you work out the balance of school, your VETDSS program, work placement, part-time work, sport and social commitments.

COSTS

- Costs may vary between programs and the invoice for program costs including materials and books and other fees will be sent to your home school. Your school will notify you of any payments required which will be invoiced to your family.
- Students undertaking trade courses will be required to complete an OHS Construction Induction Card prior to work placement occurring.

For further fee information please contact your school VET/Careers/Home Group Coordinator.

Student withdrawal process and fees refund

Students have a four week 'grace period' from the program commencement date to withdraw from their VETDSS program.

- Withdrawal within this four week period will ensure schools are not charged for the student's course costs. Withdrawal after this four week period means your school will be charged for that student's course costs.

Student results and reporting student progress

- Students will receive progress reports during Term 1, Term 2 and Term 3.
- Students will receive a end of year report in December.
- Students will receive a Statement of Results provided by the Registered Training Organisation at the end of the year.
- The report format will be different to what you are used to and different terminology may be used.
- Your home school will receive notification if you are at risk of not passing the year due to either absences or work completion.
- Students will receive a C Competent or an NYC Not Yet Competent on their reports.
- Students who do not complete all 1 and 2 units may not be eligible to undertake the 2nd year of the program the following year.

STUDENT ABSENCES AND TRANSPORT BACK TO HOME SCHOOL

Absences are reported to your home school each day:

- If you know that you are going to be absent due to appointments or other commitments then please notify your home school before your class commences.
- It is the responsibility of parents/guardians or your home school to ensure that you return home safely. Once the class session has concluded, duty of care rests with the parents/guardians.

Your home school responsibilities

- Meet any additional supports identified by the RTO or Trainer.
- To ensure fees are paid in accordance with the contracts.
- To assist with transport if required.
- To follow up on an attendance or behavioural issues.
- To provide a contact person for the program.

INCIDENT/ACCIDENT NOTIFICATION

All incidents, accidents and near misses must be reported immediately to your SuniTAFE teacher or staff member.

In the event of a serious injury, your home school Principal and your parents/guardians will be notified immediately to determine what action must be taken.

PERSONAL PROTECTIVE EQUIPMENT

Specific standards to be observed by students attending classes include:

- Appropriate footwear must be worn at all times. Footwear such as thongs, sandals, sneakers and the like are not permitted.
- Use PPE as directed by signage and SuniTAFE staff.

Please Note: Any student who presents for class without the required clothing or books will be sent back to their home school. The staff will inform the home school when such action has been taken.

Staff will inform the home school when such action has been taken.

UNIQUE STUDENT IDENTIFIER (USI)

Students undertaking nationally recognised training in 2021 are required to have a Unique Student Identifier (USI). This includes nationally recognised training delivered as part of the Vocational Education and Training (VET) delivered to Secondary students programs. Training organisations will not be able to enrol students or issue Certificates or Statements of Attainment if they have not been given the student's USI.

Creating a USI account is free. The online USI account will keep an individual's training records in one place so it's available anytime on computers, tablets or smart phones.

Students starting or continuing nationally recognised VET Delivered to Secondary students program will need to create a free USI account. Students will need to have ONE of the following forms of identification with them to be able to create the USI:

Options include:

- Drivers Licence
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport)
- Birth Certificate (Australian)
*Birth Certificate Extract is not sufficient
- Certificate of Registration by Descent
- Citizenship Certificate
- ImmiCard

The USI needs to be entered on the enrolment or completed at enrolment. To create a USI go to www.usi.gov.au

VET REGISTRATION & DELIVERY

Delivery of a VET program is undertaken by a Registered Training Organisation (RTO). RTO's are providers and assessors for nationally recognised training. Under the AQTF only RTO's may issue VET qualifications or Statements of Attainment.

The Victorian Registration and Qualification Authority (VRQA) maintain responsibility for the regulation of RTO's that deliver training solely in Victoria.

RTO's in Victoria which deliver courses in another Australian state territory (other than Victoria and Western Australia), have their registration managed by the Australian Skills Quality Authority (ASQA).

More information on VRQA and ASQA can be found at:

Victorian Registration and Qualification Authority (VRQA)
VET Registration Branch
Email: vrqa.schools@edumail.vic.gov.au
Tel: (03) 9651 3288 or (03) 9651 3244
Website: www.vrqa.vic.gov.au

ASQA

Tel: **1300 701 801**
Website: www.asqa.gov.au

RTO OBLIGATIONS

Under the AQTF all quality assurance requirements in relation to training delivery, assessment and certification are the responsibility of the RTOs. This must be in accordance with the AQTF Essential Conditions and Standards for Continuing Registration (Version 2013). This publication is available on the following link <https://www.vrqa.vic.gov.au/Documents/VETEssecondstandrdscont.pdf>

Training.gov.au (TGA) is the official National Register of Information on Training Packages, qualifications, courses, units of competency and RTOs. TGA provides a search and browse function that allows you to find specific RTO's that are registered to provide training in one or more states: www.training.gov.au

RTO GRIEVANCE POLICIES

For information on individual RTO Complaints and Policy Procedures refer to links below.

Sunraysia Institute of TAFE (SuniTAFE)

<https://www.sunitafe.edu.au/about/policies/>

COURSE CHANGES

- Course units are subject to change without notice.
- A number of courses are currently under review. New course code and units of competency may be available in late 2021.
- Course fees and materials are subject to change without notice.
- Courses are subject to minimum number of students enrolling and may not proceed if required numbers are not met.

CREDITS TOWARDS VCE OR VCAL

[unless otherwise stated on individual courses]

VCE Students will be eligible for credit of up to two Unit 1 & 2 VCE VET units towards your VCE and a Unit 3 & 4 sequence.

ATAR Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence of a VCE VET program must undertake scored assessment for the purpose of achieving a study score. This study score can contribute directly to the ATAR, either as one of the student's best four studies (primary four) or as a fifth or sixth study. Where a student elects not to receive a study score, no contribution to the ATAR will be available.

VCAL Students will receive a unit of credit for every 90 hours of Units of Competency completed and may contribute to VCAL Foundation, Intermediate and Senior levels.

Disclaimer: Some units could be subject to change without notice. Information correct July 2021.

CVET Program	VCE Unit 1 & 2	VCE Unit 3 & 4	Scored Assessment	VCAL Credits
Automotive	✓	✓	10% Increment	4
Engineering Studies	✓	✓	No	5
Horticulture	✓	✓	10% Increment	TBC
Rural Operations	✓	✓	N/A	4

VSC PREDICTED GROWTH IN THE MALLEE

According to the Victorian Skills

Commissioner 2017 Mallee Regional Skills

Demand Profile, these are the industries with the largest projections of growth in the Mallee between now and 2022.

This information is provided to help assist students in choosing their VET studies, and can be used as a guide to the future employment opportunities via Vocational Education and Training.



VSC PREDICTED GROWTH INDUSTRY COURSES

This symbol will appear along side the courses related to the growth industries.

Source: Information and icons - Mallee Regional Skills Demand Profile report: www.vsc.vic.gov.au/mallee-regional-skills-demand-profile/

ESTIMATED NEW WORKERS NEEDED BY 2022



2017 **600** upto **1,100** 2022

HORTICULTURE



350 upto **550**

TRANSPORT, LOGISTICS & AUTOMOTIVE



750 upto **1,000**

HEALTH AND SOCIAL ASSISTANCE



250 upto **400**

MANUFACTURING



200 upto **300**

CONSTRUCTION



400 upto **500**

RETAIL TRADE



250 upto **300**

HOSPITALITY AND TOURISM



100 upto **200**

OTHER AGRICULTURE

AUTOMOTIVE AND ENGINEERING



CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION
AUR20720

COURSE AIMS

The VET Automotive program will provide students with the basic knowledge and skills to enhance employment prospects as a trainee or apprentice in the automotive repair, service and retail industry. The course is designed to introduce students to automotive repair principles and the ability to perform a limited range of tasks, relating to the inspection and service of the mechanical components and systems of vehicles.

COURSE ASSESSMENT METHOD

- Practical assessments
- Completion of workbooks
- Written assessments for each workbook

CERTIFICATION

Successful Year 1 students will receive a Statement of Results; successful Year 2 students will receive a Certificate. SuniTAFE is responsible for issuing qualifications and statements of attainment associated with this course.

ADDITIONAL INFORMATION

Students are required to wear enclosed footwear and appropriate clothing while in the workshop.

UNITS OF COMPETENCY

YEAR ONE

CODE	UNITS
AURAEA002	Follow environmental and sustainability best practice in an automotive workplace
AURAF103	Communicate effectively in an automotive workplace
AURASA102	Follow safe working practices in an automotive workplace
AURTTK102	Use and maintain tools and equipment in an automotive workplace
AURETR115	Inspect, test and service batteries
AURTTA127	Carry out basic vehicle servicing operations
AURTTE007	Dismantle and assemble single cylinder four-stroke petrol engines

YEAR TWO

CODE	UNITS
AURTTE008	Dismantle and assemble multi-cylinder four-stroke petrol engines
AURETR048	Construct and test basic electronic circuits
AURAF104	Resolve routine problems in an automotive workplace
AURETR103	Identify automotive electrical systems and components
AURLTA101	Identify automotive mechanical systems and components
AURETR006	Solder electrical wiring and circuits

ENROLMENT TYPE
VE1

PROGRAM LENGTH
2 Years (365 hours)

PROGRAM CONTENT
14 Units

LOCATION
SuniTAFE: Monday, 9am-3pm

MODE
Face to face
Classroom delivery

WORK PLACEMENT
Recommended

PATHWAYS
Completing this program may assist students interested in traineeships or apprenticeships and further study into Certificate IV, Diploma or Advanced Diploma courses. Further training pathways from this course include the AUR16 Training Package Certificate III qualifications, or other relevant qualifications.

POSSIBLE EMPLOYMENT OPTIONS

- Automotive Mechanic
- Diesel Mechanic
- Mechanical Engineer
- Automotive Designer
- Spare Parts Manager
- Auto Electrician

TRAINING & ASSESSING
Delivered by SuniTAFE trainers.

AUTOMOTIVE AND ENGINEERING



CERTIFICATE II IN ENGINEERING PATHWAYS
MEM20413

COURSE AIMS

Provide students with the basic knowledge and skills to enhance employment prospects in the engineering manufacturing or related industries and assist entry into the wider engineering industry. The course is designed to introduce students to a range of engineering skills such as basic machining, fabrication, welding use of tools and workshop practices.

COURSE ASSESSMENT METHOD

A range of assessment methods will be used: module theory assessments, tests, practical skill demonstration and exams.

CERTIFICATION

Successful students in Year 1 will receive a Statement of Results; successful Year 2 students will receive a Certificate. SuniTAFE or Australian Institute of Education and Training is responsible for issuing qualifications and statements of attainment associated with this course.

UNITS OF COMPETENCY

YEAR ONE

CODE	UNITS
MEM13014A	Apply principles of occupational health and safety in the work environment
MEM18001C	Use hand tools
MEM18002B	Use power tools/hand held operations
MEMPE005A	Develop a career plan for the engineering and manufacturing industry
MEM16008A	Interact with computing technology
MSAENV272B	Participate in environmentally sustainable work practices
MEM16006	Organise and communicate information
MEMPE004A	Use fabrication equipment

YEAR TWO

CODE	UNITS
MEMPE006A	Undertake basic engineering project
MEMPE002A	Use electric welding machines
MEMPE001A	Use engineering workshop machines
MSAPMSUP106	Work in a team

ENROLMENT TYPE
VE1

PROGRAM LENGTH
2 Years (390 hours)

PROGRAM CONTENT
12 Units

LOCATION
SuniTAFE: Monay, 9am-3pm

MODE
Face to face
Classroom delivery

WORK PLACEMENT
Recommended

PATHWAYS
Completing this program may assist students interested in traineeships or apprenticeships and further study into Certificate IV, Diploma, Advanced Diploma and Degree courses.

POSSIBLE EMPLOYMENT OPTIONS

- Civil Engineer
- Plumber
- Mechanical Engineer
- Welder/Fabricator
- Panel Beater
- Fitter & Turner
- Air-Conditioning & Refrigeration Tradesperson

TRAINING & ASSESSING
Delivered by SuniTAFE trainers.

HORTICULTURE



CERTIFICATE II IN HORTICULTURE AHC20416

COURSE AIMS

The Certificate II in Horticulture is your entry into the horticulture industry. You will learn a range of basic practical skills and gain knowledge you need to start your career in horticulture.

COURSE ASSESSMENT METHOD

A range of assessment methods will be used: practical assessments, assignments, completion of workbooks.

CERTIFICATION

Students will be issued a certificate upon successful completion of the units of competence outlined below. SuniTAFE is responsible for issuing qualifications and statements of attainment associated with this course.

UNITS OF COMPETENCY

YEAR ONE

CODE	UNITS
AHCPMG201	Treat weeds
AHCPMG202	Treat plant pests, diseases and disorders
AHCSOL202	Assist with soil or growing media sampling and testing
AHCWHS201	Participate in work health and safety processes
AHCCHM201	Apply chemicals under supervision
AHCIRG217	Assist with pressurised irrigation operations
AHCNSY203	Undertake propagation activities

YEAR TWO

CODE	UNITS
AHCPCM201	Recognise plants
AHCMOM202	Operate tractors
AHCMOM204	Undertake operational maintenance of machinery
AHCNSY201	Pot up plants
AHCNSY202	Care for nursery plants
AHCPCM202	Collect, prepare and preserve plant specimens
AHCWRK204	Work effectively in the industry

ENROLMENT TYPE VE1

PROGRAM LENGTH 2 Years

PROGRAM CONTENT 14 Units

LOCATION SuniTAFE: 9am-3pm

MODE Face to face Classroom delivery

WORK PLACEMENT Recommended

PATHWAYS
Successful completion of this course will give you a great start of moving onto studying Certificate III in Horticulture or to start an apprenticeship in this field.

POSSIBLE EMPLOYMENT OPTIONS
This qualification could lead to employment as an assistant or labourer in the horticultural setting.

TRAINING & ASSESSING
Delivered by SuniTAFE trainers.

HORTICULTURE



CERTIFICATE II IN RURAL OPERATIONS AHC21216

COURSE AIMS

This course is your entry point into the general range of seasonal tasks, maintenance work and the use of machinery in local rural industries such as citrus, vineyards and nursery fields.

COURSE ASSESSMENT METHOD

A range of assessment methods will be used: module theory assessments, test and practical skill demonstration.

CERTIFICATION

Successful Year 1 students will receive a Statement of Results; successful Year 2 students will receive a certificate. SuniTAFE is responsible for issuing qualifications and statements of attainment associated with this course.

UNITS OF COMPETENCY

YEAR ONE

CODE	UNITS
AHCWHS201	Participate in work health and safety processes
AHCPHT214	Support horticultural crop harvesting
AHCIRG221	Assist with pressurised irrigation operations
AHCCHM201	Apply chemicals under supervision
AHCNSY203	Undertake propagation activities
AHCPHT201	Plant horticultural crops
AHCSOL202	Assist with soil or growing media sampling and testing

YEAR TWO

CODE	UNITS
AHCMOM202	Operate tractors
AHCMOM204	Undertake operational maintenance of machinery
AHCNSY201	Pot up plants
AHCNSY202	Care for nursery plants
AHCWRK204	Work effectively in the industry
AHCPCM202	Collect, prepare and preserve plant specimens
AHCPCM201	Recognise plants
AHCWRK209	Participate in environmentally sustainable work practices

ENROLMENT TYPE VE3

PROGRAM LENGTH 2 Years (440 hours)

PROGRAM CONTENT 15 Units

LOCATION SuniTAFE: 9am-3pm

MODE Face to face Classroom delivery

WORK PLACEMENT Recommended

PATHWAYS
This qualification can lead to an apprenticeship/traineeship in Certificate III in Horticulture.

POSSIBLE EMPLOYMENT OPTIONS
Assistant or labourer in a horticultural setting.

TRAINING & ASSESSING
Delivered by SuniTAFE trainers.

SUNITAFE VETDSS 2022 EXPRESSION OF INTEREST SWAN HILL CAMPUS VETDSS STUDENT PRIVACY NOTICE AND DECLARATION FOR STUDENTS UNDER 18

Every section MUST be completed.
Incomplete forms will be returned to your school.

Please return to your schools VET/CAREERS Coordinator before Friday **17th September 2021**. If you are interested in more than one course please indicate your first and second preference in the boxes.

STUDENT DETAILS

First Name:

Last Name:

Date of Birth:/...../.....

Mobile or Phone:

Email:

Postal Address:

..... Postcode:

School Name:

VET Coordinator:

Current Year Level:

USI Number:

VSN:

PARENT DETAILS

First Name:

Last Name:

Relationship to Student:

Mobile or Phone:

Email:

Please print double sided and ensure the signed declaration on page 13 is attached.

SUNITAFE

Please tick the names of the VETDSS courses you would like to enrol into at SuniTAFE in 2022:

- Certificate II in Automotive Vocational Preparation
- Certificate II in Engineering Pathways
- Certificate II in Horticulture
- Certificate II in Rural Operations

Year of course enrolling in 1 2

SUNRAYSIA INSTITUTE OF TAFE PRIVACY STATEMENT

Sunraysia Institute of TAFE's enrolment and pre-enrolment processes seek personal information and health information about me. The purpose for collecting this information is to register my interest in enrolling and subsequent selection or to register me as a student at Sunraysia Institute of TAFE. The information will also be used to assist in the selection process if applicable and/or make sure I have the support and resources I need during my time here and so that I can be contacted when required. Sunraysia Institute of TAFE asks for the contact details of a person it may need to contact in an emergency. I will ensure that the person I nominate as an emergency contact knows about this arrangement and have given permission for me to provide their personal details to Sunraysia Institute of TAFE. Details of any medical condition or disability that I provide on the enrolment form are sent to Student Support Services who will use this information to provide appropriate support for me if this is required. Student Support Services can be contacted on 5022 3666 for further information on the services available. All students automatically receive an email account on the student mail system which displays their student ID, given name and surname. If I do not wish to have my details published in the internal directory, I will contact the Information Technology department on 5022 3911 or via email helpdesk@sunitafe.edu.au. Sunraysia Institute of TAFE will also pass on results and attendance information to my employer if I am an apprentice or trainee, to my employer if they have paid course fees and request results, or to my Job Services Australia Provider who has referred me, as requested. Sunraysia Institute of TAFE will also provide my Statement of Results to my school (upon request) if I am participating in a program endorsed by my school. Sunraysia Institute of TAFE are required by law to provide some information to government agencies such as the Police force and Centrelink. I may be contacted to participate in a survey conducted by Sunraysia Institute of TAFE, audit or review relating to my training. This provides valuable feedback on the delivery of VET programs at Sunraysia Institute of TAFE. For students eligible for VET Student Loans, the following privacy statement also applies: Sunraysia Institute of TAFE is collecting the information in this form for the purpose of assessing my entitlement to Commonwealth assistance under the Higher Education Support Act 2003 and allocation of a Commonwealth Higher Education Student Support Number (CHESSN) to me. Sunraysia Institute of TAFE will disclose this information to the Department of Education and Training (DET) for those purposes. DET will store the information securely in the Higher Education Information Management System. DET may disclose the information to the Australian Taxation Office. Sunraysia Institute of TAFE and DET will not otherwise disclose the information without my consent unless required or authorised by law.

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: I understand that: Sunraysia Institute of TAFE is required to provide the Department with student and training activity data. This includes personal information collected in the Sunraysia Institute of TAFE enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI). Sunraysia Institute of TAFE provides data to the Department in accordance with the VET Student Statistical Collection Guidelines, available at 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, 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 of subject completion), which may be relevant to the services provided to the student. A student's USI may be used for specific VET purposes including the verification of student data provided by Sunraysia Institute of TAFE; 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 our 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 authorized 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 the Institutes Privacy Officer in the first instance by phone on 03 5022 3774 or email cdiana@sunitafe.edu.au 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: <https://www.usi.gov.au/about/privacy-and-unique-student-identifier>.

DECLARATION

I acknowledge that I have read the:

- Sunraysia Institute of TAFE Privacy Statement
- Victorian Government's VET Student Enrolment Privacy Notice

I agree to SuniTAFE accessing my USI for the purpose of verifying my records at such time I understand I will receive notice that Sunraysia Institute of TAFE has conducted an existing USI search.

.....
STUDENTS SIGNATURE

.....
DATE

.....
PARENTS SIGNATURE

.....
DATE

FURTHER INFORMATION

If you would like more information about VET Delivered to Secondary Students programs please speak to your VET/Careers/Home Group Coordinator at your home school.

SUNITAFE

Karen Chynoweth – Manager, Skills and Jobs Centre
Email: skillsandjobs@sunitafe.edu.au



SUNITAFE

Swan Hill Campus
64 Sea Lake - Swan Hill Road, Swan Hill VIC 3585
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