

# VET student agreement — Home-based

## 2022

Registered Training Organisation: RTO No. 1585

Student information			
Student name		Date of birth	
Indigenous status	USI number	LUI number	

Tick to indicate which qualification/s you are enrolling in:

Qualification code	Qualification title	Tick (✓)	Date enrolled	QCE Points*
FSK10119	Certificate I in Access to Vocational Pathways			2
BSB10120	Certificate I in Workplace Skills			2
FSK10219	Certificate I in Skills for Vocational Pathways			2
FNS20120	Certificate II in Financial Services			4
FSK20119	Certificate II in Skills for Work and Vocational Pathways			4
ICT20120	Certificate II in Applied Digital Technologies			4

\*Current at time of publication

Unique Student Identifier (USI) — The USI is a reference number made up of 10 numbers and/or letters that creates a secure online record of your training. **All students enrolling in VET qualifications must have a USI, which has been activated and to which BrisbaneSDE has been added as a training provider.** Students are required to submit their USI before they commence training. To create your USI go to: [www.usi.gov.au](http://www.usi.gov.au).

Confirmation of USI: (please tick)	Tick (✓)
I have activated my USI account.	
My USI number has been noted above.	
I have added Brisbane School of Distance Education (Organisation Code: 1585) and given permission for the school to access my USI account in order to add my records of achievement.	
I declare that the information I have provided to the best of my knowledge is true and correct.	

**Acknowledgment of induction in Vocational Education and Training (VET) I understand: (please tick)** Tick (✓)

(Complete after reviewing the BrisbaneSDE VET Student Handbook <https://brisbanesde.eq.edu.au/curriculum/vocational-education>)

- \_\_\_\_\_ the duration of the course and the units I will undertake as per the BrisbaneSDE Subject Guide
- \_\_\_\_\_ where and when my training will occur
- \_\_\_\_\_ that this course is an Australian Qualification Framework level
- \_\_\_\_\_ if I complete only some of the competencies, I am entitled to gain a Statement of Attainment that will list the Units of Competency successfully completed
- \_\_\_\_\_ that I may be required to undertake a resubmission in a unit of competency in order to demonstrate competency
- \_\_\_\_\_ that, for reporting purposes, until I have achieved all required units of competency for the qualification, I will be marked as WTC (working towards competency) for units of competency for which I am still building skills and knowledge
- \_\_\_\_\_ that, towards the end of my course of study, I will be asked to complete a BrisbaneSDE learner survey
- \_\_\_\_\_ that I have all the required IT hardware and software
- \_\_\_\_\_ that I will be responsible for maintaining and backing up my digital portfolio of evidence
- \_\_\_\_\_ that I am required to discuss with school personnel my literacy and numeracy requirements to help support me when undertaking this course.

**I have received information about and/or understand the following: (please tick)** Tick (✓)

- \_\_\_\_\_ course information, assessment outlines, vocational pathways associated with this qualification, fees and charges including any additional fees on top of the course fees
- \_\_\_\_\_ BrisbaneSDE refund policy — refer to the Handbook for Home-based Students
- \_\_\_\_\_ recognition arrangements for Recognition of Prior Learning (RPL) and credit transfer
- \_\_\_\_\_ if I enrolled in a VET course past the start date I may not be able to complete the full qualification
- \_\_\_\_\_ that my SET Plan at school reflects my VET choice
- \_\_\_\_\_ that the work submitted must be mine and that I will not engage in plagiarism
- \_\_\_\_\_ how BrisbaneSDE will use my USI.

**I acknowledge through this agreement: (please tick)** Tick (✓)

- \_\_\_\_\_ that I will work with BrisbaneSDE to ensure that I have every opportunity to complete the above listed certificate/s
- \_\_\_\_\_ that BrisbaneSDE has permission to view and/or update my USI account, and
- \_\_\_\_\_ that I have read this list and understand that I can access further information on these topics as required.

Student signature	Date	
Parent / Guardian signature	Date	

**VET Data Use Statement**

Under the *Data Provision Requirements 2020* and National VET Data Policy (which includes the National VET Provider Collection Data Requirements Policy), Registered Training Organisations are required to collect and submit data compliant with AVETMISS for the National VET Provider Collection for all Nationally Recognised Training. This data is held by the National Centre for Vocational Education Research Ltd (NCVER), and may be used and disclosed for the following purposes:

- populate authenticated VET transcripts;
- facilitate statistics and research relating to education, including surveys and data linkage;
- pre-populate RTO student enrolment forms;
- understand how the VET market operates, for policy, workforce planning and consumer information; and
- administer VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER’s website [www.ncver.edu.au](http://www.ncver.edu.au)).