



# VET student agreement — Home-based

**2025**

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 Credits*
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 qualification/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 *National Vocational Education and Training Regulator (Data Provision Requirements) Instrument 2020* and National VET Data Policy (which includes the [National VET Provider Collection Data Requirements Policy](#) at Part B), 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 purposes that include:

- populating authenticated VET transcripts
- administering VET, including program administration, regulation, monitoring and evaluation
- facilitating statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

NCVER is authorised by the National Vocational Education and Training Regulator Act 2011 (NVETR Act) to disclose to the following bodies, personal information collected in accordance with the Data Provision Requirements, for the purposes of that body:

- a VET regulator (i.e. Queensland Curriculum and Assessment Authority acting for the Australian Skills Quality Authority)
- the Australian Government Department of Employment and Workplace Relations
- another Commonwealth authority
- a state or territory authority (other than a registered training organisation) that deals with or has responsibility for matters relating to VET.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.