

## TERMS AND CONDITIONS OF ENROLMENT

I (the student) agree to abide by the following terms and conditions set by First Choice College:

As a registered training organisation, First Choice College is required to collect and report AVETMISS data from all students. The privacy notice advises students that their data may be supplied to and used by governments and other agencies for administration and research. The student must acknowledge reading and accepting the privacy notice as well as confirming that the details he or she is providing are correct.

### PRIVACY NOTICE

Under the *Data Provision Requirements 2012*, First Choice College is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by First Choice College for statistical, regulatory and research purposes. First Choice College may disclose your personal information for these purposes to third parties, including:

- ▣ Schools– if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- ▣ Employers – if you are enrolled in training paid by your employer;
- ▣ Commonwealth and State or Territory government departments and authorised agencies;
- ▣ NCVER;
- ▣ Organisations conducting student surveys; and
- ▣ Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- ▣ Issuing statements of attainment or qualifications, and populating authenticated VET transcripts;
- ▣ facilitating statistics and research relating to education, including surveys;
- ▣ understanding how the VET market operates, for policy, workforce planning and consumer information; and
- ▣ administering VET, including programme administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. 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 VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

### **UNIQUE STUDENT IDENTIFIER (USI)**

Before commencing any nationally recognised course offered by First Choice College, each student must provide a USI. Each student enrolment received from 1 January 2017 must have a verified USI as per the AVETMISS reporting requirements. First Choice College will only issue a qualification, record of result and statement of attainment to a student if there is a verified USI against the student's file. To create a USI, click on the link and follow the prompts <https://www.usi.gov.au/>

### **LANGUAGE LITERACY AND NUMERACY (LLN) INDICATOR TOOL**

Before commencing any nationally recognised course each student may be required to complete the Language, Literacy and Numeracy (LLN) Indicator Tool. This LLN evaluation will assist First Choice College in identifying learner needs and appropriate support to be offered by First Choice College. If required, the LLN Indicator Tool must be returned to First Choice College within 10 business days to [admin@fcc.edu.au](mailto:admin@fcc.edu.au) so that it can be reviewed by the team. Please note that First Choice College has up to 10 business days to finalise each LLN Indicator Tool from the date of receipt.

### **MANDATORY REQUIREMENT**

Each student will receive access to their course once First Choice College has reviewed their LLN Indicator Tool (if required), verified their USI and received all pre-entry requirements from the student. Upon receipt and verification of all items, First Choice College will have up to 10 business days to issue an official welcome letter and release the course to the student.

### **PRIOR TO ENROLMENT**

First Choice College is required to provide each student with information about the policies and procedures regarding training and assessment. This information is available in the Student Handbook which can be downloaded from [www.fcc.edu.au](http://www.fcc.edu.au). Each student must declare that he or she has read and understood the Student Handbook prior to submitting the enrolment form.

### **COURSE SUITABILITY**

First Choice College provides information about each training product on the company website [www.fcc.edu.au](http://www.fcc.edu.au) through course guides (also known as information packs) that are emailed to prospective students and through phone conversations with a course information officer. By accepting the terms and conditions of enrolment, the student acknowledges that he or she has read and understood the course information.

### **COURSE ACCESS**

The individual enrolled in the course is the only person who can access, complete and receive certification regardless of who has paid for the course. First Choice College reserves the right to modify or update course materials to improve the quality of training and assessment offered to students. Each student is responsible for reading and understanding the course material, including additional material that may be provided such as external websites. Each student is responsible for completing their course within the specified timeframe as communicated in their welcome letter.

### **THIRD PARTY COURSE PAYMENTS**

If a third party (e.g. company or employer) makes payment for a student's course, the enrolment and payment is assigned to the student. The third party cannot apply for a refund request, seek a credit amount or request a course transfer without the student's written consent.

### **EZIDEBIT PAYMENT OPTION**

EziDebit provides First Choice College the opportunity to offer our students a payment plan option. This option is available for selected courses only. The student needs to read and agree to the terms and conditions set by EziDebit. By selecting the payment plan option, you agree to making payment to the full financial commitment, regardless of whether you are a current or withdrawn student.

### **STUDENT DECLARATION AND CONSENT**

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.