

Data

Version Information

Document Title	Data Policy				
Document Type	<input checked="" type="checkbox"/> Policy	<input type="checkbox"/> Procedure	<input type="checkbox"/> Process / Workflow	<input type="checkbox"/> Guideline	<input type="checkbox"/> Checklist
Version	1	Implementation date	3/01/2018	Review date	4/02/2019
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Purpose

The purpose of this policy is to outline Goodstart Institute of Early Learnings commitment to providing data on all vocational training for students undertaking a nationally recognised qualification through the Institute.

Scope

Goodstart Institute of Early Learning will only collect personal information with the individual's consent and only the quantity as is required to administer nationally recognised training, student identification and legal matters, we are committed to protecting the privacy of staff and student's personal information, including the 13 Australian Privacy Principles (APPs) as outlined in the Privacy Amendment (Enhancing Privacy Protection) Act 2012.

Student Management System

Goodstart Institute of Early Learning uses the Student Management System – VETtrak, which complies with the VET Statistical Collection Guidelines. Goodstart Institute of Early Learning ensures that all student records are recorded within the Student Management System.

Student Services Manager ensures:

- Data is inputted to the system on a regular basis
- Reports are run to ensure consistency with data and to ensure we are following all contractual requirements of all governing bodies
- Student Services team remain compliant with the VET Student Statistical Collection Guidelines through meetings, emails and other notifications and guidance
- Any data that has been submitted as incorrect will be resubmitted with the correct data by no later than the following months report
- To train and support student services team in correct processing requirements

VET Data Collection

VET data collection applies to the principle of 'collect once use many times' AVETMISS provides a nationally consistent framework for the collection of VET Data for multiple uses.

Data

Collecting the relevant data will support:

- Students with access to their training transcripts as it links to their USI information
- General public to access details about RTOs and courses in order to help them make informed decisions about training
- RTOs to help with continuous improvement, compliance, audits and training delivery.

Our Responsibility

Goodstart Institute of Early Learning will comply with the:

- National VET Provider Collection Data Requirements
- Data Provision Requirements under the National Vocational Education and Training Regulation Act 2011
- Standards for RTO's
- Conditions of the Australian Quality Training Framework (AQTF).

Goodstart Institute of Early Learning will:

- Implement relevant policies and procedures to collect data compliant with AVETMISS for all Nationally Recognised Training
- Collect and submit compliant AVETMISS data
- Ensure a compliant AVETMISS Student Management System (VETtrak)
- Amend and correct any inaccurate or incomplete data as required and submit the data as soon as practicable
- Adhere to all contractual arrangements in relation to state contracts in submitting National VET Provider Collection
- Submit a nil activity report if we do not deliver any training or issue certificates
- Ensure students will have a valid USI to obtain certificates and to report students training activity
- Adhere to all privacy requirements set out under the relevant acts.

All students will be informed at enrolment that their personal information may be used or disclosed for the following purposes:

- Issuing a statement of attainment or qualification certificate
- For surveys, research and statistics relating to education
- Regulating, monitoring, evaluating and administering VET data.

Goodstart Institute of Early learning students sign and acknowledge a Privacy Notice and Student Declaration as part of their enrolment process, this acknowledgment outlines the student's awareness of the purpose for which their personal information may be used.