

# Data

## Version Information

<b>Document Title</b>	Data Policy				
<b>Document Type</b>	<input checked="" type="checkbox"/> Policy	<input type="checkbox"/> Procedure	<input type="checkbox"/> Process / Workflow	<b>Version</b>	1.2
	<input type="checkbox"/> Guideline	<input type="checkbox"/> Checklist		<b>Implementation date</b>	27/04/2020
Warning – This document is uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice.					

## Purpose

The purpose of this policy is to outline Goodstart Institute of Early Learning's commitment to providing data to the relevant authorities, agencies, and departments on all vocational training for students undertaking a nationally recognised qualification through Goodstart Institute of Early Learning.

## 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, verify student identification, and as required for 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 *NCVER Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) version 8.0* and the *VET Statistical Collection Guidelines 2019 (Vic)*. Goodstart Institute of Early Learning ensures that all student training activity data is recorded within the Student Management System.

Student Services Manager ensures:

- Data is input to the system on a regular basis (e.g. students unit commencement and result dates)
- Reports are run to ensure consistency with data and to ensure we are following all contractual requirements of all governing bodies (e.g. state-based funding contract requirements)
- 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 Registered Training Organisations 2015*

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 within required timeframes and for required collection periods.
- 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 practical
- 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 with the prescribe timeframe / collection period.
- 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 (NCVER) as part of their enrolment process, this acknowledgment outlines the student's awareness of the purpose for which their personal information may be used.