

ACACIA EDUCATION & TRAINING

AN INITIATIVE OF ACACIA GROUP PTY LTD ABN: 66 132 666 338 RTO: 91469
PO Box 86 Glenbrook NSW 2773 457 Great Western Hwy Faulconbridge NSW 2776
Ph: (02) 4751 2300 Fax: (02) 8580 5699 Email: info@acaciaeducation.com.au

ENROLMENT FORM CONSENT OF GUARDIAN.

TERMS AND CONDITIONS

Change of details:

If you change any of the details listed in your enrolment form, please notify Acacia Education & Training in writing immediately. Failure to do so may see delays in forwarding updated material and/or your Certificate or Statement of Attainment.

Course Information:

You confirm you have been given access to information on the course you are enrolling in including estimated course duration, modes of delivery, and resources required. This information is available at www.acaciaeducation.com

Issue of Credentials:

Certificates, Statements of Attainment and other credentials will be available for collection from Acacia Education & Training head office. Credentials attained through courses conducted at a JobActive or other providers may be sent to the provider's premises for your collection. A fee applies to the re-issue of lost or stolen credentials.

Student Guide to Policies and Procedures:

You agree to abide by the policies and procedures as detailed in the document "Student Guide to Policies and Procedures" regarding policies and procedures on Course Delivery, Training Environment, Recruitment and Selection of Students, Complaints and Appeals, Student Code of Conduct, Student Support Services, Workplace Health & Safety, Recognition of Prior Learning (RPL), Access to Records, Course Fees, Refunds, Privacy, and Quality Assurance and Improvement.

USI (Unique Student Identifier):

Your enrolment cannot be processed without your USI. If you don't already have one you can obtain one from www.usi.gov.au. You agree to set your access controls in relation to your USI to allow Acacia Education & Training and the Department of Industry the appropriate level of access.

Use and disclosure of personal information to the Dept. of Industry and other government agencies:

You understand and agree that personal information (information or an opinion about you) collected from you, your parent or guardian, such as your name, Unique Student Identifier, date of birth, contact details, training outcomes and performance, or sensitive personal information (including your ethnicity or health information) (together **Personal Information**) collected by Acacia Education & Training may be disclosed to the Department of Industry, Skills and Regional Development (**Department**). The Department may disclose your Personal Information to other Australian government agencies, including those located in States and Territories outside New South Wales. The above government agencies may use your Personal Information for any purpose relating to the exercise of their government functions, including but not limited to the evaluation and assessment of your training, the determination of your eligibility to receive subsidised training or for any Fee Exemptions or Concessions. Your Personal Information may also be disclosed to other third parties if required by law. You consent to the collection, use and disclosure of your Personal Information in the manner outlined above. You also acknowledge and agree that the Department may contact you by telephone email or post during or after you have ceased subsidised training with Acacia Education & Training for the purpose of evaluating and assessing your subsidised training.

***If you are under 18 years of age** at the time of giving consent, then the consent of your guardian is required:*

PRINT FULL NAME OF GUARDIAN:

SIGNATURE OF GUARDIAN: DATE:/...../.....