

## Student Privacy Notice

### Student Declaration and Consent

By reading and acknowledging this Privacy Notice – Data Collection (this includes clicking the “I have read and accept the above Terms and Conditions” during Step 2 of the AMS Enrolment Process) and proceeding with enrolment:

- I confirm I consent to the collection, use and disclosure of my personal information in accordance with this Privacy Notice above, and;
- I declare that the information I have provided during my enrolment to the best of my knowledge is true and correct.

Under the *Data Provision Requirements 2012*, Aerodrome Management Services Pty Ltd (RTO 52413) is required to collect personal information about you during enrolment, 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 your enrolment form), may be used or disclosed by Aerodrome Management Services Pty Ltd for statistical, administrative, regulatory and research purposes. Aerodrome Management Services Pty Ltd may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

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

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note 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 National 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)).

## Additional Information

### Why we collect your personal information

As a registered training organisation, we are required to collect your personal information so we can process and manage your enrolment in a vocational education and training course with us. We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

### How we disclose your personal information

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

### How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

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

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. The NCVER does not intend to disclose your personal information to any overseas recipients. If you would like to seek access to or correct your information, please contact Aerodrome Management Services using the contact details on the next page.

### AMS Contact Information

At any time, you may contact Aerodrome Management Services (RTO 52413) to:

- request access to your personal information,
- correct your personal information,
- make a complaint about how your personal information has been handled,
- ask a question about this Privacy Notice.

Phone: (08) 9221 6777 | Email: [training@amsaustralia.com](mailto:training@amsaustralia.com)



Aerodrome Management Services Pty Ltd

**RTO Number: 52413**  
PO Box 6127 East Perth WA 6892  
Phone: 08 9221 6777  
Fax: 08 9221 6776  
Web: [www.amsaustralia.com](http://www.amsaustralia.com)  
Email: [training@amsaustralia.com](mailto:training@amsaustralia.com)

---

### Additional Privacy Information

- For more information about AMS's Student Privacy Policy please visit "[Student Information](#)" on our website.
- For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).
- DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

---

**Document Name:** AMS RTO Student Privacy Notice  
**Revision:** 7  
**Amendment Date:** 30-06-2022  
**Expiry Date:** 30-06-2024  
**Page** 3 of 3

**Created By:** Amanda Reddicliffe  
**Peer Review:** Wendy Strada  
**Approved By:** Amanda Reddicliffe  
**Document Number:** PER-TRN-POL-0026