

Participant Induction Policy

In order to provide training and assessment services, Djerriwarrh Community & Education Services (Djerriwarrh) needs to collect personal information upon a participant enrolling in a course/qualification. This information is reported to the state registering body under the requirements of the Australian Vocational Education and Training Management Information Statistical System (AVETMISS). Information collected is as follows:

- Name;
- Address;
- Contact details (telephone, email);
- Date of Birth;
- Gender;
- Country of birth;
- Citizenship;
- Whether Aboriginal or Torres Strait Islander;
- Language spoken at home;
- Disability information;
- Education details;
- Previous qualifications;
- Employment status;
- Victorian Student Number (VSN);
- Unique Student Identifier Number; and,
- Reason for study.

Information is collected, used and stored in line with the Privacy Policy (PO 006).

Prior to or at the commencement of programs, participants are provided with the following information as part of their induction:

- Course outline including competencies to be achieved;
- Fees and Refund Policy;
- Recognition of Prior Learning;
- Attendance Requirements;
- Assessment Procedures;
- Complaint and Appeals Procedures;
- Student Support Services;
- Facilities and Equipment;
- Participant Conduct Policy; and,
- Work Placement Requirements

The above information is incorporated into the student hand book. Course guides and participant Information Pamphlets which will be made available for all participants enrolling in a course.

Associated Policies	PO 006 Privacy Policy
Associated Procedures	PR 026a Participant Induction
Other associated documents Internal	
Relevant Legislation	Privacy Act 1988 Privacy & Data Protection Act 2014
Other associated documents External	