

Global Training Institute

Application Information Collection Policy

Document No: AI 1.1 – Application Information collection policy

AUTHORITY RECORD:

Compiled by: Shane Botting
Checked by: Anne Botting
Approved by: Anne Botting
Issue Date: 24 June 2019
Effective From: 24 June 2019
Version No: 1
Version Effective From: 24 June 2019
Obsolete Date:

1 Preamble

Global Training Institute acknowledges its responsibility to advise participants of the procedures for collection and verification of application information.

2 Purpose:

To define Global Training Institutes application information collection procedure, consistent with current legislation.

3 Scope:

This policy shall apply to VET STUDENT LOANS enabled units of study and VET STUDENT LOANS enabled courses for which Global Training Institute has been accredited to deliver as a registered training organization.

4 Responsibility:

It shall be the responsibility of the Director to ensure the policy is complied with.

It shall be the responsibility of the following to comply with the requirements of this policy:

- The Operations Coordinator to implement the procedure and manage its compliance.
- All staff when promoting or publicizing the services and products Global Training Institute has been accredited to deliver as an RTO.

5 Definition:

RTO = Registered Training Organization.

NTFC = National Training Framework Committee.

TRC = Training Recognition Council

Client = Participant, Student, Staff Member, Volunteer, or person linked to Global Training Institute.

6 Policy

Policy Integrity

This policy gives effect to the requirements contained in the VET STUDENT LOANS framework for application information collection, in compliance with the Rules, Sections 85.

Global Training Institute Application Information Collection Policy

1 – Collection and verification of information for the purposes of, or in relation to, applications by students for VET student loans.

Global Training Institute (in compliance with the Rules, Section 85) requires the collection of the following information:

- Information about the student's identity birth (in the form of uploaded identity documents) and date of birth
- Information and documents to establish that the student meets the Citizenship and Residency requirements outlined in Section 11 of the Act.
- If the student has applied for, but not been issued with, a tax file number – a certificate from the Commissioner that the student has applied for a tax file number.

2 – Information Use

This information will only be used for the purpose it was collected for. It may be provided to the appropriate Government Departments based upon their requirements for providing approval for your subsidies or loans towards qualifications.

Publication

This Application Information Collection Policy will be made available to students and persons seeking to enrol with Global Training Institute by publication in the footer of www.globaltraining.edu.au

END OF POLICY