

UNE Partnerships Terms and Conditions of Enrolment

Fees

We reserve the right to withhold the issue of qualifications if any fees are unpaid at the end of your course.

Study Period

Recommended study periods are outlined on our website (see link below). If your enrolment is government funded your candidature period will be governed by the funding agreement. You can apply for an extension in extenuating circumstances – fees will apply, please contact us for details. In the case of traineeships, requests for extensions to the traineeship period must be made through the relevant State Training Authority and Australian Apprenticeship Centre. If you do not complete the course within the required time, you will be issued a Statement of Attainment where appropriate for components you have successfully completed.

www.unep.edu.au/courses/faq

Unique Student Identifier (USI)

From January 2015 all students participating in nationally recognised training must provide a Unique Student Identifier (USI) (see link below). The aim of the USI is to help records and results together in an online account. Qualifications and statements of attainment cannot be conferred without this number. UNE Partnerships is required to verify your USI in accordance with section 14 of the Students Identifiers Act 2014. Note: Results for courses outside the Australian Qualifications Framework will not be available through the USI initiative.

www.usi.gov.au/students/nationally-recognised-training

Transfer after enrolment

Additional fees may be incurred and will be discussed with you in advance.

Withdrawal and refund

Refunds can be requested within 21 days of enrolment (an administration fee of 15% of the total course fee applies). Partial refunds may be granted after 21 days in exceptional circumstances such as medical grounds.

For programs incorporating 'workshop' sessions, notification of withdrawal from courses with a workshop or tutorial component must be received by us at least eight (8) days prior to commencement of the first session; our administrative fee is 50% of the full course fee. Withdrawal seven (7) or fewer days prior to course commencement will not be refunded, but substitutions are allowed. Withdrawals from workshop programs where at least 21 days notice before the commencement date is given will attract a 15% administration fee. The balance will be refunded. We reserve the right to alter the arrangements for workshops or tutorials before or during the course, depending on enrolment levels. We will inform you of any such changes as quickly as possible. You will be responsible for your own costs of travelling to workshop days, including any transfer, cancellation or similar fees for your booking(s).

Policies

Information on policies and procedures (see link below) relating to student services can be found on our website.

www.unep.edu.au/get-started/policies

Minimum requirements for participants

Moderate numeracy and English literacy skills. Moderate computer skills and an Internet-enabled computer (IT requirements) (see link below). UNE Partnerships courses are typically workplace based and have specific skill

requirements. Please read the competency requirements (see link below) for your chosen course. Students are expected to be working in a job role or similar environment that provides sufficient opportunity to develop specialised competencies and complete the assessment requirements.

www.unep.edu.au/get-started/policies

training.gov.au/Organisation/Details/6754

Parent or guardian consent

If you are under the age of 18 years old your parent or legal guardian will be required to consent to your enrolment prior to the commencement of any formal studies with UNE Partnerships.

Privacy notice

Under the Data Provision Requirements 2012, UNE Partnerships is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER) (see link below).

www.ncver.edu.au

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by UNE Partnerships for statistical, regulatory and research purposes. UNE Partnerships may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer or Sponsor – if you are enrolled in training paid by your employer or a third party;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including programme administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. 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 VET Data Policy and all NCVER policies and protocols, including those published on NCVER's website.



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