

Traineeship Terms and Conditions

1. Introduction

These Terms and Conditions apply to candidates undertaking the Certificate III in Individual Support with Train2Care. The training will be delivered online over a period of 12 months while candidates are employed with Care1. As employees, candidates must adhere to the directions and employment-related requirements set by Care1 while maintaining their studies with Train2Care.

2. Privacy Notice

Why We Collect Your Personal Information

As a registered training organisation (RTO), we collect your personal information to process and manage your enrolment in a vocational education and training (VET) course with us. We cannot enrol students who fail or refuse to provide personal information.

How We Use Your Personal Information

We use your personal information to deliver VET courses to you and 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 manages, analyses, and communicates research and statistics about the Australian VET sector. We are also authorised by law 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 handle your personal information in accordance with the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes including VET transcript population, VET administration, statistics and research facilitation, and understanding the VET market. The NCVER may also disclose information to government bodies and researchers.

For more details, please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

Surveys

You may receive a student survey from a government department or an NCVER-authorized agency. Participation is optional.

Contact Information

At any time, you may contact Train2Care to:

- Request access to your personal information
- Correct your personal information
- Make a complaint about how your personal information has been handled
- Ask questions about this Privacy Notice

Contact us at: enquiries@train2care.com.au

3. Refund Policy

Details of the fees and charges, as well as the refund policy, can be found in the Fee Administration and Refund Policy, Student Handbook, and on our website.

4. Additional Support

Train2Care will provide additional support services as described in the Additional Support Policy and Procedures. However, if a student is unable to meet the minimum course entry requirements, Train2Care reserves the right to defer or terminate enrolment.

5. Unique Student Identifier (USI)

From 1 January 2015, we are required to collect your Unique Student Identifier (USI) to issue a nationally recognised VET qualification or statement of attainment. If you do not have a USI, you can apply for one at www.usi.gov.au.

If you have an objection to being assigned a USI, you can apply for an exemption directly to the Student Identifiers Registrar at www.usi.gov.au. Without a USI, your training results will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript.

6. Student Code of Conduct

Harassment, bullying, and victimisation will not be tolerated at Train2Care. Discrimination on any grounds is unacceptable. Students experiencing harassment or discrimination should immediately contact the Administration Manager. Serious complaints may lead to formal inquiries or referrals to external authorities.

7. Declaration and Consent

By signing the enrolment application, you agree to:

- Abide by the directions and employment-related requirements of Care1.
- Provide a USI in accordance with national legislation.
- Allow Train2Care to share your enrolment details, course progression, assessment status, and other course information with your employer or the organisation funding your training.
- Consent to the collection, use, and disclosure of your personal information as detailed in this Privacy Notice and the RTO's Privacy Policy.

You understand that you may receive an NCVET student survey.

VERSION CONTROL

Version Control Table					
Date	Summary of Modifications	Modified by	Version	Date of Implementation	Next Review Date
12/04/2024	Policy Creation and Branding	Train2Care	v. 1.0	12/04/2024	12/04/2025

RTO INFORMATION

Document Name	Traineeship Terms and Conditions v1.0
RTO/Company Name	Train2Care
RTO Code	45685
Manager	Training Manager