



Your privacy is important to us

The Department of Education, Training and Employment collects your personal information to assist in matters pertaining to your training. This may include workforce development, training contract management, and/or administration and compliance, including monitoring and evaluation.

Information collected will be stored on the department's state-wide apprentice and trainee databases. Information in these databases can only be accessed by authorised departmental officers and their agents and contractors. Specific information relating to the training contract for an apprentice or trainee can also be accessed by supervising registered training organisations (SRTOs) and Australian Apprenticeships Centres (AACs). Your information is only disclosed to another person or agency when you have given the department permission to do so, or it is required or authorised by law.

Apprentices and Trainees

The department may give relevant personal information we collect about you (attendance details, progress and results) to your employer, Australian and state government training and education authorities or agencies (including AACs and SRTOs), and/or relevant licensing and regulatory bodies such as the Plumbing Industry Council or the Electrical Safety Office. Information will only be provided to these organisations:

- for the purpose of assisting you to develop workplace strategies which will enable you to progress through your apprenticeship or traineeship
- as required under the *Further Education and Training Act 2014*
- as otherwise authorised or required by law.

If you are under 18 and in the care and control of your parent/s or guardian/s, your personal information may be disclosed to the parent or guardian who provided signed consent on your training contract.

Employers

The department may visit your workplace to discuss workforce development strategies, or to investigate and assist with resolving complaints and issues between you and your apprentices/trainees which may or may not impact on apprentice/trainee progression. Information collected at these times will be used in accordance with the *Further Education and Training Act 2014* and can only be accessed by authorised departmental officers. In relation to the training of an apprentice or trainee, we may be required to provide information about your workplace to your SRTO, for example details of the range of work or facilities available to your apprentices/trainees.

The department may also seek to discuss with you other training, qualifications, or skills development options which may benefit other workers in your workplace. Information which is gathered during workplace visits may be used to formulate future strategies and/or to identify and address systemic skills development issues. Specific employer and/or apprentice/trainee details from the visit may be used for statistical purposes within the department. For example, 'Best Practice' specific employer or SRTO information will not be made available outside of the department without the permission of the employer or SRTO.

For further information, contact Apprenticeships Info:

1800 210 210