

## **Privacy Notice and Data Collection Policy and Procedure**

**Date of Implementation – 8 January 2026**

**Authorisation - Chief Executive Officer**

### **Policy**

Registered training organisations (RTOs) are required to report Total VET Activity to the National Centre for Vocational Education Research (NCVER) either directly or through a State Training Authority (STA).

This means that Rise Education and Training must collect and report full Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) data relating to all students, in addition to any funding requirements.

### **What is AVETMISS?**

AVETMISS for Vocational Education and Training (VET) providers is the national data standard utilised by RTOs for the reporting of funded program and fee-for-service VET activity. The reporting of AVETMISS data supports consistency in the mandatory Total VET Activity (TVA) requirement and the Unique Student Identifier (USI) initiative.

There are 2 important AVETMISS documents:

- AVETMISS VET Provider Collection Specifications V8.0
- AVETMISS Data Element Definitions Edition 2.3.
- QLD Department of Trade, Employment and Training - VET Data Reporting Requirements (AVET 8.0) (PDF, 1MB).

VET activity reported to Department of Trade, Employment and Training is electronically validated against AVETMISS and Queensland reporting requirements to ensure compliance.

### **How do RTOs report VET activity for Queensland students?**

Rise Education and Training is contracted with Department of Trade, Employment and Training to deliver VET in Queensland, and must report to Department of Trade, Employment and Training via Partner Portal; a secure website offering an easy, consistent and effective method of information exchange between the Department of Trade, Employment and Training and RTOs.

AVETMISS Training Activity (ATA) is a facility within Partner Portal where RTOs can upload AVETMISS data. RTOs can submit data as often as they need to, provided they comply with relevant reporting requirements outlined in departmental funded program documentation.

Queensland RTOs that deliver non-funded training are also required to report Total VET Activity to NCVER and can do so directly via AVETMISS Validation Software or via the ATA facility on the Partner Portal.

RTOs who deliver a combination of funded and non-funded activity, may choose to either:

- report all activity to Department of Trade, Employment and Training, or
- split their return and report funded activity to Department of Trade, Employment and Training and non-funded activity to NCVER.

### **Data validation**

Data submitted to Department of Trade, Employment and Training is electronically assessed to check AVETMISS compliance and is also validated against a series of Queensland Government databases.

The Department of Trade, Employment and Training Data Management team also perform a series of data quality checks on a monthly basis therefore additional data errors may be identified for Rise Education and Training to correct and resubmit.

### **What is a Learner Unique Identifier?**

A Learner Unique Identifier (LUI) is a 10-digit number issued by QCAA to young Queenslanders when they are registered for a Queensland Certificate of Education (QCE) during Year 10 or in the 12 months before they turn 16 years old.

All students engaged in nationally recognised training need to have a Unique Student Identifier (USI). They help to:

- link a student's VET achievements, regardless of where in Australia they completed the program
- let students easily access secure training records or transcripts
- give students more control over their VET information.

### **Why we collect your personal information**

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment on a vocational education and training (VET) course with us. If the mandatory information is not collected, we may not be able to proceed with your enrolment.

### **How we use your personal information**

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, 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 is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) 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 collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act.

Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. The NCVER does not intend to disclose your personal information to any overseas recipients. For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).

DEWR is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>. If the privacy notice on the Department's website cannot be accessed electronically, please contact us and we will provide you with a downloaded or hard copy of that notice.

## **Surveys**

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

## **Contact information**

At any time, you may contact Rise Education and Training to request access to your personal information, correct your personal information, make a complaint about how your personal information has been handled, ask a question about this Privacy Notice

Rise Education and Training Privacy Policy and Procedure and Privacy Notice are accessible on our website: [www.riseeducation.edu.au](http://www.riseeducation.edu.au)

## **Changes to This Privacy Notice**

We may update this Privacy Notice and our Privacy Policy and Procedure from time to time. Any changes will be communicated through our website. The revised policy will be effective as soon as it is posted, unless otherwise stated.

**RTO ID 91823**

### **Publication**

This policy is available through publication on the website, [www.riseeducation.com.au](http://www.riseeducation.com.au) and in summary within the Student Handbook.

### **Government Related Documents**

Skills Assure Program Schedule 2 – School Based Apprenticeships and Traineeships (SATs)

Skills Assure Program Schedule 3 – Career Start

Skills Assure Program Schedule 4 – Career Boost

Skills Assure Program Schedule 5 – Continuing Students

Skills Assure Program Schedule 7 – Free Apprenticeships for Under 25s

Skills Assure Supplier Policy 2025-2028

Skills Assure Supplier Audit Evidence Requirements 2023-2025

### **Related Documents**

SUPPORTING DOCUMENT FORM Complaints and Appeals Submission

SUPPORTING DOCUMENT Student Handbook

### **Associated Policies and Procedures**

POLICY AND PROCEDURE Commitment to All Legislative and Regulatory Requirements

POLICY AND PROCEDURE Access and Equity

### **Responsible Officer**

The responsible officer for the implementation and training for this Policy and Procedure is the Chief Executive Officer.



**RTO ID 91823**

**Document History and Version Control**

Version	Date Approved	Approved By	Brief Description
1.0	8 January 2026	CEO	Newly Developed Policy