



# ENROLMENT TERMS & CONDITIONS

JANUARY 2020 EDITION

**QLD Training Association Pty Ltd**  
trading as **iLearn eCollege**

ABN: 24 126 427 634

National Provider Number: 32446

As a registered training organisation (RTO), iLearn eCollege is required to collect and report AVETMISS data from all students. The privacy notice advises students that their data may be supplied to and used by governments and other agencies for administration and research.

## PRIVACY NOTICE

Under the *Data Provision Requirements 2012*, iLearn eCollege is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

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

- Schools– if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employers (with your written consent);
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys (with your written consent).

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

- Issuing statements of attainment or qualifications, 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 at [www.ncver.edu.au](http://www.ncver.edu.au)).

## **UNIQUE STUDENT IDENTIFIER (USI)**

Before commencing any nationally recognised course offered by iLearn eCollege, each student will need to provide a USI. iLearn eCollege will only issue a qualification, record of result and statement of attainment to a student if there is a verified USI against the student's file. To create a USI, click on the link and follow the prompts <https://www.usi.gov.au/>

## **LANGUAGE LITERACY AND NUMERACY (LLN) INDICATOR TOOL**

Before commencing any nationally recognised course each student may be required to complete the Language, Literacy and Numeracy (LLN) Indicator Tool. This LLN evaluation will assist iLearn eCollege in identifying learner needs and appropriate support to be offered by iLearn eCollege. Please note that iLearn eCollege has up to 10 business days to finalise each LLN Indicator Tool from the date of receipt.

## **MANDATORY REQUIREMENT**

Each student will receive access to their course once iLearn eCollege has reviewed their LLN Indicator Tool, verified their USI and received all pre-entry requirements from the student. Upon receipt and verification of all items, iLearn eCollege will have up to 10 business days to issue an official welcome letter and release the course to the student.

## **PRIOR TO ENROLMENT**

iLearn eCollege is required to provide each student with information about the policies and procedures regarding training and assessment. This information is available in the Student Handbook which can be downloaded from [www.ilec.edu.au](http://www.ilec.edu.au). Each student must declare that he or she has read and understood the Student Handbook prior to submitting the enrolment form.

## **COURSE SUITABILITY**

iLearn eCollege provides information about each training product on the company website [www.ilec.edu.au](http://www.ilec.edu.au) through course guides (also known as information packs) that are emailed to prospective students and through phone conversations with a course information officer. By accepting the terms and conditions of enrolment, the student acknowledges that he or she has read and understood the course information.

## **COURSE ACCESS**

The individual enrolled in the course is the only person who can access, complete and receive certification regardless of who has paid for the course. iLearn eCollege reserves the right to modify or update course materials to improve the quality of training and assessment offered to students. Each student is responsible for reading and understanding the course material, including additional material that may be provided such as external websites. Each student is responsible for completing their course within the specified timeframe as communicated in their welcome letter.

## **THIRD PARTY COURSE PAYMENTS**

If a third party (e.g. company or employer) makes payment for a student's course, the enrolment and payment is assigned to the student. The third party cannot apply for a refund request, seek a credit amount or request a course transfer without the student's written consent.

## **EZIDEBIT PAYMENT OPTION**

EziDebit provides iLearn eCollege the opportunity to offer our students a payment plan option. This option is available for selected courses only. The student needs to read and agree to the terms and conditions set by EziDebit.