

Enrolment terms, conditions

It is a condition of enrolment that student agree to abide by the terms and conditions outlined below:

Student understands that the assessment of this course includes online learning and quizzes, student agrees to check email to access and complete it. We strongly advise student complete the online quizzes before attending face to face class. If student cannot complete online learning and quizzes before face to face class, then must complete it within 1 week after the class. Otherwise certificate cannot be issued, student needs to re-book the course and pay again.

Student must provide USI number and answer all the questions (AVETMISS) via student portal before face to face class or within 1 week after the face to face class. Otherwise certificate cannot be issued, student needs to re-book the course and pay again.

Student needs to pay course fee before the face to face class or pay the full amount within 1 week after the face to face class. Otherwise certificate cannot be issued, student needs to re-book the course and pay again.

If student does not receive the login details by email, should notify the office immediately.

Students completing the training will receive an emailed statement of attainment in PDF at no additional cost. Paper certificates can be purchased (extra \$20 for A4 certificates, then will be posted within 7 days after class, extra \$10 for each paper certificate reissue.)

What student need to bring on the day of the class:

Student Photo ID (we accept Australian or International passport, or Australian driver license)

Student USI (Unique Student Identifier) What is USI? How to create, please click here to see detail.)

Comfortable clothing & Pen

Attendance.

Student needs to arrive 10 minutes earlier to complete necessary paperwork for registration and ID check. We will not allow entry if you are more than 15 minutes late and you will need to re-book and pay again for another class.

The online learning and quizzes must be completed by student own, and has not been copied or plagiarised from any person or source.

In order to be competent, student must successfully complete online quizzes and are assessed as competent in all practising tasks and role plays at face to face class.

Student has to perform at least 2 minutes of uninterrupted cardiopulmonary resuscitation (CPR) on adult manikin on the floor, and 2 minutes of uninterrupted CPR on infant manikin.

Student has to follow the hygienic requirement instructed by trainer.

I declare that:

I have been made aware of all terms, conditions and policies involving my enrolment, including complaints & appeals, legislation awareness and the student handbook

I give permission for New first training to locate my USI as part of the verification process.

Note that you will receive a notice from the USI department regarding our use of the function to locate & confirm your USI

The name: New first Pty Ltd included in the notice may be different to our RTO name: New first training that you are familiar with (our legal name New first Pty Ltd and our trading name New first training).

That the materials submitted, including the following, is my own personal work and I have not participated in plagiarism, copying, cheating or collusion to achieve these recorded results.

If I have any “special needs” or difficulty with language, literacy or numeracy that I will let my trainer know

The data collected by New first training as part of my enrolment will be accumulated and reported annually as part of New first training conditions of registration as an RTO.

Privacy policy

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 in a vocational education and training (VET) course with us. If you do not provide your personal information then New first training cannot enrol you into any course.

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 Education, Skills and Employment (DESE), 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.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE 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 DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-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 New first 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

(02) 7807 3399, admin@newfirsttraining.com.au , 1st floor, 18-20 Greenfield Parade Bankstown NSW 2200

<https://newfirsttraining.com.au/student-information>