



How we use your information

Privacy of personal information

Information collected as a result of your enrolment will be used by **YouStudy** for general student administration as well as planning, reporting, communication and evaluation. Only authorised **YouStudy** personnel have access to this information. Please refer to the **YouStudy** Privacy Policy for our commitment to your privacy.

The information you have supplied to **YouStudy** will be used, where applicable, for the purpose of:

- Assessing your application
- Accepting your enrolment,
- Assessing your welfare needs,
- Processing and advising you of your assessment results and
- Other communications to you as required
- Reporting your student's USI details
- Reporting 'Total VET Activity' data

A condition of your application and enrolment may be that you consent to the release of your results or statements of progress to your employer, sponsoring organisation or government agencies, where appropriate.

Access to your information will not be given to any other organisation or persons, without your consent or, unless authorised or required by law.

Consent by a student must be given for the taking and publication of a student's photograph, images and the use of information supplied for publication purposes. Students may opt out of this consent at any time.

Changes to your personal details

You must immediately notify **YouStudy** head office of any change in your name, address, phone number or emergency contact details, to make sure that your results and other important information reach you.

Access to your records

As a student of **YouStudy** you have the right to see any records that are being kept about you (e.g. personal details, assessment records). If you wish to see your records, please contact the Administration Manager.



Results and awards

Your results will be provided to you on completion of all of the assessment to the address supplied at the time of enrolment. Please make sure we have your current and CORRECT address to avoid delays in loss of receiving your results. You must pay for duplicate or replacement results and awards.

Issuing of qualifications and statements of attainment

Our organisation issues Qualifications and Statements of Attainment to students who meet the required outcomes of a qualification or Unit of Competency, in accordance with the AQF Implementation Handbook for accredited courses.