



## Legislation Information for Staff & Students

The AQTF standards require the Technical Advanced Training to provide information to staff and clients about legislation that affects their activities and participation.

### **Workplace Harassment, Victimisation and Equal Employment Opportunity**

- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Commonwealth Racial Discrimination Act 1975
- Commonwealth Sex Discrimination Act 1984
- Commonwealth Disability Discrimination Act 1992
- Commonwealth Racial Hatred Act 1995
- Education and Training Reform Act 2006
- Disability Act 2006
- Victorian Equal Opportunity Act 2010
- Working with Children Act 2005

Technical Advanced Training aims to remove barriers and to open up developmental opportunities for all students by creating a workplace and training environment that are free from discrimination, harassment, bigotry, prejudice, racism and offensive behaviour.

All students will receive fair and equitable treatment in all aspects of training and employment without regard to political affiliation, race, colour, religion, national origin, sex, marital status or physical disability.

### **OH&S**

All employees have the responsibility to:

- Adhere to safe work practices, instructions and rules;
- Immediately report any unsafe work condition or equipment to management;
- Not misuse, damage, refuse to use, or interfere with anything provided in the interest of occupational health and safety;
- Perform all work duties in a manner which ensures individual health and safety and that of all other employees;
- Encourage fellow employees to create and maintain a safe and healthy work environment;
- Co-operate with all other employees to enable the health and safety responsibilities of all employees be achieved.

Technical Advanced Training is committed to providing a safe and healthy work environment for all students. Its policy is to make every reasonable effort to prevent accidents, protect students from injury and promote the health, safety and welfare of all students.

## **Vocational Education and Training**

Technical Advanced Training as a Registered Training Organisation will comply with the following:

- The AQTF Standards for Registered Training Organisations
- Victorian Registration and Qualifications Authority Guidelines for Registered Training Organisations
- Privacy of trainee information
- Comply with all requirements of any Performance Agreements it has with Government Departments or bodies
- Only issue Certificates and Statements of Attainment for qualifications listed on its Scope of Registration
- Maintain a student management recording and reporting system
- Maintain its registration
- Marketing and advertising material is accurate and ethical.

## **Privacy**

Technical Advanced Training will follow the ten national privacy principles in the handling of personal information of trainees / employees.

1. Collection - The organisation will collect only the information necessary for one or more of its functions. The individual will be told the purposes for which the information is collected.
2. Use and disclosure - Personal information will not be used or disclosed for a secondary purpose unless the individual has consented or a prescribed exception applies.
3. Data quality - The organisation will take all reasonable steps to make sure that the personal information it collects, uses or discloses is accurate, complete and up to date.
4. Data Security - The organisation will take all reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure.
5. Openness - The organisation will document how they manage personal information and when asked by an individual, will explain the information it holds, for what purpose and how it collects, holds, uses and discloses the information.
6. Access and correction - The individual will be given access to the information held except to the extent that prescribed exceptions apply. The organisation will correct and up date information errors described by the individual.
7. Unique Identifiers - Commonwealth Government identifiers (Medicare number or tax file number) will only be used for the purposes for which they were issued. The organisation will not assign unique identifiers except where it is necessary to carry out its functions efficiently.
8. Anonymity - Wherever possible, the organisations will provide the opportunity for the individual to interact with them without identifying themselves.
9. Transborder Data Flows - The individual's privacy protections apply to the transfer of personal information out of Australia.
10. Sensitive Information - The organisation will seek the consent of the individual when collecting sensitive information about the individual such as health information, or information about the individual's racial or ethnic background, or criminal record.