**REQUEST FOR ACCESS TO NCVER UNIT RECORD DATA**

The National Centre for Vocational Education Research (NCVER) will, under strict terms and conditions, allow access to files of vocational education and training unit record data. Access to unit record data will be contingent on approval by NCVER. Requests for data which include the unique student identifier (USI) should be referred to the USI Registrar’s Office ([www.usi.gov.au](http://www.usi.gov.au)).

Access by researchers will be for the purposes of conducting specific research where a need for unit record files can be demonstrated.

All applications will be assessed by NCVER on receipt of a fully complete application. The production of unit record data may be subject to fees and charges. Refer to NCVER’s data access and charging policy [www.ncver.edu.au/support/dataaccess.html](http://www.ncver.edu.au/support/dataaccess.html)

**Instructions**

Please complete the sections below. A *responsible officer* must be prepared to complete an undertaking regarding confidentiality – see following pages. A responsible officeris one with whom accountability will rest for the actions of a person and/or organisation which has entered into an arrangement with NCVER to access unit record files. The responsible officer will also be required to nominate a *data custodian,* deemed to be a person who will ensure that the data files will be securely stores and protected, in a manner consistent with the conditions contained in the signed undertaking. The nominated responsible officer and data custodian must sign page two.

Completed forms should be emailed to [surveys\_req@ncver.edu.au](mailto:surveys_req@ncver.edu.au) for surveys data or to [vet\_req@ncver.edu.au](mailto:pat.owen@ncver.edu.au) for administration collections.

NCVER complies with the Privacy Act 1988 (Cth) and manages personal information according to the Australian Privacy Principles (APPs) described in the Privacy Amendment (Enhancing Privacy Protection Act) 2012. The personal information you provide in this form will be used solely for the purpose of processing your application. Please refer to <http://www.ncver.edu.au/privacy.html> for more detail on how NCVER manages personal information. Should you have any concern with the way NCVER manages your personal information, please contact NCVER’s Privacy Officer at [privacy@ncver.edu.au](mailto:privacy@ncver.edu.au).

**Part A: Contact details**

|  |  |
| --- | --- |
| **Applicant’s name:** |  |
| **Position:** |  |
| **Organisation Name:** |  |
| **Organisation type/user:** | **Commonwealth Govt.  State Govt. responsible for VET**  **State Govt.**  **RTO  Boards of Studies**  **Regulator  Researcher  Other (specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Email:** |  |
| **Address:** |  |
| **Telephone:** |  |

**Part B: Data requested**

|  |  |
| --- | --- |
| **Data set/s required:** | **Student Outcomes Survey  Survey of Employer Use & Views**  **Apprentice &Trainee  VET in Schools**  **Total VET Students & Courses  Students & Courses Govt. Funded**  **Other (specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Year/s data required:** |  |
| **Data Format*/s* required:** | **CSV  SAS  SPSS**  **Other** |

**Part C: Use and storage of data**

(To assist the approval of your application, please provide as much detail as possible)

|  |  |
| --- | --- |
| **Purpose/intended use of  data set:** |  |
| **Proposed analytical  approach:** |  |
| **Proposed start date:** |  |
| **Estimated completion date:** |  |
| **Planned products and outputs:** |  |
| **Will you be linking the requested data to other administrative collections or surveys?** | **Yes  No** If yes, please provide details of how you will be linking |
| **How will the privacy and security of data be protected?** | (e.g. Storage location and security measures, will the data be stored on  portable devices, how will access be restricted to relevant personnel only?) |
| **If you are required by law or institutional policy to archive the data please describe how the archived data will be stored and protected.** | (Note, written approval by NCVER to not destroy data at the completion of the activity is required) |

**Part D: Research project details**

**NOTE:** Only complete this section if you are accessing the data for research rather than operational purposes

|  |  |
| --- | --- |
| **Project title:** |  |
| **NVETR grant number  (if applicable):** |  |
| **Principal Researcher:** |  |
| **Relevant qualifications and research experience of researcher(s):** |  |
| **Has Human Research Ethics Committee approval been received?** | **Yes  No  N/A**  Please forward a copy of your approval with this application. If you are  awaiting approval data will not be provided until NCVER receives a copy of  this approval. If ‘no’ or ‘N/A’, please discuss why this is the case |
| **Do you agree to provide NCVER with a copy of your final report and data products?** | **Yes  No**  If ‘no’ please discuss your reasons, noting this is typically a requirement for accessing data |

**Part E: Undertaking - Confidentiality of NCVER Unit Record Data**

This undertaking is made pursuant to the National VET Data Policy agreed by Skills Ministers at the Council of Australian Governments (COAG) Industry and Skills Council meeting on 24 November 2017 (<https://docs.education.gov.au/node/46116>).

This Policy brings together requirements for collecting nationally consistent data about VET activity and processes, and for using data in statistical collections and national surveys. Part A outlines why VET Data are collected; Part B, the National VET Provider Collection Data Requirements Policy, outlines the requirements of all RTOs, and Part C deals with the use of the VET data held by NCVER.

I, , as Responsible Officer of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**<< full name >>** **<< organisation name >>**

will be accountable for the actions of our organisation and its staff with regard to the proper use of unit record data from NCVER.

I further, appoint the following data custodian, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**<< full name >>**

who will be responsible for the secure storage and protection of the data.

We hereby undertake and agree, as Responsible Officer and Data Custodian, to take full responsibility for ensuring NCVER unit record data files will be protected according to the following conditions and hereby undertake this organisation and its employees will:

1. Use all information provided by NCVER only for the purposes specified in this application and as approved by NCVER.
2. Should the Unit Record Data provided by NCVER be used for data matching/linking activities, you and your employees must comply at all times with the following conditions, and with any reasonable direction given by NCVER with respect to the disclosure, use or storage of matched/linked data. You must:
   1. Comply with all applicable laws and regulations (including the Privacy Act 1988 (Cth));
   2. Comply with all NCVER policies, procedures and protocols, including those published on NCVER’s website at [www.ncver.edu.au](http://www.ncver.edu.au), to the extent that they relate to that party’s role in the Project;
   3. Comply with all guidelines published by the Office of the Australian Information Commissioner which are mandatory for that party to comply with when matching/linking data;
   4. Comply, so far as is reasonably practicable, with all guidelines published by the Office of the Australian Information Commissioner which are relevant to that party’s role in the data matching/linking activities/project but which are not mandatorily imposed on that party,

And ensure compliance with this clause B. by its employees, agents and subcontractors.

1. Store and protect the data from misuse, interference and loss and from unauthorised access, modification or disclosure, including:
   1. Protecting the privacy of the data and related individuals who may be identifiable in accordance with the Australian Privacy Principles (APPs) under the Privacy Act 1988 (Cth) as amended by the Privacy Amendment (Enhancing Privacy Protection) Act 2012.
   2. Restricting access to the information to users who will only use the information for the Project Purpose, are directly involved in the statistical analysis and/or research, or for the nominated purpose and take measures to ensure they understand and adhere to their obligations to protect the information, privacy of individuals, and confidentiality of organisations.
   3. Keeping a record of all persons granted access to the data (as per clause b).
   4. Not attempting to identify an individual, including matching the information with any other information for the purposes of identifying individuals.
   5. Not disclosing information to other persons or organisations on any particular individual or any information in the unit record data where the identity of a particular individual might reasonably be ascertained.
   6. Not disclosing information on any particular organisation contained in the unit record data to any other person or organisation without the written permission of the organisation to which the information relates.
   7. Not publishing or disclosing the data or research results in a way that would enable any individual or organisation (other than your own) to be identified.
   8. Not using the information as a basis for legal, administrative, or other actions that could affect individuals or organisations (other than your own) contained in the unit record data.
   9. Relinquishing access and not attempting to access the requested data if no longer working on the specified project/purpose, or upon ceasing employment with the specified organisation.
   10. Ensuring that data in all media (CD-ROMs, DVDs, portable storage devices, electronic files, hard copy) are stored securely with access controls.
   11. Destroying the data, including any data resulting from matching the unit record file with other datasets, and any copies of it at the conclusion of the specified project/purpose, provided that the organisation may, with NCVER’s prior written consent (which will not be unreasonably withheld, but may be granted subject to conditions at NCVER’s discretion), retain a single copy of data for archive purposes or to comply with any applicable laws or institutional policy, subject to the organisation continuing to comply with the terms of this undertaking.
2. Attribute the source of the data in any publications resulting from the use of the unit record data.
3. Provide a copy of your final report and other data products to NCVER unless otherwise agreed by NCVER.
4. Not do anything or permit anything to be done that may cause NCVER to breach its obligations under the Privacy Act 1988 (Cth) or its Privacy Policy (located at [www.ncver.edu.au/privacy.html](http://www.ncver.edu.au/privacy.html)  
     
   The Applicant (in the case of an individual) or Organisation (in any other case) identified in Part A (**the Indemnifying Party**) unconditionally and irrevocably indemnifies NCVER against any loss incurred by NCVER (including legal costs, on a solicitor own client basis) as a result of any failure by the Indemnifying Party or any of its officers, employees, contractors, agents or representatives to comply with the terms of this undertaking for any reason. The Indemnifying Party must on demand from NCVER immediately pay or reimburse NCVER’s loss.

We hereby undertake to adhere to all conditions listed above, and understand that any breach of these terms may result in withdrawal of access to the information and/or incur a legal penalty if there is a breach of the Privacy Act or a breach under Common Law through disclosure of an organisation’s commercial in confidence information.

The person or people completing this Request on behalf of the Organisation hereby represent and warrant that the information set out in this Request is true and correct and he/she/they are duly authorised to sign this Request on behalf of the Organisation and acknowledge that NCVER will rely upon and be induced thereby to grant access to data held by NCVER.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_

(Responsible Officer)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_

(Data Custodian)