

<b>Department</b>	Vocational Education & Training		<b>Author</b>	RTO Manager	
<b>Quality Controlled Document No. &amp; Title</b>	ESOS_8.2	STAR Student Referral Consent Form	<b>Approved</b>	RTO CEO	
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## STUDENT SUPPORT SERVICES – REFERRAL CONSENT FORM

**STRICTLY CONFIDENTIAL**

### Privacy Information and Consent Form

The purpose of this form is to provide you with information to make the decision on whether you consent to being provided with assistance from another allied health professional engaged by Marriott Academy. We have identified and discussed with you issue(s) with which are affecting your learning and which the RTO is not equipped to provide the professional support you may require.

In this form the term ‘Student Support Services’ (SSS) means from allied health professionals engaged by the RTO.

This form is made up of four parts:

1. Background Information
2. Privacy Protection
3. Your Consent

Please read each part of this form carefully. If you do not understand a part of this form, please speak with the RTO Student Support and Careers Manager (SSCM). You cannot receive Student Support Services if the consent part of this form is not signed.

#### 1. Background Information

Student Support Services are a part of the RTO’s commitment to the welfare and wellbeing of all students. This includes where students are affected by personal challenges or academic challenges. The purpose of Student Support Services is to assist you in facing a range of barriers to your learning to achieve your educational and developmental potential through the provision of a range of strategies and specialised support.

Student Support Services comprise services provided by:

- psychologists and guidance officers
- speech pathologists
- social workers
- visiting teachers
- board certified behaviour analysts
- other allied health professionals.

This form has been provided to you because Marriott Academy believes that you will benefit from receiving support from Student Support Services.

#### 2. Privacy Protection

Marriott Academy values the privacy of every individual and is committed to protecting all personal and health information we collect. In Victoria, the laws that set privacy requirements are Health Records Act 2001 and the Information Privacy Act 2000. These laws set out what we must do when we collect, use, handle and destroy personal and health information when we provide a health service, such as Student Support Services.

The Health Records Act is most relevant to Student Support Services and it says:

- **Personal information** is “information or an opinion (including information or an opinion which is on a database), whether true or not, and whether recorded

in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained from the information or opinion”.

- **Health information** is “information or an opinion about:
  - the physical, mental or psychological health of an individual
  - the disability of an individual
  - an individual’s expressed wishes about the provision of services to him or her, which is also personal information”.

Health information includes other personal information that is collected to provide, or in providing, a health service such as Student Support Services.

#### *Collecting personal and health information*

Marriott Academy and Student Support Services (SSS) staff collect personal and health information to assist you by:

- providing direct support or intervention to individuals or groups of students to address barriers to learning and engagement
- undertaking various assessments (e.g., cognitive, speech and language, psychosocial) to identify additional learning needs
- planning for individual educational needs.

SSS staff will only collect personal and health information when it is necessary to provide services to you .

On occasions you may speak about other members of your family or other people. As a result, SSS staff might collect personal or health information about people other than you while providing services.

There may also be occasions where we collect information about you from other organisations such as other health professionals or other government agencies. We will seek your consent before doing so when we initiate the collection, however in some instances we may be directly provided with this information.

Examples of personal and health information that SSS staff may collect are:

- your name, address, contact details
- medical information
- other material required to conduct appropriate tests
- test results, academic reports and other information generated by the RTO
- physical, mental psychological or other health information about you
- details about you ’s disability
- express wishes about the future provision of health services, from you
- health services that have been or will be provided
- genetic information about you which is or could be predictive of the health of you
- any information necessary for the provision of services.

If you wish to provide information that you would like to be treated confidentially (i.e., not disclosed) although it is directly related to providing Student Support Services to you, you must tell SSS staff. They may only record that information, if it is necessary for the provision of Student Support Services. If the information is recorded, it will be identified as confidential with a notation that it is to remain confidential.

**Accuracy of personal and health information**

We endeavour to ensure that all information held about you is up to date and accurate. However, if your circumstances change, you move home, change telephone numbers or other information you have provided to us becomes out of date, please tell us.

**Using personal and health information**

SSS staff may discuss personal or health information in relation to you with other employees, contractors or agents of Marriott Academy, and employees, contractors or agents so as to provide Student Support Services to you, and in order for teaching staff and other employees, contractors or agents of Marriott Academy to discharge their duty of care to you.

This information may be used by RTO staff for the purposes of providing educational programs to, and making reasonable adjustments for you. The types of people who may be involved in discussions are other SSS staff, trainers, education support staff, other health professionals, or staff of an education and care service.

If health information is disclosed to others, these people are required to comply with the Health Records Act and the Information Privacy Act (or the Privacy Act 1988 (Cth) where relevant).

Disclosure or use will otherwise only occur if permitted by law. In some instances, Marriott Academy may be compelled by other laws to disclose information held about you to other bodies such as a regulatory agency, court or tribunal.

**Accessing personal and health information**

You can access and correct personal and health information held by Marriott Academy about you under the Freedom of Information Act 1982. Please contact the RTO Student Support and Careers Manager.

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**3. Your Consent**

I agree for the following Student Support Services to provide services to me (please tick):

- |  |   |
|--|---|
| <input type="checkbox"/> All Student Support Services        | <input type="checkbox"/> Board Certified Behaviour Analysts |
| <input type="checkbox"/> Psychologists and guidance officers | <input type="checkbox"/> Speech pathologists                |
| <input type="checkbox"/> Social workers                      | <input type="checkbox"/> Visiting teachers                  |
| <input type="checkbox"/> Other allied health officers        | <input type="checkbox"/> Other: _____                       |

I confirm the following:

- I have received and read this Student Support Services Privacy Information and Consent Form.
- I understand how my personal and health information will be collected, received, used, disclosed and managed in hard copy and electronic formats.
- I understand and acknowledge that the consent provided will continue whilst I am enrolled with Marriott Academy and Student Support Services continue to be provided.
- I understand that consent to provide Student Support Services to me may be withdrawn at any time.
- I understand that if it is determined by Student Support Services that the identified services are no longer required, Student Support Services to me will cease. If, at a future date, Student Support Services are again required, a new consent form will need to be completed and signed.

<b>Name Student</b>		<b>Student ID</b>	
<b>Signature</b>		<b>Date</b>	
<b>Authorised RTO Officer</b>		<b>Position</b>	
<b>Signed</b>		<b>Date</b>	