



Australian Skills Guarantee

Advice for Relevant Entities – requiring Suppliers to obtain consent

Purpose

Contracts in scope of the Australian Skills Guarantee (Skills Guarantee) Procurement Connected Policy (PCP) need to include either the relevant Australian Skills Guarantee Model Clauses or suitable terms and conditions that seek to obtain the necessary consents. These consents enable the Department of Employment and Workplace Relations (the department) to use the personal information of Apprentices, Trainees and ICT cadets for verification purposes. Obtaining these consents allows the department to handle (collect, use and store) information to effectively administer and oversee the Skills Guarantee. This document provides guidance on securing these consents.

Collection of personal information

The collection of Apprentices', Trainees' and ICT Cadets' personal information supports the department to verify reported data through departmental IT systems. The department requires confirmation that the individual is a 'real' person, is actively engaged as an Apprentice, Trainee or ICT cadet and is undertaking a recognised trade (if applicable).

More information on the collection and use of data for the Skills Guarantee PCP can be found in the [Australian Skills Guarantee Privacy Notice](#) published on the department's website. This document is intended to be distributed by Suppliers to Apprentices, Trainees and ICT Cadets working on Eligible Projects, and will inform them how the department will handle their personal information when administering the Skills Guarantee PCP.

Use of the Model Clauses to collect personal information

The [Australian Skills Guarantee Model Clauses](#) contain provisions which require the Supplier to obtain all necessary consents from its Apprentices, Trainees and ICT Cadets for the handling of their personal information as set out in the [Australian Skills Guarantee Privacy Notice](#).

The Model Clauses are intended to be included by Relevant Entities in an approach to market, contract or panel arrangement documentation to give effect to the Skills Guarantee PCP.

Relevant Entities can modify and adapt the Model Clauses to ensure consistency with their approach to market, contract or panel arrangement documentation, provided they meet the requirements of the Skills Guarantee PCP.

If a Relevant Entity modifies or adapts the Model Clauses, it may impact on the ability for the department to handle the personal information of Apprentices, Trainees and ICT Cadets received over the course of administering the Skills Guarantee PCP.

Therefore, Relevant Entities must ensure suitable terms and conditions are prescribed within each contract to allow the department to collect, use and disclose personal information for the purposes of administering the Skills Guarantee PCP and in accordance with the *Privacy Act 1988* and other relevant privacy laws. This should include a requirement for the Supplier to obtain the consent of the Apprentices, Trainees and ICT Cadets for the handling of their personal information in accordance with the [Australian Skills Guarantee Privacy Notice](#).

For further information, please refer to the [Australian Skills Guarantee Privacy Notice](#) and [Australian Skills Guarantee Model Clauses](#) on the [Skills Guarantee website](#), or contact the Skills Guarantee team via asg@dewr.gov.au.