

RTO Access to Web Based Portal

RTO Legal Name	
RTO Trading Name	
RTO Contact Name	
RTO Contact Number	
Employer Email Address	
RTO NTIS Number	

Log-In (please nominate an email address)	
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Jobready Password	
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Note: Password must be at least 9 characters long and contain at least 3 of the following – uppercase letters, lowercase letters, digits and special characters (@, %, \$, etc)

Agreement

*In signing this application, I accept the system user responsibilities and make the undertakings as set out in the System User Responsibilities and Undertakings on the back of this Access Request Form, **if you did not receive this please request prior to completing this application.** I accept that once this application is approved, all future correspondence regarding enrolment notifications, cancellations, suspensions and terminations will be received from GTNT Group – Australian Apprenticeships Support Network Services via the Jobready Active system.*

Once your application is approved, you will be contacted via the above nominated email address within 10 working days with your user ID and password.

*If you have forgotten your user id or password, your **Authorised Representative** will need to contact GTNT Group – Australian Apprenticeships Support Network Services on 08 8935 8200 and will be required to resubmit an application form for access to be reactivated. If the Authorised Representative is no longer with your company a new application will need to be completed.*

Authorised RTO Representative Name	
Authorised RTO Representative Signature	
Date	

AASN OFFICE USE ONLY

Date Received:	Jobready Administrator Name:	Authorised By:	Account Created/Reactivated
Password Allocated Yes/No	Date Application Completed:	Log-On Details Emailed to Employer:	Signature:

Privacy Notice

The information on this form is collected for the purpose of GTNT Group – Australian Apprenticeships Support Network Services managing access to the Jobready Active database. The information collected will be used only for the purpose you provided it, and we will not disclose it without your consent, unless where authorized or required by law.

System User Responsibilities and Undertakings

Information Privacy

I declare that I have been provided with a copy of the Information Privacy Principles from the *Privacy Act 1988*. I have read and understood those Principles and agree to abide by them when accessing any personal information in the performance of my work using the Jobready database.

I understand and agree:

- (a) Any unauthorised and intentional access, destruction, alteration, addition or impediment to access or usefulness of personal information stored in any computer in the course of performing this Contract is an offence under Part VIA of the *Crimes Act 1914* which may attract a substantial penalty, including imprisonment;
- (b) The publication or communication of any fact or document by a person which has come to their knowledge or into their possession or custody by virtue of the performance of this Contract (other than a person to whom the Provider is authorised to publish or disclose the fact or document) may be an offence under Section 70 of the *Crimes Act 1914*, punishment for which may be a maximum of two years imprisonment.

Access Privileges - Staff must only access facilities which they have been authorised to use and only for the period-of-time necessary for the performance of their duties or contract. No attempts are to be made to bypass or defeat the security systems nor to obtain the use of privileges issued to other officers (eg: never use/share another Employer's Logon ID, never disclose your password). Employer's will be responsible for any computer processing performed under their Logon ID. Should security breaches of this type occur, the offending Logon ID will be suspended pending an investigation. When the need for access to the system ends, the Employer must ensure that an "Exit Advice Notice" is completed and returned to GTNT Group – Australian Apprenticeships Support Network Services via email at registrations@gtntgroup.com.au

Confidentiality of Passwords –passwords are regarded as sensitive and must be protected from disclosure and compromise. It is the responsibility of Employer staff to comply with this requirement.

Software Security -The copyright of software and the integrity of system configurations and software are not violated.

Data Transmission Security - Only approved medium is used to transmit data, including the use of encryption where required.

Hardware Security - IT equipment is protected from theft, damage, unauthorised access and modification.
Reporting Lapses of Security - Any known or suspected attempts to breach the User Responsibilities specified above must be reported immediately to the GTNT Group – Australian Apprenticeships Support Network Services Manager 08 8935 8200.

