

# USI Permission Form

Construction Training

## Unique Student Identifier (USI)

From 1 January 2015 if you are undertaking Nationally Recognised Training delivered by a Registered Training Organisation you will need to have a Unique Student Identifier (USI). The USI is available online and at no cost to the student. This USI will stay with the student for life and be recorded with any nationally recognised VET course that is completed.

Please see the attached 'Student Information for the Unique Student Identifier' or the website [www.usi.gov.au](http://www.usi.gov.au) for further details of the USI and how to create your own USI.

If you do not provide your USI, you are required to provide permission to allow Construction Training International to create a USI by reading and completing this form.

To enable the RTO to register your USI you will be required to provide a copy of one of the following identification documents:

- Driver's Licence
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport) for international students
- Birth Certificate (Australian) \*please note a Birth Certificate extract is not sufficient
- Certificate Of Registration By Descent
- Citizenship Certificate
- ImmiCard

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**COURSE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### Student Details:

First Name: \_\_\_\_\_

Second Name: \_\_\_\_\_

Family Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Country of Birth: \_\_\_\_\_

City of Birth: \_\_\_\_\_

Gender:  Male  Female

Country of Residence: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

# USI Permission Form

Which form of identification are you providing to create your USI?

*Please provide a copy of the relevant form of identification*

- |   |   |
|---|---|
| <input type="checkbox"/> Driver's Licence               | <input type="checkbox"/> Visa (with Non-Australian Passport) for international students |
| <input type="checkbox"/> Medicare Card                  | <input type="checkbox"/> Certificate Of Registration By Descent                         |
| <input type="checkbox"/> Australian Passport            | <input type="checkbox"/> Citizenship Certificate  |
| <input type="checkbox"/> Birth Certificate (Australian) | <input type="checkbox"/> ImmiCard   |
- \*please note a Birth Certificate extract is not sufficient*

*Please provide a copy of the relevant form of identification*

How would you like to be informed of your USI contact details?

- Email       Mobile       Mail

Once you have been notified that your USI has been created you should:

- Write down your USI somewhere safe or enter it into your phone for safe keeping.
- Activate your USI account at some stage in the near future (If you do not activate your account, your USI still works).
- When you do activate your account, you will be required to add some security questions and choose a password.

You are now required to read the following Privacy Statement and sign the form where indicated.

## **USI Privacy Statement**

If you do not already have a Unique Student Identifier (USI) and you want Construction Training International to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf, Construction Training International will provide to the Registrar the following items of personal information about you:

- your name, including first or given name(s), middle name(s) and surname or family name as they appear in an identification document;
- your date of birth, as it appears, if shown, in the chosen document of identity;
- your city or town of birth;
- your country of birth;
- your gender; and
- your contact details.

When we apply for a USI on your behalf the Registrar will verify your identity. The Registrar will do so through the Document Verification Service (DVS) managed by the Attorney-General's Department which is built into the USI online application process if you have documents such as a Medicare card, birth certificate, driver licence, Australian passport, citizenship document, certificate of registration by descent, ImmiCard or Australian entry visa.

If you do not have a document suitable for the DVS and we are authorised to do so by the Registrar we may be able to verify your identity by other means. If you do not have any of the identity documents mentioned above, and we are not authorised by the Registrar to verify your identity by other means, we cannot apply for a USI on your behalf and you should contact the Student Identifiers Registrar.

In accordance with section 11 of the Student Identifiers Act 2014 Cth (SI Act), we will securely destroy personal information which we collect from you solely for the purpose of applying for a USI on your behalf as soon as practicable after the USI application has been made or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

The personal information about you that we provide to the Registrar, including your identity information, is protected by the Privacy Act 1988 Cth (Privacy Act). The collection, use and disclosure of your USI are protected by the SI Act. If you ask [insert organisation name] to make an application for a student identifier on your behalf, [insert organisation name] will have to declare that [insert organisation name] has complied with certain terms and conditions to be able to access the online student identifier portal and submit this application, including a declaration that [insert organisation name] has given you the following privacy notice:

You are advised and agree that you understand and consent that the personal information you provide to us in connection with your application for a USI:

# Permission for RTO to Create USI

- is collected by the Registrar for the purposes of:
  - applying for, verifying and giving a USI;
  - resolving problems with a USI; and
  - creating authenticated vocational education and training (VET) transcripts;
- may be disclosed to:
  - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
    - the purposes of administering and auditing Vocational Education and Training (VET), VET providers and VET programs;
    - education related policy and research purposes; and
    - to assist in determining eligibility for training subsidies;
  - VET Regulators to enable them to perform their VET regulatory functions;
  - VET Admission Bodies for the purposes of administering VET and VET programs;
  - current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
  - schools for the purposes of delivering VET courses to the individual and reporting on these courses;
  - the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
  - researchers for education and training related research purposes;
  - any other person or agency that may be authorised or required by law to access the information;
  - any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and
- will not otherwise be disclosed without your consent unless authorised or required by or under law.

**Privacy policies and complaints**

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the [Registrar’s Privacy Policy](#) or by contacting the Registrar on email [usi@industry.gov.au](mailto:usi@industry.gov.au) or telephone the Skilling Australia Information line on 13 38 73, international enquiries +61 3 5454 5280. The Registrar’s Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.

You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act, which includes the following:

- misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs; and
- a failure by Us to destroy personal information collected by you only for the purpose of applying for a USI on your behalf.

For information about how Construction Training International collects, uses and discloses your personal information please refer to Construction Training International privacy policy and details in the enrolment form.

(Signature of acceptance by student) .....

Name of student.....

Date.....

Office Use:

Date: \_\_\_\_\_ USI created by RTO:  Yes  No

USI Number: 

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RTO staff Signature: \_\_\_\_\_