

Unique Student Identifier collection, verification and privacy form

Student details									
Student's full legal name									
Date of birth									
Unique Student Identifier									
<p>Note: If you don't have a USI or have forgotten it, you can create or retrieve your USI at www.usi.gov.au/students and complete this form.</p>									
Privacy notice: Use of your personal information and USI									
<p>You are advised and agree that you understand and consent to the use of the personal information you provide in connection with your application and verification of a Unique Student Identifier (USI).</p> <p>From 1 January 2015, we Eagleby Learning Centre – Centre for Continuing Secondary Education can be prevented from issuing you with a nationally recognised VET qualification or Statement of Attainment when you complete your course if you do not have a USI.</p> <p>The USI is collected by the student identifiers registrar for the purpose of:</p> <ul style="list-style-type: none"> • applying for, verifying and giving a USI prior to issuance of Australian Qualification Framework (AQF) certification documentation • replacing an authenticated AQF certification document • recording a student's final outcomes that will be made available on the national USI register. <p>A student's verified USI and final assessment outcomes may be disclosed to:</p> <ul style="list-style-type: none"> • Commonwealth and State or Territory government departments, agencies and statutory bodies performing functions in relation to VET for: <ul style="list-style-type: none"> – the purpose of administering and auditing VET, VET providers and VET programs – education-related policy and research purposes – assistance with determining eligibility for training subsidies • VET regulators to enable them to perform their regulatory functions • VET admission bodies for the purpose of administering VET and VET programs • current and former registered training organisations (RTOs) to enable them to deliver VET courses to the individual, meeting their reporting obligations under the Standards for RTOs and the national USI scheme • schools for the purpose of delivering VET courses to the individual and reporting on these courses • the National Centre for Vocational Education Research (NCVER) for the purpose of creating authenticated VET transcripts, resolving problems with USIs and the collection, preparation and auditing of national VET statistics. You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. You may opt out of the survey at the time of being contacted • any other authorised person or entity required by law to access the information to perform functions in the administration of the USI system. <p>Your verified USI and final assessment outcomes will not otherwise be disclosed without your consent unless authorised or required by or under law.</p>									
Student declaration									
<p><input type="checkbox"/> I hereby give permission for Eagleby Learning Centre – Centre for Continuing Secondary Education to collect, verify and disclose my personal information (which may include sensitive information), along with my final outcomes in accordance with the privacy notice above.</p> <p><i>If you would like Eagleby Learning Centre – Centre for Continuing Secondary Education to apply for a USI on your behalf, you must authorise us to do so and declare that you have read the privacy information.</i></p> <p><input type="checkbox"/> I authorise Eagleby Learning Centre – Centre for Continuing Secondary Education to apply for my USI number on my behalf and have read the privacy information. (Fill in 'USI application through school RTO' form).</p>									
Student name					Parent/guardian name				
Student signature					Parent/guardian signature				
Date					Date				

**Parent/guardian consent is required for all students under the age of 18.*

USI application through school RTO

We need to verify your identity to create your USI. Please fill in the following details or present to the office for verification.

Please provide details for one of the forms of identity below (numbered 1 to 6).

Please ensure that the name written in the 'Student's full legal name' section is identical to that written in the document you provide.

In accordance with Section 11 of the *Student Identifiers Act 2014*, **Eagleby Learning Centre – Centre for Continuing Secondary Education** will securely destroy personal information that we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose.

Student details	
Student's full legal name	
Date of birth	
Address	
Mobile Number	
Email	
Town/city and country of birth <i>(name of the Australian or overseas town or city where you were born)</i>	
1	Medicare card <i>Name identified on card</i>
	Card number
	Individual reference number (next to your name on Medicare card)
	Expiry date (MM/YYYY) Green <input type="checkbox"/>
2	Australian birth certificate <i>Name identified on certificate</i>
	State or Territory Registration Date
	Certificate number
3	Australian passport <i>Name identified on passport</i>
	Passport number
4	Non-Australian passport (with Australian Visa) <i>Name identified on passport</i>
	Country of issue
	Passport number
5	Immigration card <i>Name identified on card</i>
	ImmiCard number
6	Citizenship certificate <i>Name identified on certificate</i>
	Certificate number
For office use only	
Processed by	Signature
USI verified by	<i>Identify application software</i>
USI recorded in SLIMS / SMS <input type="checkbox"/>	Date Choose date.
Once USI is obtained and securely recorded and verified (OneSchool and Student Management), securely destroy personal information collected from individuals solely for the purpose of applying for a USI on their behalf (i.e. this form).	

Privacy notice and student declaration

Privacy notice

Under the *Data Provision Requirements 2012*, **Eagleby Learning Centre – Centre for Continuing Secondary Education** is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research (NCVER).

Your personal information (including the personal information contained on this form and your training activity data) may be used or disclosed by **Eagleby Learning Centre – Centre for Continuing Secondary Education** for statistical, regulatory and research purposes. **Eagleby Learning Centre – Centre for Continuing Secondary Education** may disclose your personal information for these purposes to third parties, including:

- school — if you are a secondary school student undertaking VET, including a school-based apprenticeship or traineeship
- employer — if you are enrolled in training paid for by your employer
- Commonwealth and State or Territory government departments and authorised agencies
- NCVER
- organisations conducting student surveys
- researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- issuing a VET statement of attainment or qualification, and populating authenticated VET transcripts
- facilitating statistics and research relating to education, including surveys
- understanding how the VET market operates, for policy, workforce planning and consumer information
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Student declaration and consent

I declare that the information I have provided is true and correct to the best of my knowledge.

I consent to the collection, use and disclosure of my personal information in accordance with the privacy notice above.

Student name		Parent/guardian name*	
Student signature		Parent/guardian signature	
Date		Date	

**Parent/guardian consent is required for all students under the age of 18.*