

Unique Student Identifier Application Form

Please fill in the details below if you would like Kiama Community College to apply for a USI on your behalf, you must authorise us to do so and declare that you have read the attached privacy information. You **MUST** supply one of the below forms of ID.

I _____ authorise Kiama Community College to apply pursuant to sub-section 9(2) of the Student Identifiers ACT 2014, for a USI on my behalf.

- I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf> and NCVER policies, procedures and protocols published on NCVER's website at www.ncver.edu.au

First Name: _____

Middle Name: _____

Last Name: _____

Date of Birth: _____

Town/City of Birth: _____

(Please write the name of the Australian or overseas town or city where you were born)

Signature _____

Date _____

Please supply one of the below forms of Identity to be photocopied

Document Type (PLEASE TICK)

- | | |
|--|--|
| <input type="radio"/> Driver's Licence | <input type="radio"/> Medicare Card |
| <input type="radio"/> Passport (Australian) | <input type="radio"/> Non-Australian Passport (with Aust Visa) |
| <input type="radio"/> Birth Certificate (Australian) | <input type="radio"/> Certificate of Registration by Descent |
| <input type="radio"/> Citizenship Certificate | <input type="radio"/> ImmiCard |

In accordance with section 11 of the Student Identifiers ACT 2014, Kiama Community College will securely destroy information which 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.

For Office use only:

Privacy Notice Recited to Prospective Student Yes No

Verbal Acceptance of Consent Yes No

Staff Member's Name and Signature: _____ DATE: ____/____/____

Privacy Notice

Consent for collection, use or disclosure of personal information

The following is provided to you on behalf of the Student Identifiers Registrar (Registrar).

You are advised and agree that you understand and consent that the personal information you provide in connection with your application for a Unique Student Identifier (USI):

- is collected by the Registrar as authorised by the *Student Identifiers Act 2014*.
- 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 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.

The consequences for not providing the Registrar with some or all of your personal information are that the Registrar will not be able to issue you with a USI.

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 usi@education.gov.au or telephone 1300 857 536, international enquiries +61 2 6240 8740. 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 1988*, including in relation to the misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs.