Unique Student Identifier (USI) Creation Form

Date:		Course:		Trainer:	

*Required fields	
Given Name: *	
Middle Name: *	
Surname: *	
Date of Birth: *	
Country of Birth: *	
Town/City of Birth: *	
Gender: *	
Preferred Contact Method: * (please select ONE only)	☐ Phone _____ ☐ Email _____ ☐ Mail _____
Evidence of Identity: * ID must be sighted and photocopied before your USI can be created	☐ Driver's Licence – Christmas Island and Cocos Islands Driver's Licence are NOT accepted ☐ Medicare Card ☐ Australian Passport ☐ Non-Australian Passport (with Australian Visa) ☐ Australian Birth Certificate ☐ Certificate of Registration by Descent ☐ Citizenship Certificate ☐ Immicard

IMPORTANT: Please read the Privacy Notice below and sign and date on the bottom of the second page of this document.

Privacy Notice

If you do not already have a Unique Student Identifier (USI) and you want IOGTA to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf, IOGTA will provide to the Registrar the following 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
- 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's 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*, IOGTA will securely destroy personal 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, unless we are required by or under law to retain it.

If you ask IOGTA to make an application for a USI on your behalf, IOGTA will have to declare that we have complied with certain terms and conditions to be able to access the online student identifier portal and submit this application, including a declaration that IOGTA has given you the following privacy notice:

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.

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.

I [NAME] _____ authorise Indian Ocean Group Training Association 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 in the above Privacy Notice.

_____   Date: /   /

(Signature of acceptance by Student)