

Unique Student Identifier Authorization Form



What is a Unique Student Identifier (USI)?

From 1 January 2015 if you are undertaking nationally recognized training you will need to have a Unique Student Identifier (USI). This includes all students who are continuing a course they started prior to 2015, and all new students.

Before completing this form, students should review the Fact Sheet: Student Information for the Unique Student Identifier available at the USI website www.usi.gov.au/students

Creating your own USI

It is free and easy for you to create your own USI online. You can create your own USI at the USI website www.usi.gov.au.

If you create your own USI, you should provide your USI to Sacred Heart International College as soon as possible so that you're USI can be verified and records updated.

PERSONAL DETAILS:

Student ID: _____ Date of birth: (DD/MM/YYYY) _____

Unique Student Identifier (USI): _____

Surname/Family name: _____

Given names: _____

Middle name : _____

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:

- 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;

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- Current and former Registered Training Organizations 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;
- Institute 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 authorized 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 authorized or required by or

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 (<http://usi.gov.au/Pages/privacy-policy.aspx>) or by contacting the Registrar at:

Privacy Officer, Office of the USI Registrar, Canberra City ACT 2601, GPO Box 9839, Canberra ACT 2601, Email: usi@industry.gov.au

Privacy policies and complaints

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 unauthorized 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 further details about institute privacy policy, please refer to Sacred Heart International College privacy policy which can be found at www.shic.vic.edu.au

In providing your personal information as requested and signing this notice, you are confirming your receipt of, and understanding of these details, and providing your consent for the collection, storage, use and disclosure of your personal information as outlined.

Student Name:

Student Signature:

Date: