

This form is to be used in situations of 'on-paper' enrolments, where the student does not yet have a USI.

USI Number

If the student has a USI, then they can enter their USI in the space provided in the on-paper VET (TAFE) Enrolment Form and they do not need to complete this form.

## NB If the student is enrolling online, this form is not required

Dear Federation University Student,

Students undertaking nationally recognised training delivered by a registered training organisation now need to have a Unique Student Identifier (USI). Please refer below to 'Student Information for the Unique Student Identifier' for further details about the USI.

If you do not have a USI, you can give your consent for Federation University to apply for your USI on your behalf. Please read and complete this form.

### Privacy Notice:

If you do not already have a Unique Student Identifier (USI) and you want Federation University Australia to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf, Federation University Australia 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/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
- 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 Victorian Privacy and Data Protection Act 2014 and the Privacy Act 1988 Cth (Privacy Act). The collection, use and disclosure of your USI are protected by the SI Act.

If you ask Federation University Australia to make an application for a student identifier on your behalf, Federation University Australia will have to declare that Federation University Australia 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 Federation University Australia has given you the following privacy notice:

# VET Unique Student Identifier (USI) Consent form

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
  - 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
    - 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
- 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 (link to USI privacy policy) or by contacting the Registrar at [usi@industry.gov.au](mailto:usi@industry.gov.au).

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
- 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 Federation University Australia collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to Federation University Australia's privacy policy which can be found at: [http://policy.federation.edu.au/information\\_management\\_and\\_infrastructure/privacy/information\\_privacy/ch01.php](http://policy.federation.edu.au/information_management_and_infrastructure/privacy/information_privacy/ch01.php)

Federation University Australia'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 Federation University Australia's and how such complaints will be dealt with.

**Student name (please print):**

**Date:**

**Signature of acceptance by student:**

**Date:**

# VET Unique Student Identifier (USI) Consent form

Use **BLOCK LETTERS** and tick  boxes

## Identification

Please provide one valid form of ID from the list below

Drivers Licence

Citizenship Certificate

Medicare Card

Certificate of Registration By Descent

Australian Passport

Visa (with Non-Australian Passport) for international students

Birth Certificate (Australian)

Immi Card

## Personal details: *Please complete if you have not attached an enrolment form.*

**Names**, as they appear in an identification document:

First or given name/s:

Middle name/s:

Surname/Family name:

**Gender**, as it appears, if shown, in the chosen document of identity

**Date of birth**, as it appears, if shown, in the chosen document of identity

**City / Town of birth**

**Country of birth**

## Receiving your USI

Your USI will be sent to you by email, mobile phone or post. Please nominate your preference by ticking **one box** and entering your details:

**Email:**

**Mobile No:**

**Mailing Address:**

Postcode

# VET Unique Student Identifier (USI) Consent form

**Note: This form must be completed and presented at the time of enrolment.**

## Student information for the Unique Student Identifier

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). This includes studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course.

A USI gives you access to your online USI account which is made up of ten numbers and letters. It will look something like this: 3AW88YH9U5.

A USI account will contain all your nationally recognised training records and results from 1 January 2015 onwards. Your results from 2015 will be available in your USI account in 2016.

When applying for a job or enrolling in further study, you will often need to provide your training records and results. One of the main benefits of the USI is that you will have easy access to your training records and results throughout your life. You can access your USI account online from a computer, tablet or smart phone anywhere and anytime.

## Do you need a USI?

You will need a USI when you enrol or re-enrol in training from 1 January 2015 if you are a:

- student enrolling in nationally recognised training for the first time, for example if you are studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course
- school student completing nationally recognised training
- student continuing with nationally recognised training

*NB You are a continuing student if you are a student who has already started your course in a previous year (and not yet completed it) and will continue studying after 1 January 2015.*

Once you create your USI you will need to give your USI to each training organisation you study with so your training outcomes can be linked, enabling you to:

- view and update your details in your USI account
- give your training organisation permission to view and/or update your USI account
- give your training organisation view access to your transcript
- control access to your transcript
- view online and download your training records and results in the form of a transcript which will help you with job applications and enrolment in further training

If you are an international, overseas or an offshore student please visit <https://www.usi.gov.au/> for more information.

## Office Use Only

Federation University Student HQ

**Fed**

Student name: \_\_\_\_\_ Student USI: \_\_\_\_\_

Updated by: \_\_\_\_\_ Evidence attached (where applicable)

Processing (if applicable): When processed please forward form to the relevant home campus.

Campus Solutions

fdIGrades

Student Notified