Unique Student Identifier collection, verification and privacy form

Student details	
Student's full legal name	
Date of birth	
Unique Student Identifier	

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.

Privacy notice: Use of your personal information and USI

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).

From 1 January 2015, we *Trinity College Beenleigh* 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.

The USI is collected by the student identifiers registrar for the purpose of:

- 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.

A student's verified USI and final assessment outcomes may be disclosed to:

- Commonwealth and State or Territory government departments, agencies and statutory bodies performing functions in relation to VET for:
  - 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.

Your verified USI and final assessment outcomes will not otherwise be disclosed without your consent unless authorised or required by or under law.

Student declaration

☐ I hereby give permission for *Trinity College Beenleigh* 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.

If you would like **Trinity College Beenleigh** to apply for a USI on your behalf, you must authorise us to do so and declare that you have read the privacy information.

Student name		Parent/carer name	
Student signature		Parent/carer signature	
Date		Date	

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*, Trinity College Beenleigh 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		
Town/city and country of birth		
1	**Medicare card**	*Name identified on card*
	Card number	
	Individual reference number (next to your name on Medicare card)	
	Expiry date	(MM/YYYY) Green ☐
2	**Australian birth certificate**	*Name identified on certificate*
	State or Territory	
	Certificate number	
3	**Australian passport**	*Name identified on passport*
	Passport number	
4	**Non-Australian passport** (with Australian Visa)	*Name identified on passport*
	Country of birth	
	Town/City of birth	
	Country of issue	
	Passport number	
5	**Immigration card**	*Name identified on card*
	ImmiCard number	
6	**Citizenship certificate**	*Name identified on certificate*
	Certificate number	

For office use only			
Processed by		**Signature**	
USI verified by	*eMinerva*		
USI recorded in SLIMS / SMS	☐	**Date**	Choose date.