

## 501-FM-MEGA Unique Student Identifier (USI) Consent Form

<b>Relevant Standards</b> SRTOs 2015: 3.6	<b>Linked Documents</b> Unique Student Identifier (USI) Policy and Privacy Statement Student Handbook Privacy Policy
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### Student Details (Students to Complete)

<b>Student ID</b>		<b>Year</b>	
<b>First Name</b>	<b>Last Name</b>		
<b>Date of Birth</b>			
<b>Address</b>		<b>State</b>	<b>Postcode</b>
<b>Contact Phone</b>			
<b>Email</b>			
<b>Preferred Contact</b>	<input type="checkbox"/> Post	<input type="checkbox"/> Email	
<b>Document Verification Service(DVS)</b> <b>Document Type:</b> <i>(please tick types of documents provided)</i>	<input type="checkbox"/>	Driver's Licence (if applicable)	
	<input type="checkbox"/>	OSHC Card (International Students)	
	<input type="checkbox"/>	Passport	
	<input type="checkbox"/>	Visa	
<b>Declaration</b>	<i>I consent to an authorised MEGA's representative to apply on my behalf for my Unique Student Identifier (USI). I further authorised MEGA's representative to access my USI records to verify my academic records. I have attached at least one form of ID from the list above. I have read and understood the privacy statement and requirements.</i>		
<b>Student Signature</b>	<b>Date:</b>		

### Important Information

*To create a Unique Student Identifier (USI) you will need use a valid Australian form of ID from the list. Your proof of ID will allow us to make sure that your records and results always go to your USI account and not someone else's with similar details. There might be someone who has the same name as you in the same city or town or someone with the same name might have the same date of birth. By using some details from a form of ID when you create your USI it allows us to identify you so we can make sure your USI is truly unique to you. If you don't have a valid form of ID from the list below please contact Admissions Officer for further assistance.*

#### Privacy Statement

*From 1 January 2015, all students studying a VET course, completing an apprenticeship or skill set or enrolled in a Certificate or Diploma course will require a Unique Student Identifier (USI).*

*A USI gives you access to your online USI Account which will help keep all your training records together.*

*To create your USI go to the USI website and follow the steps below:*

*Website: <https://www.usi.gov.au/>*

- *View the Student Video*
- *Click on the Create a USI Panel and follow the directions*
- *Once created, login to your USI Account and give MEGA permission to view and update your details*
- *Store your USI number in a secure place*
- *Contact and advise MEGA of your USI Number.*

*If you are a continuing student at MEGA, you will need to include your USI Number when enrolling.*

*If you do not already have a Unique Student Identifier (USI) and you want MEGA to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf, MEGA 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 or 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; 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 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.*

*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 Privacy Act 1988 Cth (Privacy Act). The collection, use and disclosure of your USI are protected by the SI Act.*

*If you ask MEGA to make an application for a student identifier on your behalf, MEGA will have to declare that MEGA 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 MEGA has given you the following 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*
  - *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 Concerns 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 by contacting the Office of the Student Identifiers Registrar on 13 38 73.

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; and
- A failure by MEGA to destroy personal information collected by you only for the purpose of applying for a USI on your behalf.

### **RTO Responsibilities**

MEGA takes the management and security of personal information seriously.

All stages of the USI data transaction process adhere to strict data protection and management procedures. These procedures are developed in accordance with local and national legislation, including:

- the Tasmanian Personal Information and Protection Act 2004
- the Right to Information Act 2009
- the Privacy Act 1988; and
- the Archives Act 1983.

A person is provided with the legally enforceable right to be provided with information in the possession of a public authority, provided that it is not exempt information. The right to information is provided under the Right to Information Act 2009.