



## AUTHORITY TO OBTAIN USI

From 1 January 2015, the Housing Industry Association (National Provider number 1091) 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 Unique Student Identifier (USI).

I hereby authorise the Housing Industry Association (National Provider number 1091) to obtain a Unique Student Identifier on my behalf.

**Create my USI**  
(To create a USI on my behalf)

**Find my USI**  
(To view or update my information on the USI Registry System)

**Existing USI Search**  
(I have a USI but I don't know my USI number)

**First Name:** \_\_\_\_\_ **Middle Name:** \_\_\_\_\_ **Family Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Country of Birth:** \_\_\_\_\_ **Town/City of Birth:** \_\_\_\_\_

**Please provide ONE of the following**

**Drivers Licence Number:** \_\_\_\_\_ **State of issue:** \_\_\_\_\_ **Expiry Date:** \_\_\_\_\_

*Tick the appropriate medicare card colour*

*Medicare Card - Green*                       *Medicare Card - Blue*                       *Medicare Card - Yellow*

**Medicare card number:** \_\_\_\_\_ **Individual Ref number:** \_\_\_\_\_ **Expiry Date:** \_\_\_\_\_

**Passport Number:** \_\_\_\_\_ **Country of Issue:** \_\_\_\_\_ **Expiry Date:** \_\_\_\_\_

OR

A certified copy of the original of ONE of the following documents

- Australian Birth Certificate (**Please note that a Birth Certificate Extract is not sufficient**)
- Certificate of Registration by Descent
- Citizenship Certificate
- IMMI Card

## PRIVACY INFORMATION

### Consent for collection, use or disclosure of personal information

The following is provided to you on behalf of the Student Identifiers Registrar (Registrar).

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.

The consequences for not providing the Registrar with some or all of your personal information are that the Registrar will not be able to issue you with a USI.

### 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](mailto:usi@education.gov.au) or telephone the Skilling Australia Information line on 13 38 73, international enquiries +61 3 5454 5280. 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 understand and agree to the conditions set out in the Privacy Notice contained in this document

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For participants under 18 years of age, this form must be approved by a parent or guardian.

Please have them sign below:

Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_