



1/94 Foster Street, Dandenong, Melbourne, VIC 3175

Tel: 1300 658 326

E-mail: study@thacollege.edu.au

Website: thacollege.edu.au

USI Application / Verification Form

If you are completing this form electronically, press Tab on your keyboard to go the next cell. The cell will automatically expand to accommodate your text. If you are writing, please write clearly. If you require help with this form please call 1300 658 326 for assistance.

Date: _____

Name (Use your Legal Name – it must match the ID you have used or will use to create your USI)

Title: Mr Mrs Miss Ms

Surname: _____ Given Names: _____

Date of Birth Gender

Day/Month/Year Male Female

What is the address of your usual residence? (NOTE: Physical address where you usually reside not post office box)

Street Address _____
 Suburb _____ State _____ Post Code _____

What is your postal address? (If different from residential address above)

Street Address _____
 Suburb _____ State _____ Post Code _____

Contact Details

Phone Contact: _____ Email Contact: _____

Unique Student Identifier (USI)

IMPORTANT: To receive your Qualification or Statement of Attainment on successful completion of your course you will need to hold a valid USI. Select and complete **one (1)** of the following options.

Option 1 (Already have USI) – Preferred option

I already have a USI and I give THA college permission to verify my USI. My USI # is: _____

OR

Option 2 (Creating own USI)

I do not hold a USI. I will create my own USI account and provide my USI to THA college along with permission to verify my USI prior to my course completion.

IMPORTANT: To create your own USI visit: <http://www.usi.gov.au/Pages/default.aspx>

OR

Option 3 (THA college to Create USI – available only in the event you are unable to create your own USI)

I am unable to create my own USI and I give permission to THA college to create a USI Account on my behalf. I have provided THA college with the document number of the following form of Personal Identification (ID) detailed below.

<input type="checkbox"/> Drivers Licence (Australian)	<input type="checkbox"/> Australian Passport (Current)	<input type="checkbox"/> Medicare Card
<input type="checkbox"/> Citizenship Certificate	<input type="checkbox"/> Australian Birth Certificate	<input type="checkbox"/> Other (contact THA college for confirmation)

Document Identification Number:

Country of Birth _____ Town / City of Birth _____

IMPORTANT: Processing period of 5-10 working days.



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Applicant Declaration			
This section must be completed. If left blank, the THA college Application / Verification will not be processed.			
<input type="checkbox"/>	I have read, understood and agree to THA colleges Unique Student Identifier Privacy Notice.		
Name:		Date:	
Signature:			

THA college Office Use Only									
App Received:	<input type="checkbox"/>	Yes	Date:		USI Verified	<input type="checkbox"/>	Yes	Date:	
Verification Confirmation email sent to learner :	<input type="checkbox"/>	Yes	Date:		USI Not Verified	<input type="checkbox"/>	Yes	Date:	
THA college Staff Member:					Date:				
Admin Comments:									

For all USI Applications / Verification / Enquiries	
Post to: The Health Arts College 1/94 Foster Street Dandenong Victoria 3175 Phone: 1300 658 326	Email: study@thacollege.edu.au



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UNIQUE STUDENT IDENTIFIER PRIVACY NOTICE

PRIVACY NOTICE OVERVIEW

If you do not already have a Unique Student Identifier (USI) and you want The Health Arts College to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf,

The Health Arts College will provide to the Registrar the following items of personal information about you:

- ✓ your name, including given name(s), middle name(s) and surname(s) as they appear in an identification document;
- ✓ your date of birth, as it appears, 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.

You will be required to provide evidence of relevant documentation such as a Medicare card, birth certificate, driver licence, Australian passport, citizenship document, certificate of registration by descent, ImmiCard or Visa with non-Australian Passport.

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 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.



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If you have asked THA College to make an application for a student identifier on your behalf, THA College will have to declare that THA College 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 THA College has given you the following privacy notice:

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 law.



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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 by email 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; and
- ✓ a failure by The Health Arts College to destroy personal information collected by you only for the purpose of applying for a USI on your behalf.

The Health Arts Colleges Responsibilities

THA College takes the management and security of personal information seriously.

All stages of the USI data transaction process adhere to strict data management protocols.

These protocols are developed in accordance with relevant legislation, schedules and other guidance material including but not limited:

- ✓ Privacy Act 1988;
- ✓ Australian Privacy Principles (APP) – Schedule 1 of the Privacy Amendment (Enhancing Privacy Protection) Act 2012
- ✓ Right to Information Act 2009; and
- ✓ Freedom of Information Act 1982
- ✓ Student Identifiers Act 2014

For information about how THA College collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy,



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Please refer to THA Colleges Privacy Policy which can be found on the THA website:
<http://www.thacollege.edu.au/information/USI>

Student's Responsibilities

NOTE: By signing this document you are agreeing to this Privacy Statement.

Acceptance by Student	
Student Signature:	Date:
Student Name:	