
Unique Student Identifier (USI) Authorisation Form

From 1 January 2015, Australian Training and Education College (ATEC) 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).

If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/>. If you would like Australian Training and Education College (ATEC) to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information on Page 2 of this form or at <https://www.usi.gov.au/training-organisations/usi-support-materials/privacy-noticestudents-when-applying-usi-their-0>.

You must also attach with this USI Authorisation Form a copy of your ID (preferably passport for non-Australian Passport holders with Australian issued Visa). The copy of your ID you provide for this purpose will be safely destroyed once we have applied for your USI. Once ATEC has applied for your USI on your behalf, you will receive an email from the Student Identifiers Registrar (Registrar) with your USI number.

Declaration

I [FULL NAME]authorise Australian Training and Education College (ATEC) to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf. I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>

.....
[SIGNATURE]

.....
[DATE]

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 Registry 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.