

USI application form

1 Your details

Name*: _____

Date of birth: _____

**Your name must match exactly the name you entered when you obtained a USI, or:*

- *if you obtain one yourself – the name as listed on the form of identification that you enter online*
- *if Spectra Training will be obtaining one for you – the name as listed on the form of identification that you have provided.*

2 USI

Do you have a USI?

Yes, it is: _____ *(no further information required)*

No, I would like Spectra Training to obtain this on my behalf *(go to section 3)*

3 Details necessary for obtaining a USI

What is your preferred method of contact? Your USI will be sent here. *(Tick only one)*

Mail Email: _____ Mobile: _____

Town/city of birth: _____

Country of birth: Australia Other: _____

Provide a copy of one of the following forms of identification:

- | | |
|--|---|
| <input type="checkbox"/> Driver's licence | <input type="checkbox"/> Birth Certificate (Australian) |
| <input type="checkbox"/> Medicare Card | <input type="checkbox"/> Certificate Of Registration By Descent |
| <input type="checkbox"/> Australian passport | <input type="checkbox"/> Citizenship Certificate |
| <input type="checkbox"/> Visa (with Non-Australian Passport) | <input type="checkbox"/> Immi Card |

4 Privacy Declaration

I agree that: I have been provided with the Spectra Training USI Information Sheet; and understand and consent that the personal information I have provided in connection with an application for a USI:

- is collected by the Student Identifiers 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 their consent unless authorised or required by or under law.

Signature: _____

Date signed: _____

USI Information Sheet

From 1 January 2015, you will need to obtain a USI in order for Spectra Training to issue you a qualification or statement of attainment.

If you do not already hold a USI, you can: obtain one at www.usi.gov.au; or request that we obtain one on your behalf.

If you request that Spectra Training obtain a USI on your behalf

You must provide us with all the requested information. If the information requested is not provided, or is inaccurate, it may affect our ability to obtain a USI on your behalf. The personal information that Spectra Training must provide to the Student Identifiers Registrar to obtain a USI is:

- your name;
- your date of birth;
- your city or town of birth;
- your country of birth;
- your gender; and
- your contact details

Spectra Training 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.

Personal Information and Privacy

The personal information that we collect from you and provide to the Student Identifiers Registrar is protected by the *Privacy Act 1988*. The collection, use and disclosure of your USI is protected by the *Student Identifiers Act 2014*.

Please refer to the Student Identifiers Registrar's Privacy Policy (www.usi.gov.au/Pages/privacy-policy.aspx), which 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*, which includes the following:

- misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs; and
- a failure by us to destroy personal information collected by you only for the purpose of applying for a USI on your behalf.