

## Introduction

From 1 January 2015 each student will need a Unique Student Identifier (USI) to obtain their certificate or qualification from their registered training organisation, when studying nationally recognised training in Australia. A USI gives you access to your online USI account which will help keep all your training records together.

## Privacy Policy

**If you do not already have a Unique Student Identifier (USI) and you want Target Training to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf, Target Training 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. 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 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 **Target Training** to make an application for a student identifier on your behalf, **Target Training** will have to declare that **Target Training** 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 **Target Training** 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 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 email [usi@industry.gov.au](mailto:usi@industry.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, 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.



# Unique Student Identifier (USI) Privacy Notice and Process

## Retention And Destruction Of Information

Target Training will ensure the security of USIs and all related documentation under our control, including information stored in your student management systems.

In accordance with section 11 of the Student Identifiers Act 2014, Target Training will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

## Target Training Protection of Privacy and Information

For information about how Target Training collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to Target Training's privacy policy which can be found in our student handbook and on our website at: <http://www.targettraining.com.au/training-information/index.php>.

**Signature of acceptance by student:** .....

**Name of student:** ..... **Date** .....

## Town of Birth

In able for Target Training to create a USI on behalf of you, we require your town of birth as a part of the information required.

Please list below your town of birth:

**Town of Birth:** ..... **Country:**.....

## Evidence of Identity

To create your Unique Student Identifier (USI) we will need a valid Australian form of ID from the list below. Your proof of ID will allow ensure that your records and results (transcript) always go to your USI account and not another account with similar details. When we create your USI on your behalf, the USI Registry System will confirm the details we have entered match exactly with those shown on your chosen form of ID from the list below.

**Please select one (1) from the below list and attach a copy.**

- Driver's Licence**  
State of Issue: \_\_\_\_\_ Licence # \_\_\_\_\_
- Medicare Card**  
Name: \_\_\_\_\_ Member # \_\_\_\_\_  
Individual Ref # \_\_\_\_\_ Card Colour: \_\_\_\_\_ Expiry Date: \_\_\_\_\_
- Australian Passport** (Passport must be current or have an expiry date within the last two years)  
Document # \_\_\_\_\_ Expiry Date: \_\_\_\_\_
- Australian Birth Certificate**  
State: \_\_\_\_\_ Registration # \_\_\_\_\_ Certificate # \_\_\_\_\_  
Date and Year of Registration: \_\_\_\_\_ Date Printed: \_\_\_\_\_
- Visa\* (Non-Australian Passport)**  
Passport # \_\_\_\_\_ Country of Issue: \_\_\_\_\_

\*Visa must be current and valid