

## STUDENT INFORMATION

### What is USI?

If you're studying nationally recognised training in Australia from 1 January 2015 you are required to have the Unique Student Identifier (USI)

Your USI links to an online account that contains all your training records and results (transcript) that you have completed from 1 January 2015 onwards. Your results from 2015 will be available in your USI account in 2016.

When applying for a job or enrolling in further study, you will often need to provide your training record and results (transcript). One of the main benefits of the USI is the ability to provide students with easy access to their training records and results (transcript) throughout their life.

What are the benefits of the USI?

A key benefit of your Unique student identifier (USI) is that it will enable the consolidation of information of Nationally Recognised Vocational Education and Training (VET) completed by you after 1 January 2015 onwards. The information is based on the data about your training which is reported by training organisations you have attended, to the National VET Provider Collection managed by the National Centre for Vocational Education Research (NCVER).

Training organisations are required to submit this information to the NCVER at least once a year. From 2016, following the annual data collection, you will be able to access your USI account to view the information on your training online or to generate authenticated or extract printed transcripts, which you can provide to prospective employers. The information you will be able to view will relate only to training you complete it after 1 January 2015 and reported to the in NCVER by training organisations you have attended. Training Synergies is a Registered Training Provider RTO

### How to get a USI

It's free and easy. You can create your own USI and it will only take a few minutes of your time or Training Synergies can create your US I in your behalf. We can do this as part of your enrolment process when you begin studying.

Training synergies will provide you with information regarding the Privacy of your information and will ask for your consent to create and or access your USI on your behalf. Privacy information is attached.

For more information about USI you can go to <https://www.usi.gov.au/about>

### UNIQUE STUDENT IDENTIFIER PRIVACY NOTICE

If you do not already have a Unique Student Identifier (USI) and you want Training Synergies to apply for USI to the Student Identifiers Register (Register) on behalf, Training Synergies will provide to the Register 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 identify;
- Your city or town of birth;
- your country of birth;
- your gender; and
- your contact details.

When we apply for USI on your behalf the register will verify your identity. The Registrar will do so throughout the Document Verification Service (DVS) managed by the Attorney- General's Department which is built into the U S I online application process if you have the 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 Training Synergies 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 identified documents mentioned above, and we are not authorised by the register to verify your identity by other means, we cannot apply for USI on your behalf and you should contact the Students Identify 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 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 Student Identifier ACT 2014.

If you ask Training Synergies to make an application for a student identifier on your behalf, Training Synergies will have to declare that Training Synergies have complied with the certain terms and conditions to be able to access the online student identifier portal and submit this application, including a declaration that Training Synergies has given you the following privacy notice:

You are advised and agreed that you understand and consent the personal information you provide to us in connection with your application for USI:

is collected by the add Registrar for the purpose 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 administrating an 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 the administering VET and VET programmes;
- 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 purpose 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;
- an entity contractually engaged by the Student Identifies Registrar to assist in the performance of his or her functions in the administration of the USI system; and will not otherwise be disclose 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 Registry's Privacy Policy (**insert link to privacy policy**) or by contacting the Registrar on (email/ telephone). 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 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 USI on your behalf.

For information about how Training Synergies collects, uses and discloses, your personal information generally, including how you can make a complaint about a breach of privacy, please refer to the Training Synergies privacy policy which can be found at Training Synergies.

## **TRAINING SYNERGIES AND THE USI**

### **Why have we provided this information to you?**

As you are about to commence training with our organisation, we are obliged to advise you of the requirement by the Registered Training Organisations to report a USI for every student who we train.

You can if you like, register for a USI yourself. If you do this, will ask you to provide this information to us. To streamline the process, we can apply for the USI on your behalf.

We are required by law to provide you with information regarding the privacy arrangements surrounding the USI application, recording and storing procedures we have in place at Western Business School.

If you prefer, you can consent to us, Training Synergies undertaking this task for you. For us to apply for USI on your behalf, please provide us with one, or two forms of identification in the form of:

- A Medicare Card                      Birth Certificate
- A driver licence                      Australian passport
- Citizenship document              Certificate of registration by descent
- ImmiCard or Australian entry visa

Training Synergies will ask for your consent using the following statement:

*I consent to the collection use and disclosure of my Personal Information in the manner outlined above and I give permission to Training Synergies to create, maintain, access and record my USI information.*

*I understand the Training Synergies (the RTO) will where necessary will:*

- a) access the USI registrar and apply for a USI to be created on my behalf and/or*
- b) access and verify my USI information retained on the USI register.*

Training Synergies have provided me with a copy of the USI Privacy Statement which contains information about their privacy policy and complaints.