



## Unique Student Identifier collection, verification and privacy notice

Student details			
<b>Student's full legal name</b>			
<b>Date of birth</b>	Choose date.		
<b>Unique Student Identifier</b>			
<p><b>Note:</b> If you don't have a USI or have forgotten it, you can create or retrieve your USI at <a href="http://www.usi.gov.au/students">www.usi.gov.au/students</a> and complete this form.</p>			
Privacy notice: Use of your personal information and USI			
<p>You are advised and agree that you understand and consent to the use of the personal information you provide in connection with your application and verification of a Unique Student Identifier (USI).</p> <p>From 1 January 2015, we <b>Noosa District State High School</b> 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 USI.</p> <p>The USI is collected by the student identifiers registrar for the purpose of:</p> <ul style="list-style-type: none"> <li>• applying for, verifying and giving a USI prior to issuance of Australian Qualification Framework (AQF) certification documentation</li> <li>• replacing an authenticated AQF certification document</li> <li>• recording a student's final outcomes that will be made available on the national USI register</li> </ul> <p>A student's verified USI and final assessment outcomes may be disclosed to:</p> <p>Commonwealth and State or Territory government departments, agencies and statutory bodies performing functions in relation to VET for:</p> <ul style="list-style-type: none"> <li>• the purpose of administering and auditing VET, VET providers and VET programs</li> <li>• education-related policy and research purposes</li> <li>• assistance with determining eligibility for training subsidies</li> </ul> <p>VET regulators to enable them to perform their regulatory functions</p> <p>VET admission bodies for the purpose of administering VET and VET programs</p> <ul style="list-style-type: none"> <li>• current and former registered training organisations (RTOs) to enable them to deliver VET courses to the individual, meeting their reporting obligations under the Standards for RTOs and the national USI scheme</li> <li>• schools for the purpose of delivering VET courses to the individual and reporting on these courses</li> <li>• the National Centre for Vocational Education Research (NCVER) for the purpose of creating authenticated VET transcripts, resolving problems with USIs and the collection, preparation and auditing of national VET statistics. You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. You may opt out of the survey at the time of being contacted</li> <li>• any other authorised person or entity required by law to access the information to perform functions in the administration of the USI system</li> </ul> <p>Your verified USI and final assessment outcomes will not otherwise be disclosed without your consent unless authorised or required by or under law.</p>			
Student declaration			
<p>I hereby give permission for <b>Noosa District State High School</b> to collect, verify and disclose my personal information (which may include sensitive information), along with my final outcomes in accordance with the privacy notice above.</p>			
<b>Student name</b>		<b>Parent/carer name</b>	
<b>Student signature</b>		<b>Parent/carer signature</b>	
<b>Date</b>	[Date]	<b>Date</b>	[Date]

## Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

## How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

## How we disclose your personal information

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector. We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

## How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice via the link below.

## Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

### Queensland privacy notices and policies relevant to VET students

<b>QCAA Open Data Strategy</b>	<a href="http://www.qcaa.qld.edu.au/about/corporate-policies/information">www.qcaa.qld.edu.au/about/corporate-policies/information</a>
<b>DESBT RTO data collection</b>	<a href="https://desbt.qld.gov.au/training/docs-data/statistics/rto-data">https://desbt.qld.gov.au/training/docs-data/statistics/rto-data</a>
<b>DESE VET Privacy Notice</b>	<a href="http://www.dese.gov.au/national-vet-data/vet-privacy-notice">www.dese.gov.au/national-vet-data/vet-privacy-notice</a>