

**USI (Unique Student Identifier) STUDENT CONSENT FORM**

 INTERNATIONAL STUDENT  DOMESTIC STUDENT 
**PRIVACY NOTE**

1. 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.
2. 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.
3. If you ask Baxter Institute to make an application for a student identifier on your behalf, Baxter Institute will have to declare that Baxter Institute 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 Baxter Institute has given you the following privacy notice:

**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 to us in connection with your application for a 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 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.*

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.

Sheila Baxter Training Centre Pty Ltd t/a Baxter Institute  
 Ph: (03) 9650 0367 Fax: (03) 9654 1049  
 470 Bourke Street Melbourne Victoria 3000 Australia  
 ABN 51 006 374 241 CRICOS Provider No: 02233M RTO: 7030  
 Email: [info@baxter.vic.edu.au](mailto:info@baxter.vic.edu.au) Website: [www.baxter.vic.edu.au](http://www.baxter.vic.edu.au)

## USI (Unique Student Identifier) STUDENT CONSENT FORM

INTERNATIONAL STUDENT  DOMESTIC STUDENT

### PRIVACY NOTE

If you do not already have a *Unique Student Identifier (USI)* and would like Baxter Institute to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf> and on the first page of this form. You must also provide some additional information as noted below so that we can apply for a USI on your behalf.

I  authorise Baxter Institute 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> and on the first page of this form.

### PERSONAL DETAILS

Student ID:  Given name:   
 Surname:  D.O.B:   
 Mobile:  Email:   
 Town/City of Birth:  Country of birth:

*(please write the name of the Australian or overseas town or city where you were born)*

We will also need to verify your identity to create your USI.

Please provide details for **ONE** of the forms of identity below (numbered 1 to 7).

Please ensure that the name written in 'Personal Details' section is exactly the same as written in the document you provide below.

#### 1. Australian Driver's Licence

State:  Licence number:

#### 2. Medicare Card

Medicare card number  Individual reference number  
(next to your name on Medicare card):

Card colour (select which applies):

Green Expiry date   Blue Expiry date   Yellow

#### 3. Australian passport

Passport number:

#### 4. Non-Australian passport

Passport number:

#### 5. Immicard

Immicard number:

#### 6. Citizenship certificate

Stock number:  Acquisition date:

#### 7. Certificate of Registration by Descent

Acquisition date:

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### PRIVACY POLICIES AND COMPLAINTS

1. You can find further information on how the Registrar collects, uses and discloses the personal information about you in the Registrar's Privacy Policy (<http://usi.gov.au/Pages/privacy-policy.aspx>) or by contacting the Registrar at [usi@industry.gov.au](mailto:usi@industry.gov.au). 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.

2. For information about how you can make a complaint about a breach of privacy from Baxter Institute, please refer to Baxter Institute's P08 Student Complaints and Appeals Policy, which is available on the institute's website.

### STUDENT DECLARATION

***I acknowledge that I gave a permission to Baxter Institute to apply for a USI to the Registrar on my behalf. I further declare that I have read, understood and agreed to the information above, including how the Registrar and Baxter Institute collect, use and disclose my personal information.***

Date:

Student signature:

Name:

### FOR OFFICE USE ONLY

#### Staff checklist:

- I have obtained the student's permission to apply for a USI on his/her behalf.
- I have sighted the student's document and confirmed that the information provided on this form was correct and up-to-date.
- I have advised the student to activate his/her account by accessing the link sent to his/her preferred contact method.
- I have advised the student to update his/her USI account if they change their contact details.
- I have entered the student's USI into Baxter Institute's student management system.

Date of submission:

Administrator's name:

Signature:

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