## **VET Privacy notice and student declaration**

| Privacy notice |
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| Under the *Data Provision Requirements 2012*, **Pioneer SHS** is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research (NCVER).  Your personal information (including the personal information contained on this form and your training activity data) may be used or disclosed by **Pioneer SHS** for statistical, regulatory and research purposes. **Pioneer SHS** may disclose your personal information for these purposes to third parties, including:   * school — if you are a secondary school student undertaking VET, including a school-based apprenticeship or traineeship * employer — if you are enrolled in training paid for by your employer * Commonwealth and State or Territory government departments and authorised agencies * NCVER * organisations conducting student surveys * researchers.   Personal information disclosed to NCVER may be used or disclosed for the following purposes:   * issuing a VET statement of attainment or qualification, and populating authenticated VET transcripts * facilitating statistics and research relating to education, including surveys * understanding how the VET market operates, for policy, workforce planning and consumer information * administering VET, including program administration, regulation, monitoring and evaluation.   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.  NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER’s website at www.ncver.edu.au). |

| Student declaration and consent | | | | |
| --- | --- | --- | --- | --- |
|  | I declare that the information I have provided is true and correct to the best of my knowledge. | | | |
|  | I consent to the collection, use and disclosure of my personal information in accordance with the privacy notice above. | | | |
| **Student name** | |  | **Parent/guardian name\*** |  |
| **Student signature** | |  | **Parent/guardian signature** |  |
| **Date** | |  | **Date** |  |

*\*Parent/guardian consent is required for all students under the age of 18.*

## **Unique Student Identifier collection, verification and privacy form**

| Student details | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Student’s full legal name** | |  | | | | | | | | | | | |
| **Date of birth** | |  | | | | | | | | | | | |
| **Unique Student Identifier** | |  |  |  |  | |  |  |  | |  |  |  |
| **Note:** If you don’t have a USI or have forgotten it, you can create or retrieve your USI at [www.usi.gov.au/students](https://www.usi.gov.au/students) and complete this form. | | | | | | | | | | | | | |
| Privacy notice: Use of your personal information and USI | | | | | | | | | | | | | |
| 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).  From 1 January 2015, ***Pioneer SHS*** 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.  The USI is collected by the student identifiers registrar for the purpose of:   * applying for, verifying and giving a USI prior to issuance of Australian Qualification Framework (AQF) certification documentation * replacing an authenticated AQF certification document * recording a student’s final outcomes that will be made available on the national USI register.   A student’s verified USI and final assessment outcomes may be disclosed to:   * Commonwealth and State or Territory government departments, agencies and statutory bodies performing functions in relation to VET for:   + the purpose of administering and auditing VET, VET providers and VET programs   + education-related policy and research purposes   + assistance with determining eligibility for training subsidies * VET regulators to enable them to perform their regulatory functions * VET admission bodies for the purpose of administering VET and VET programs * 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 * schools for the purpose of delivering VET courses to the individual and reporting on these courses * 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 * any other authorised person or entity required by law to access the information to perform functions in the administration of the USI system.   Your verified USI and final assessment outcomes will not otherwise be disclosed without your consent unless authorised or required by or under law. | | | | | | | | | | | | | |
| Student declaration | | | | | | | | | | | | | |
| * I hereby give permission for **Pioneer SHS** 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. | | | | | | | | | | | | | |
| **Student name** |  | | | | | **Parent/carer name** | | | |  | | | |
| **Student signature** |  | | | | | **Parent/carer signature** | | | |  | | | |
| **Date** |  | | | | | **Date** | | | |  | | | |

**Unique Student Identifier**

From 1 January 2015, if you are undertaking nationally recognised training delivered by a registered training organisation you will need to have a Unique Student Identifier (USI). This includes studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course. A USI gives you access to your online USI account which is made up of ten numbers and letters. It will look something like this: 3AW88YH9U5. A USI account will contain all your nationally recognised training records and results from 1 January 2015 onwards.

When applying for a job or enrolling in further study, you will often need to provide your training records and results. One of the main benefits of the USI is that you will have easy access to your training records and results throughout your life.

**How to get a USI**

It is free and easy for you to create your own USI online. While you may create your own USI, training organisations are also able to create a USI for you. Training organisations should do this as part of the enrolment process when you begin studying. Where this service is provided, training organisations will let you know.

**Steps to create your USI**

1. Have at least one and preferably two forms of ID ready from the list below:

* Driver’s Licence
* Medicare Card
* Australian Passport
* Visa (with Non-Australian Passport) for international students
* Birth Certificate (Australian)
* Certificate Of Registration By Descent
* Citizenship Certificate
* Immi Card

IMPORTANT: To make sure we keep all of your training records together, the USI will be linked to your name as it appears on the form of ID you used to create the USI. The personal details entered when you create a USI must match exactly with those on your form of ID. If you do not have proof of ID from the list above, you can contact your training organisation about the other forms of ID they can accept to help you get a USI.

1. Have your personal contact details ready (e.g. email address, mobile number, address).
2. Visit the USI website at: [www.usi.gov.au](http://www.usi.gov.au)
3. Select the ‘Create a USI’ link and follow the steps
4. Agree to the Terms and Conditions
5. Follow the instructions to create a USI – it should only take a few minutes. Upon completion, the USI will be displayed on the screen. It will also be sent to your preferred method of contact
6. You should then write down the USI and keep it somewhere handy and safe
7. Provide the USI to the school by filling out the form above or email your USI number to Sharon Parkes – spark268@eq.edu.au