

UNIQUE STUDENT IDENTIFIER POLICY

The purpose of the Unique Student Identifier Policy is to outline how Contour College will operationalise the various requirements of the Student Identifiers Act 2014.

As from January 1st, 2015 all students studying an accredited course or an endorsed training package are required to hold a Unique Student Identifier number. This is a requirement under the Commonwealth Legislation that a Registered Training Organisation have a valid Unique Student Identifier number for a student before they issue that student with a qualification or individual Statement of Attainment.

The USI applies to new students, pre-enrolling students, continuing students and school students completing nationally recognised training.

Before issuing a qualification or Statement of Attainment to a student, Contour College will either collect and verify the student's existing USI, or create a USI on behalf of a student with their permission.

Whilst the college is not required to apply for USIs on behalf of a student, the College will offer this service, after seeking the student's written permission, through the USI Registry System's website or alternatively via a web server interface with our Student Management System.

Privacy Notice for Collection of USI

If you already have a USI and are unable to provide it you can give Contour College permission to search for your USI on your behalf, please complete the USI section on our enrolment form

If you do not already have a Unique Student Identifier (USI) and you want Contour College to apply for a USI to the Student Identifiers Registrar on your behalf, Contour College 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 identified 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 identify 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.

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 Contour College, to make an application for a student identifier on your behalf, Contour College will have to declare that contour college 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 Contour College 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 vocation 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 purposed 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

<https://www.usi.gov.au/documents/privacy-policy>