# MELBOURNE COLLEGE
## O F  H A I R  &  B E A U T Y

# Unique Student Identifier (USI) Application and Privacy Form

# (Melbourne College of Hairdressing Beauty Therapy & Natural Medicine Pty Ltd RTO No. 21943)

From 1 January 2015 if you are undertaking nationally recognised training the Commonwealth of Australia Government requires that you have a Unique Student Identifier (USI). This includes all students who are continuing a course they started prior to 2015, and all new students. You will not be issued with a certificate or statement of attainment without applying for a USI number.

Before completing either Pt A or B of this form, students should review the Fact Sheet: *Student Information for the Unique Student Identifier* available at the USI website [www.usi.gov.au/students](www.usi.gov.au/students) and MCOHB's Unique Student Identifier (USI) Factsheet Information for students.

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### Part A Creating your own USI It is free and easy for you to create your own USI online!

You can create your own USI at the USI website and MCOHB **strongly recommends** that you do this yourself enrolling or attending orientation. Log on to [www.usi.gov.au](www.usi.gov.au) you will need to provide details of your identity when registering on the USI website. The process is simple and easy to use. Be sure to give permission to MCOHB to access your USI details by searching for **RTO No. 21943 Melbourne College of Hairdressing Beauty Therapy & Natural Medicine Pty Ltd when obtaining your USI number- then tick all the permission boxes. See Page 4 of this form.**

When you create your own USI, you should provide your USI to MCOHB as soon as possible so that you're USI can be verified and records updated. After obtaining your USI please enter on the space provided on the MCOHB Enrolment form or bring this form to the orientation session.

*Distance learning students must obtain their own USI number as in above as MCOHB is unable to identify students unless meeting face to face.*

| Obtain then enter your USI Number here: | | Please record carefully |
|---|---|---|

**Complete the Signature Panel *only* -at end of this form. (Do not fill out the identity panel) Return to MCOHB or bring to orientation session.**

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### Part B        MCOHB can create your USI for you (Residential students only)

While you may create your own USI, MCOHB is also able to create a USI for you if you are unable to do so. This applies only to students that MCOHB can identify face to face. (Distance learner students must obtain their own USI number as in Part A above.) This application form should be completed and returned to MCOHB as soon as possible for your USI to be created. Complete and sign both Signature and Identity panels and bring to the orientation session or MCOHB's office.

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Melbourne College of Hair and Beauty
Level 1, 1 Star Crescent, Docklands, VIC, Australia 30086
RTO No: 21943 — CRICOS: 02886G

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## Part C USI Registrar Privacy Notice- Please read before signing this form (All students)

**Notice:** If you **DO NOT** already have a Unique Student Identifier (USI) and **YOU WANT** MCOHB to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf, MCOHB 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 identification 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 verify 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.

If you do not have a document suitable for the DVS and we 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 identity documents mentioned above, and we are not authorised by the Registrar to verify your identity by other means, we cannot apply for a USI on your behalf and you should contact the Student Identifiers 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 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 MCOHB to make an application for a student identifier on your behalf, MCOHB will have to declare that MCOHB 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 MCOHB has given you the following privacy notice:

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*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:*

a.  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;

b.  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 (NCVER) 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.

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## 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](mailto:usi@industry.gov.au) [Privacy Policy](mailto:usi@industry.gov.au) or by contacting the Registrar on email usi@industry.gov.au or telephone the Skilling Australia Information line on 13 38 73, international enquiries +61 3 5454 5280. 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 MCOHB to destroy personal information collected by you only for the purpose of applying for a USI on your behalf.

☐ For information about how MCOHB collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to MCOHB privacy policy which can be found at MCOHB's website

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**Signature Panel (all students)**

……………………………………………………………………….. **Date** ...…… / ……. / …………….
**(Student Signature - acceptance of privacy statements and permission to obtain or verify USI number)**


**Name of student** …………………………………………………………….……………..

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## Identification Verification Panel

**(If you want MCOHB to apply for a USI number on your behalf. ID to be shown to MCOHB admin staff member at start of your orientation session)**

| Tick | ID Document | Number | Other | | |
|------|-------------|--------|-------|---|---|
| | **Driver's License no.** | | **State** | | |
| | **Medicare Card no.** | | **Colour** | | **ExpiryDate** |
| | **Australian Passport** | | **Expiry** | | |
| | **Visa (with non-Australian passport No.)** | | **Country** | | |
| | **Birth Certificate (Australia) no.** | | | *please note a Birth Certificate extract is not sufficient | |
| | **Certificate of Registration by Descent no.** | | **Date** | | |
| | **Citizenship Certificate no.** | | **Date** | | |
| | **Immi Card No.** | | | | |
| | **Other accepted form of ID** | *Other ID details* | | | |

| Above ID verified by MCOHB staff member | **Staff members Name** | |
|------|------|------|
| | **Position** | |
| | **Signature** | |

**From www.usi.gov.au :**

**How to get a USI**

It is free and easy for you to create your own USI online.

**Steps to create your USI**

The following steps show how you can create a USI:

**Step 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.

**Step 2 Have your personal contact details ready (email address, mobile number, address).**

**Step 3 Visit the USI website at: usi.gov.au.**

**Step 4 Select the 'Create a USI' link and follow the steps.**

*N.B: Be sure to give your RTO:* **Melbourne College of Hairdressing Beauty Therapy & Natural Medicine Pty Ltd** *RTO No. 21943 permission to access your training records*

**Step 5 Agree to the Terms and Conditions.**

**Step 6 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. If by email then forward to reception@mcohb.edu.au you should then write down the USI number and keep it somewhere handy and safe.For more information please visit:**

www.usi.gov.au Or contact us at Email: usi@industry.gov.au Phone: Skilling Australia information line 13 38 73 To view this document online please visit: www.usi.gov.au

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