



Beerwah State High School – RTO # 30229

Vocational Education and Training (VET)

Unique Student Identifier collection, verification and privacy form

Student details			
Student's full legal name			
Date of birth	Choose date.		
Unique Student Identifier			
<p>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 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 Beerwah State High School, 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"> 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. <p>A student's verified USI and final assessment outcomes may be disclosed to:</p> <ul style="list-style-type: none"> Commonwealth and State or Territory government departments, agencies and statutory bodies performing functions in relation to VET for: <ul style="list-style-type: none"> 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. <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 Beerwah State High School 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> <p><i>This acknowledgement form will be valid for the full delivery period of any certificated vocational course spanning Years 10, 11 and/or 12.</i></p> <p>The name and email address provided represents the same acknowledgement as a signature.</p>			
Student name		Parent/carer name	
Student signature or email address		Parent/carer signature or email address	
Date	[Date]	Date	[Date]

Privacy notice and student declaration

Privacy notice

As a registered training organisation (RTO), **Beerwah State High School** is required to collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. In the event that we cannot access the required information, you will not be enrolled into a VET course. Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by **Beerwah State High School** for statistical, administrative, regulatory and research purposes. **Beerwah State High School** uses your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

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.

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.

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.

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 at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

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. At any time, you may contact **Beerwah State High School** to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice.

Other Queensland privacy notices and policies relevant to VET students

QCAA Open Data Strategy	www.qcaa.qld.edu.au/about/corporate-policies/information
DESBT RTO data collection	https://desbt.qld.gov.au/training/docs-data/statistics/rto-data
DESE National VET Data Policy	https://www.dese.gov.au/national-vet-data/national-vet-data-policy

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 written above and in the supplied links.
- I acknowledge that I have read the relevant Privacy Notices and Policies and understand the obligations of the School to use my personal information for training and assessment purposes in VET.

Student name		Parent/carer name*	
Student signature or email address		Parent/carer signature or email address	
Date	[Date]	Date	[Date]

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

The name and email address provided above represents the same acknowledgement as a signature.