Unique Student Identifier (USI)–Consent Form

For undertaking nationally recognized training, learners will need to have a Unique Student Identifier (USI). This includes all students who are continuing a course they started prior to 2024 and all new students.

Worldwide Skills Development Pty Ltd t/a The Future Culinary Academy (herein referred to as "FCA") 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. In addition, we are required to include your USI in the data we submit to NCVER.

Before completing this form, students should review the Fact Sheet: Student Information for the Unique Student Identifier available at the USI website www.usi.gov.au

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 www.usi.gov.au/students

If you create your own USI, you should provide your USI to FCA as soon as possible so that your USI can be verified, and record updated.

Future Culinary Academy (FCA) can create your USI on behalf of you

While you may create your own USI, FCA is also able to create a USI for you. This application form should be completed and returned to FCA as soon as possible for your USI to be created.

Unique Student Identifier (USI)– Consent Form					
First Name:					
Middle Name:			**Family Name:**		
Date of Birth:			**Student ID:**		
Country of Birth:			**Town/City of Birth:**		
Gender:	☐ Male ☐ Female	**Mobile Phone:**		**Home Phone:**	
Email:					
Address:			**Suburb/Town/City:**		
State:			**Postcode:**		
Unique Student Identifier (USI) Number (if known):					
Do you give FCA permission to: (Please tick)? ☐ Create a USI on your behalf ☐ Verify your details ☐ Search for your USI and/or Training Record					

Personal Identification
To create USI, you will need to provide at least **one valid** Australian form of ID to FCA from the list below:

Driver's License			
State:		License Number:	

Medicare Card			
Medicare Card Number:		Card Color:	
Individual Reference Number:		Expiry Date:	

Australian Passport	
Document Number:	

Visa *(with Non-Australian Passport)* for international students			
Passport Number:		Country of Issue:	

Birth Certificate (Australian)**Please note a Birth Certificate extract is not sufficient*	
State:	

Certificate of Registration by Descent	
Acquisition Date:	

Citizenship Certificate			
Stock Number:		Acquisition Date:	

IMMI Card	
Immi Card Number:	

Privacy Notice

If you do not already have a Unique Student Identifier (USI) and you want FCA to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf, FCA will provide the Registrar with 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, Immi Card or Australian entry visa.

If you do not have a document suitable for the DVS and we are authorized 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 authorized by the Registrar if your identity by other means, we cannot apply for a USI on your behalf, and you should contact the Student Identifiers Registrar.

If you ask FCA to make an application for a student identifier on your behalf, FCA will have to declare that the institute has complied with certain terms and conditions to be able to access the online student identifier portal and submit this application, including declaration that FCA 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:

FCA will collect information about you for the purpose of creating a USI, this information is collected under the Student Identifiers Act 2014

- This information can only be used for:
  - Applying, verifying and giving a USI
  - Resolving problems with a USI; and
  - Creating authenticated vocational education and training (VET) transcripts;

- This information may be shared with:

  - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
  - The purpose of administering and auditing 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 admissions Bodies for the purpose of administering VET and VET programs,
  - Current and former Registered Training Organisations to enable them to deliver VET courses to individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
  - Institutes for the purpose 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 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 Identifies Registrar to assist in the performance of his or her functions in the administration of the USI system; and

- Will not 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/about-us/privacy)or by contacting USI at 1300 857 536 or from outside Australia +612 6218 0994.

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 unauthorized 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.

For further details about institute privacy policy, please refer to the FCA privacy policy, which can be found at www.thefca.edu.au.

In providing your personal information as requested and signing this notice, you are confirming your receipt of, and understanding of these details, and providing your consent for the collection, storage, use, and disclosure of your personal information as outlined.

Student Name:			
Student Signature:		**Date:**	

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FOR OFFICE USE ONLY

Date Received:	Received By:	Signature:
Update on Student Management System:		
Date Updated:	Updated By:	Signature: