

# ISSUE OF FULL QUALIFICATION (post gap training)

Please use **BLOCK** letters to complete this form.

Full Name: \_\_\_\_\_

Name of Qualification you are seeking: \_\_\_\_\_

Date of Birth: (dd/mm/yyyy) \_\_\_\_\_ Student Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Postal Address: \_\_\_\_\_

## Proof of Identity

Please nominate and provide two forms of identity documents for authentication purposes for any qualification issued:

Drivers Licence: \_\_\_\_\_ Passport: \_\_\_\_\_ QLD 18+ Card: \_\_\_\_\_

Birth Cert/extract: \_\_\_\_\_ Bank/Credit Card: \_\_\_\_\_

Medicare Card: \_\_\_\_\_ Gov. Issued Identity Card: \_\_\_\_\_

## USI (Unique Student Identifier)

From 1 January 2015 all students undertaking nationally recognised training delivered by a registered training organisation will need to have a USI. An RTO must have a valid and verified USI for each student before issuing an AQF certification document such as a qualification or statement of attainment.

Do you have a USI?  Yes Please provide your USI \_\_\_\_\_  
(Your USI is made up of ten numbers and letters for example: 3AW88YH9U5)

No. I give my permission for Future Skills International Limited to apply for a USI on my behalf.  
I have read the USI Privacy Notice provided and give my consent.

Please attach certified copies of:

- your Statement of Attainment from gap training undertaken
- evidence of employment in Australia in your trade (eg Completed Eprofiling Report)
- a provisional electrical licence

If you require **Future Skills International** to issue you a full qualification post gap training you must use this form to submit an application. Payment can be made by credit card or direct bank transfer only. You can return this form by post, fax or email. **Please note:** all fees must be paid at the time of making the application. **The application fee is not refundable.**

**Fee payable:** AUD \$150 (no GST).

**Select method of payment** (tick a box):

**Credit Card Payments:**

I \_\_\_\_\_ [insert name] hereby authorise **Future Skills International** to debit my credit card for the amount of \$150 AUD as payment for the issuance of the full qualification (post gap training). **I understand this fee is non refundable.**

Mastercard  Visa Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Credit Card Validation Code: \_\_\_\_\_ [the last three digits of the number printed on the signature panel].

Name on card: \_\_\_\_\_ Signature: \_\_\_\_\_

**Bank Transfer:**

I, \_\_\_\_\_ [name of applicant] have transferred the amount of AUD \$150 to **Future Skills International**,  
**Commonwealth Bank, BSB 064 131, Account Number 10398684** on \_\_\_\_\_ [insert date].

Please insert your first initial and last name as the reference number/code in your transfer and send an email to

**fsi@futureskills.asn.au** when you have remitted the funds. **This fee is non refundable.**

# Unique Student Identifier Privacy Notice

If you do not already have a Unique Student Identifier (USI) and you want Future Skills International to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf, Future Skills International 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, drivers 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 Future Skills International to make an application for a student identifier on your behalf, Future Skills International will have to declare that Future Skills International 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 Future Skills International 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:
  - o applying for, verifying and giving a USI;
  - o resolving problems with a USI; and
  - o creating authenticated vocational education and training (VET) transcripts;
- may be disclosed to:
  - o 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;
  - o VET Regulators to enable them to perform their VET regulatory functions;
  - o VET Admission Bodies for the purposes of administering VET and VET programs;
  - o 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;
  - o schools for the purposes of delivering VET courses to the individual and reporting on these courses;
  - o 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;
  - o researchers for education and training related research purposes;
  - o any other person or agency that may be authorised or required by law to access the information;
  - o 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 (<http://www.usi.gov.au/Documents/Student-Identifiers-Registrar-privacy-policy-v1.1.pdf>) or by contacting the Registrar on 13 38 73. 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 Us to destroy personal information collected by you only for the purpose of applying for a USI on your behalf. For information about how Future Skills International collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to Future Skills International privacy policy which can be found at: [http://www.futureskillsinternational.com.au/\\_dbase\\_upl/ApplicantGuidelinesCodeofPracticeDecember2014.pdf](http://www.futureskillsinternational.com.au/_dbase_upl/ApplicantGuidelinesCodeofPracticeDecember2014.pdf)