



Title:	Unique Student Identifier (USI) Application	FORM HR 4.10.01
---------------	--	------------------------

CONFIDENTIAL

From 1 January 2015, *Progressive Training (WA) Pty Ltd* 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 Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVET. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi> on computer or mobile device.

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/>.

If you would like *Progressive Training (WA) Pty Ltd* to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>.

You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I [NAME].....authorise *Progressive Training (WA) Pty Ltd* to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>

We will also need to verify your identity to create your USI.

Please provide details for one of the forms of identity below (numbered 1 to 8).
Please ensure that the name written in 'Personal Details' section is exactly the same as written in the document you provide below.

In accordance with section 11 of the *Student Identifiers Act 2014*, *Progressive Training (WA) Pty Ltd* will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose.

This document is UNCONTROLLED in hard copy – <i>Progressive Training (WA) Pty Ltd</i>			
Prepared by:	Kris Feddersen	Title:	[USI Student Identifier (USI) application]
Reviewed by:	Sue Backshall	Code:	HR 4.10.01
		Issue Date:	December 2014
		Last Reviewed:	Jan 2021
ONCE THIS FORM HAS BEEN UPDATED, ENSURE THE LATEST VERSION IS UPLOADED ONTO THE WEBSITE			



Please print clearly when completing the following details:

First name			
Middle name			
Family name			
Date of Birth			
City/Town of Birth			
Country of Birth			
Gender (circle one)	Male		Female
Preferred Contact method (circle one)	Email	Mobile phone	Mail
Email address			
Phone Number	Mobile: _____ Home no: _____		
Address	No. _____ Street Name: _____ Town/City: _____ Postcode: _____		

Please provide a copy of one of the following identifications:	Please tick one
1. Drivers Licence	
2. Medicare card	
3. Australian Birth Certificate	
4. Australian Passport	
5. Non-Australian Passport (with Australian Visa)	
6. Immicard	
7. Citizenship Certificate	
8. Certificate of Registration by Descent	

Signature: _____

Date: _____

Note: Please make sure all details are completed correctly and clearly and you have signed this form. Then either email with a copy of the identification specified above to admin@progressivetraining.com.au or post to Progressive Training, PO BOX 1854, Geraldton, WA, 6531. Your USI will be sent to you via the 'preferred contact method' you have chosen (circled) on this form (email, mobile phone or mail).