Australian College of Culinary and Management

RTO Provider No-45886 – CRICOS Provider No-04038J

STUDENT DETAILS, ORIENTATION AND USI FORM

Student Details: Student ID: CNY3000_____

Student Surname/family: _____

Middle Name:_____

Given Name: _____

Date of Birth :____/_____/_____ Mobile No._____

Email:_____

Course Details:

Course Code :_____

Course Name:_____

Intake Date :____/_____/_____

Student Address Details:

Street Number and Name: _____

State: _____ Post code/Pin Code/Zip:_____

Overseas Address (in your home country)

Street Number and Name:_____

City/Village Name:_____

State:_____ Post code/Pin Code/Zip:_____

Country:_____

IN CASE OF EMERGENCY - LOCAL CONTACT- Australia * (Two contacts required)

Contact Person 1

Name:_____

Relationship to student:_____

Phone No:_____

Address Details (in Australia) :

Street Number and

Name:_____

State:_____ Post code/Pin Code/Zip:_____

Contact Person 2

Name:_____

Relationship to student:_____

Phone No:_____

Address Details (in Australia) :

Street Number and Name:_____

State:_____ Post code/Pin Code/Zip:_____

IN CASE OF EMERGENCY - Overseas CONTACT * (Two contacts required)

Contact Person 1

Relationship to student:_____

Country Code: _____ Phone No:_____

Address Details (in Australia) :

Street Number and Name:_____

State:_____ Post code/Pin Code/Zip:_____

Contact Person 2
Relationship to student:_____
Country Code: _____ Phone No:_____
Address Details (in Australia) :
Street Number and Name:_____
State:_____ Post code/Pin Code/Zip:_____

DO YOU SPEAK A LANGUAGE OTHER THAN ENGLISH AT HOME?
Yes ☐ No (If Yes, Please Specify) ☐

Other DETAILS:
Do you have any medical needs/disability or conditions of which we should be aware? Yes ☐ No ☐
(If Yes, Please Specify) _____
_____

Doctor's Name:_____ Country Code: _____ Phone No:_____
Address:_____
_____
Do you give us permission to take your photograph? Yes ☐ No ☐

If yes, do you give permission for your photograph/testimonials to be displayed or published for promotional purposes at different media or any electronic media?
Yes ☐ No ☐

Are you a aboriginal or Torres strait islander origin Yes ☐ No ☐

STUDENT DECLARATION:
I (student Name) _____acknowledge that the information provided by myself is complete and correct. I have attended the Orientation Session held at ACCM Campus and I have been provided with Student Handbook and the information on the following but not limited to: Student Support Services available to ACCM Students. https://www.accm.vic.edu.au/student-handbook

- ☐ Legal Services
- ☐ Emergency & Health Services
- ☐ Facilities and Resources
- ☐ Complaints and Appeals Processes
- ☐ Student Visa Conditions relating to course progress/Attendance requirements

"Where a student's contact details change while studying with the ACCM, the student must advise the ACCM of these changes within 7 working days. Please fill in the change in details form and handover to the student support officer. These details include but are not limited to details such as address and contact phone details."

Unique Student Identifier (USI) Form

All students studying in Australia will need a USI. All international students in Australia will be issued with an Australian Visa. This will allow them to use their passport with an Australian visa as a form of ID when creating their USI. If you are an international student who will be studying in Australia, you will require a USI.

The Unique Student Identifier or USI is a reference number made up of 10 numbers and letters that:

- creates a secure online record of your recognized training and qualifications gained in Australia, even from different training organizations
- will give you access to your training records and transcripts
- can be accessed online, anytime and anywhere
- is free and easy to create and
- stays with you for life

Please provide your 10 digit USI Number:										

Option: 1

I am giving my consent to ACCM to apply, locate and verify USI on my behalf.

Or

Option: 2

If you don't have please follow the below mentioned steps to create it:-

Step 1

New to Australia?

If you are a first-time student in Australia, you will need to create your USI by visiting the following link https://www.usi.gov.au/students/create-your-usi

Please ensure that you provide your details to us as you have provided to the USI registry (as per your identity documents)

Already a Student in Australia?

Having a USI is mandatory since 2015. If you have forgotten your USI number, you can retrieve it by searching "Forgotten USI Number" and following the steps through the link.

Step 2

Upon completing either of the steps above, forward the email to support@accm.vic.edu.au that you have received from USI Registry, Please mention your Student Name, Date of Birth, and ACCM Student ID as Email Subject

Step 3

Please provide your USI above and bring this form along for your orientation.

Where a student is unable to enter Australia and create their own USI, RTO and VET Admission Bodies (VAB) may create the USI on the student's behalf. If the student does not have a Document Verification Service (DVS) verifiable form of identification, the USI can be created using the 'DVS override function'.

Privacy Notice:

Consent for collection, use or disclosure of personal information:

The following is provided to you on behalf of the Student Identifiers Registrar (Registrar).

You are advised and agree that you understand and consent that the personal information you provide in connection with your application for a Unique Student Identifier (USI):

- is collected by the Registrar as authorized by the Student Identifiers Act 2014.
- 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;
  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 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;

o current and former Registered Training Organizations 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 authorized 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
o will not otherwise be disclosed without your consent unless authorized or required by or under law.
The consequences for not providing the Registrar with some or all of your personal information are that the Registrar will not be able to issue you with a USI.

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 or by contacting the Registrar on usi@usi.gov.au or telephone 1300 857 536, international enquiries +61 2 6218 0994 and 131452 translating and interpreting services. 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 1988, including in relation to the misuse or interference of or unauthorized collection, use, access, modification or disclosure of USIs.

Student Declaration:

I_____ hereby confirm that the USI provided by me is accurate to my knowledge and I authorize ACCM to verify my USI and access my USI records using their Student Management System or I am giving my consent to ACCM to apply the USI on my behalf.

Student Signature: _____ Date:___/_____/_____

NOTE : ONLY FOR OFFICE USE
Entered by Staff Name: _____
Signature: _____ Date:___/_____/_____

☐ Please keep this form with student admin file.