

# ID Requirements Policy

## ID REQUIREMENTS

Students must provide 100 points of evidence to prove their identity before being able to enrol in the course.

The acceptable documents for 100 points of ID are listed in the table below and contain both primary and secondary documents.

You can provide only one (1) primary document with secondary documents to form 100 points. Alternatively, you can provide a combination of secondary documents to form 100 points.

The combination of documents must contain a date of birth, current residential address, photograph, and signature.

Certified copies cannot be accepted.

If you are unable to provide the correct ID, Under The Hammer will not allow you to take part in the course.

**PRIMARY ID** - Only ONE Primary ID document can be used.

**SECONDARY ID** - A combination of secondary documents is allowed to make up 100 points.

### PRIMARY ID

70pts Passport (Current or expired within last 2 years but not cancelled).

70pts Full ORIGINAL Australian Birth Certificate or Birth Card

70pts Australian Citizenship Certificate.

## **SECONDARY ID**

40pts Current Australian Drivers Licence

40pts Medicare Card

25pts Centrelink Card

25pts Utility Bill, e.g.: Electrical, Water, Gas

## **USI Number Requirements**

All students undertaking nationally recognised training require a Unique Student Identifier (USI). For more details [visit: USI.gov.au](https://www.usi.gov.au).

## **Principles**

Under The Hammer is committed to protecting the privacy of student's personal information and we treat any information collected and retained with respect and importance.

Our Privacy Policy explains how we handle student's personal information, including how it is used and potentially disclosed, how it is stored and secured, and additionally how the students can access and update their personal information.

Our Privacy Policy is on the website, and we advise all students to read it before enrolment. Which outlines our legal obligation to disclose participants' personal information to NCVET and how NCVET will handle their information.

Students disclose personal information (on a confidential basis) to third parties that we use in the ordinary operation of our business, such as account and billing.

We take all reasonable steps to protect the information held from unauthorised access, use and disclosure, however, cannot guarantee that our systems and stored data will be completely free from third party interception or are free from corruption.

## **DESTRUCTION OF PERSONAL INFORMATION**

When we no longer require personal information (including 100 Point ID) e.g., completion, withdrawal, or cancellation of a student's enrolment, it is destroyed after the required retention period has elapsed. Hard copy information is shredded securely, and electronic information is securely deleted.