



241 Ocean Keys Blvd  
Clarkson, WA 6030  
Tel: 1800 222 336  
Email: admin@trainingforme.wa.edu.au

# What is a Unique Student Identifier (USI)?

From 1 January 2015 all students undertaking nationally recognised training delivered by a registered training organisation will need to have a Unique Student Identifier (USI).

A USI gives students access to their online USI account which is made up of ten numbers and letters. It will look something like this: 3AW88YH9U5.

- The USI will be available online and at no cost to students.
- This USI will stay with students for life and be recorded with any nationally recognised VET course that is undertaken from the 1 January 2015.

A USI account will contain all of a student's nationally recognised training records and results from 1 January 2015 onwards. A student's results from 2015 will be available in their USI account in 2016.

**A USI is required for new and continuing students undertaking nationally recognised Vocational Education and Training (VET) courses to receive their statement of attainment or qualification.**

When applying for a job or enrolling in further study, students will often need to provide their training records and results. One of the main benefits of the USI is that students will have easy access to their training records and results throughout their life.

Students can access their USI account online from a computer, tablet or smart phone anywhere and anytime.

## *Who needs a USI?*

Students who need a USI include:

- students who are enrolling in nationally recognised training for the first time;
- school students completing nationally recognised training; and
- students continuing with nationally recognised training, as of the 1<sup>st</sup> January 2015.

Once a student creates their USI they will be able to:

- give their USI to each training organisation they study with;
- view and update their details in their USI account;
- give their training organisation permission to view and/or update their USI account;
- give their training organisation view access to their transcript;
- control access to their transcript; and
- view online and download their training records and results in the form of a transcript.

**TO APPLY FOR A USI**, please go onto the following website - [www.USI.gov.au](http://www.USI.gov.au), where you can apply for your USI directly, OR

**PROVIDE CONSENT** for Training For Me, to apply for a USI on your behalf, by completed the attached document with your personal information and provide one valid form of ID and submitting it to Training For Me.

## **Valid forms of ID (one required)**

- Driving Licence; Medicare Card, Australian Passport; Visa (with non-Australian Passport); Full Australian Birth Certificate; Certificate of Registration by Descent; Citizenship Certificate; ImmiCard



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## USI INFORMATION - ALL INFORMATION IS REQUIRED

First Name:

Middle Name:

Last Name:

Gender:

Date of Birth (dd/mm/yyyy)

Country of Birth

Town/City of Birth

Residential full address including postcode

Best telephone contact number

Email Address

### ACKNOWLEDGEMENT

I confirm that I have received and read the privacy notice and give permission for Training For Me to apply for a USI on my behalf and have provided them with a valid form of ID.

Signature: \_\_\_\_\_



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## Privacy Notice

If you want Training For Me to apply for a USI to the Student Identifiers Registrar on your behalf, Training For Me will provide to the Registrar the following items of personal information about you:

- Your name, including first or given names, middle names and surname or family name as it appears on an identification document;
- Date of birth, as it appears, if shown, in the chosen identification document
- Country of birth
- City or town of birth
- Your gender
- Your contact details
- 

When we apply for a USI on your behalf the Registrar will verify your identity by using 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 passport etc.

If you do not have identification suitable for the DVS we are authorised by the Registrar to verify your identity by other means. If you do not have any identification and we are not authorised by the Registrar to apply for a USI on your behalf, you should contact the Student Identifiers Registrar.

The Student Identifiers Registrar (we, our, us, the Registrar) recognises the importance of protecting your privacy and personal information. The Registrar is an 'APP entity' bound by the Australian Privacy Principles (APPs) in the Privacy Act 1988 (Cth) (the Privacy Act), which regulates how agencies collect, use, disclose and store personal information, including sensitive information, and how individuals may access and correct records containing their personal information.

We respect your rights to privacy under the Privacy Act and we comply with all the Privacy Act's requirements in respect of the collection and management of your personal information.

Please view the Student Identifiers Registrar's Privacy Policy for more detail.



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You are advised that and agree that you understand and consent that the personal information you provide in connection with an application for a USI:

- is collected by the Student Identifiers 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 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;
  - VET Regulators to enable them to perform their VET regulatory functions;
  - VET Admission Bodies for the purposes of administering VET and VET programs;
  - 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;
  - schools for the purposes 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 for 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 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 their consent unless authorised or required by or under law.

## Complaints

Further information on the Registrar collects, uses, discloses personal information can be found [www.usi.gov.au](http://www.usi.gov.au) or by contacting- [usi@industry.gov.au](mailto:usi@industry.gov.au).

The privacy policy contains information about how you may access and seek correction of personal information held about you or how to make a complaint about a breach in connection with the USI and how complaints are dealt with.