Information for parents and students

From 1 January 2015, the Australian Government requires all students studying Vocational Education and Training (VET) to have a Unique Student Identifier (USI). This includes students who are studying VET in schools.

There is no cost to the student. The USI will allow students to access their enrolment and achievement record for all VET learning online (from 1 January 2015); and no VET records will be lost.

Registered Training Organisations (RTO) must have a valid USI for a student before issuing a qualification or statement of attainment. This includes school RTOs.

What is a USI?

- A USI is a reference number. It is made up of numbers and letters.
- The USI gives students access to their USI account.
- The USI account allows a student to see all their training results from all providers. This includes all completed training units and qualifications.

Why do students need a USI?

Students will need a USI:

- so that an RTO is able to issue a statement of attainment, or certificate, for nationally recognised accredited training
- for online access to their record of enrolment and achievement for VET learning
- to provide evidence of their accredited VET, for example when applying for a job or further study.

Who applies for a USI?

- A student can apply for a USI.
- An RTO can apply for a USI on a student’s behalf. (This may be a school RTO, TAFE or other external RTO.)

What do students need to do?

If the RTO does not apply for a USI on behalf of the student, the individual must apply for a USI. A student can apply for a USI at the Australian Government USI website - create your USI. The student must then provide the USI details to their training provider (school RTO, TAFE or external RTO) or they will not receive a statement of attainment or qualification.
If an RTO applies for a USI on the student’s behalf, the student must provide permission and suitable identification through one of the following:

a. driver’s licence  
b. Medicare card  
c. Australian passport  
d. visa (with Non-Australian Passport) for international students  
e. birth Certificate (Australian) — please note a birth certificate extract is not sufficient  
f. certificate of registration by descent  
g. citizenship certificate  
h. ImmiCard.

Students without any of these forms of identification are still able to obtain a USI and they should contact their RTO for assistance.

Students should record their USI and keep it handy and in a safe place.

If students have further questions about the USI, they should contact the VET Coordinator or Head of Department Senior School at the school. Students can also find further information at the Australian Government USI website - student information.

**What if a student forgets or loses their USI?**

The USI can be retrieved online at Australian Government USI student portal. If their RTO is their school, students can also ask the school for their USI as they will have a record of it.

**What is an RTO?**

A Registered Training Organisation (RTO) is any organisation that is registered to deliver nationally recognised training and qualifications. There are approximately 5000 registered training organisations (also known as RTOs) in Australia including:

- TAFEs and other government training organisations  
- private/non-government training organisations  
- some high schools that provide nationally recognised training  
- some employers and other organisations that provide nationally recognised training.

Registered Training organisations can offer qualifications at the level of:

- Certificates I, II, III and IV  
- Diploma  
- Advanced Diploma  
- Vocational Graduate Certificate  
- Vocational Graduate Diploma.

**Useful website links**

Further information on the USI can be accessed on the Australian Government USI website and at the following links:

- About the USI http://www.usi.gov.au/About/Pages/default.aspx  
- Students – Create your USI http://www.usi.gov.au/Students/Pages/steps-to-create-your-USI.aspx  
- Student information http://www.usi.gov.au/Students/Pages/default.aspx  
If you wish to complete training from the 1\textsuperscript{st} January 2015, you must have a USI. If you do not already have a Unique Student Identifier (USI) and you want Heatley Secondary College to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf, Heatley Secondary College 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 - email and phone number.

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, driver 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 Heatley Secondary College to make an application for a student identifier on your behalf, Heatley Secondary College will have to declare that they have complied with certain terms and conditions to be able to access the online student identifier portal and submit this application, including a declaration that Heatley Secondary College 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:
  - 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 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 or by contacting the Registrar on email usi@industry.gov.au or telephone the Skilling Australia Information line on 13 38 73, international enquiries +61 3 5454 5280. 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 Heatley Secondary College collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to our privacy policy which can be located in our hand book and on the Heatley Secondary College website.

Please complete the attached form. If you require clarification please read the attached Fact Sheet.
As at the 1 January 2015, it is a requirement for all students studying VET in Australia to have a USI.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Year Level / Form Class</th>
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**Yes, I have a USI**

(Please print your USI CLEARLY) ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

If you have misplaced your number you need to contact the USI Registry on 1300 857536 or [https://www.usi.gov.au/](https://www.usi.gov.au/)

**No, I do not have a USI**

I give my consent to Heatley Secondary College to create a USI on my behalf. (You must supply a copy of your nominated ID with this form)

**Tick your nominated ID:**

- **Medicare card**
  - Medicare number ________________________ __
  - Ref Number ___ Expiry Date __________________
  - Card Colour: ☐ Green ☐ Blue ☐ Yellow

- **Driver’s Licence**
  - Licence Number ________________________

- **Australian passport**
  - Passport number ________________________ Expiry Date __________________

- **Non-Australian passport**
  - (with Australian Visa)
  - Passport number ________________________ Expiry Date __________________
  - Country of Passport ________________________

- **Birth Certificate**
  - (Australian) – please note a birth certificate extract is not sufficient
  - Birth Certificate No. __________ Date of Registration __________
  - DOB __________ Town & Country of Birth __________

**Information as it appears on your ID:**

- Given Name ____________________________ Second / Middle Name ____________________________ Last / Surname ____________________________

- Gender __________________ Phone number __________________ Town & Country of Birth __________

- Email address __________________________

- Residential Address __________________________

- Postal Address __________________________

**Signature of Acceptance - Student** __________________ Name of Student __________________ Date __________________

**Signature of Acceptance - Guardian** __________________ Name of Guardian __________________ Date __________________
Creating a USI through the USI Website

The following steps show how you can create your student's USI:

**STEP 1** Go to the USI website at [https://www.usi.gov.au/students](https://www.usi.gov.au/students)

**STEP 2** Select I want to create a USI

**STEP 3** Who are you?
Select I am an Australian Student
Select Your form of ID you are using
Select Create your USI Now
Select Create USI

**STEP 4**
You will be prompted to enter the following details and then next

**PERSONAL DETAILS**
- First Name;
- Middle Name;
- Family Name
- Date of Birth;
- Confirm Date of Birth;
- Country of Birth
- Town/City of Birth;
- Gender; - Male Female

**CONTACT DETAILS**
- Email Address;
- Mobile Number
- Address Details
- Country of residence
- Address
- Suburb
- City
- Postcode

**IMPORTANT**: Your details such as NAME etc must match exactly with the details displayed on the student’s chosen form of ID.

**STEP 6**
Use one of the following government IDs to verify who you are
- Driver’s Licence
- Medicare Card
- Australian Passport
- Birth Certificate (Australian)
- Citizenship Certificate
- Immi Card.

You will be prompted to fill in the required information depending on your chosen form of ID. The USI Registry will automatically check that these details match against the personal details recorded above and the identity record held by the relevant issuing agency.

**STEP 7**
You will be prompted to create a password and answer followed by two security questions. If you created a USI, you will receive the USI generated by the system.

**STEP 8**
Copy and Paste the USI into an email and forward your USI email with your 10 digit code to usi@heatleysc.eq.edu.au Store your USI number and password in a safe place.