

UNIQUE STUDENT IDENTIFIER (USI) AUTHORISATION FORM

SECTION A

From 1 January 2015 any student undertaking nationally recognised training will need to have a Unique Student Identifier (USI). This includes all students who are continuing a course they started prior to 2015, and all new students. The fact sheet 'Student Information for the Unique Student Identifier' is attached to this authorisation form for further information. Calibre Training & Development students are provided with the following two (2) options for obtaining their Unique Student Identifier. You are required to tick the box for which option you would like to choose:

Create your own USI.

To create your own USI it is free and easy. You will need to have access to the internet. You can create your own USI at the website: www.usi.gov.au. Should you choose to create your own USI, you will need to provide your USI in the section below and return to Calibre Training & Development at your earliest convenience so that your USI can be verified and records updated.

USI: _____

Calibre Training & Development create your USI on your behalf.

To create a USI on your behalf Calibre Training & Development will use the details provided by you in your enrolment form, however further details are required. Calibre Training & Development require you to do the following:

- Read the below information relating to privacy and consent to Calibre Training & Development obtaining further personal information for the purposes of creating a USI on your behalf; and
- Provide details of two (2) forms of identification within Section B of this form. Please note that for privacy purposes Section B of this form will be destroyed once your USI has been created.

Privacy Notice:

When Calibre Training & Development applies 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, drivers licence, Australian passport, citizenship document, 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.

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 (<http://usi.gov.au/pages/privacy-policy.aspx>) 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 Calibre Training & Development collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to Calibre Training & Development's Privacy Policy which can be found within the student handbook.

In providing your personal information as requested and signing this notice, you are confirming your receipt of, and understanding of these details, and providing your consent for the collection, storage, use and disclosure of your personal information as outlined.

| | | | |
|---------------------------|--|--------------|--|
| Student Name: | | | |
| Student Signature: | | Date: | |

SECTION B

Calibre Training & Development requires two (2) forms of identification. Please complete the details exactly as they appear on the form of identification being used. Please use BLOCK CAPITAL LETTERS.

| Drivers Licence (issued in Australia) | | | |
|--|--|-----------------|--|
| State / Territory Issued: | | Licence Number: | |
| First Name: | | Middle Name: | |
| Family Name: | | | |

| Medicare Card (current and issued in Australia) | | | |
|--|--|--------------|--|
| Medicare Card Number: | | Card Colour: | |
| Individual Reference Number: | | Expiry Date: | |
| First Name: | | Middle Name: | |
| Family Name: | | | |

| Australian Passport (current) | | | |
|--------------------------------------|--|--------------|--|
| Document Number: | | First Name: | |
| Middle Name: | | Family Name: | |

| Visa (with Non-Australian Passport) for international students | | | |
|---|--|-------------------|--|
| Passport Number: | | Country of Issue: | |
| First Name: | | Middle Name: | |
| Family Name: | | | |

| Australian Birth Certificate (Please note a Birth Certificate extract is not sufficient) | | | |
|---|--|----------------------|--|
| State / Territory Issued: | | Registration Number: | |
| Date Printed / Issued: | | First Name: | |
| Middle Name: | | Family Name: | |

| Citizenship Certificate | | | |
|--------------------------------|--|-------------------|--|
| Stock Number: | | Acquisition Date: | |
| First Name: | | Middle Name: | |
| Family Name: | | | |

| ImmiCard | | | |
|------------------|--|--------------|--|
| ImmiCard Number: | | First Name: | |
| Middle Name: | | Family Name: | |



Student Information for the Unique Student Identifier

USI...bringing your skills together

From 1 January 2015 if you are undertaking nationally recognised training delivered by a registered training organisation you will need to have a Unique Student Identifier (USI). This includes studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course.

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

A USI account will contain all your nationally recognised training records and results from 1 January 2015 onwards. Your results from 2015 will be available in your USI account in 2016.

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

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

Do you need a USI?

You will need a USI when you enrol or re-enrol in training from 1 January 2015 if you are a:

- student enrolling in nationally recognised training for the first time, for example if you are studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course;
- school student completing nationally recognised training; or
- student continuing with nationally recognised training.

You are a continuing student if you are a student who has already started your course in a previous year (and not yet completed it) and will continue studying after 1 January 2015.

Once you create your USI you will need to give your USI to each training organisation you study with so your training outcomes can be linked and you will be able to:

- view and update your details in your USI account;
- give your training organisation permission to view and/or update your USI account;
- give your training organisation view access to your transcript;
- control access to your transcript; and
- view online and download your training records and results in the form of a transcript which will help you with job applications and enrolment in further training.

If you are an international, overseas or an offshore student please visit usi.gov.au for more information.



How to get a USI

It is free and easy for you to create your own USI online.

While you may create your own USI, training organisations are also able to create a USI for you. Training organisations should do this as part of the enrolment process when you begin studying. Where this service is provided, training organisations will let you know.

Steps to create your USI

The following steps show how you can create a USI:

Step 1 Have at least one and preferably two forms of ID ready from the list below:

- Driver's Licence
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport) for international students
- Birth Certificate (Australian)
- Certificate Of Registration By Descent
- Citizenship Certificate
- Immi Card

IMPORTANT: To make sure we keep all of your training records together, the USI will be linked to your name as it appears on the form of ID you used to create the USI. The personal details entered when you create a USI must match exactly with those on your form of ID.

If you do not have proof of ID from the list above, you can contact your training organisation about the other forms of ID they can accept to help you get a USI.

Step 2 Have your personal contact details ready (e.g. email address, or mobile number, or address).

Step 3 Visit the USI website at: usi.gov.au.

Step 4 Select the 'Create a USI' link and follow the steps.

Step 5 Agree to the Terms and Conditions.

Step 6 Follow the instructions to create a USI

– it should only take a few minutes. Upon completion, the USI will be displayed on the screen. It will also be sent to your preferred method of contact.

Step 7 You should then write down the USI and keep it somewhere handy and safe.

For more information please visit: usi.gov.au

Or contact us at email: usi@industry.gov.au

Phone: Skilling Australia Information Line – 13 38 73
