

Unique Student Identifier (USI)

Teachers are required to assist students to provide their USI number to the SMS Administrator – Mrs Smith (A1) in the first week of the commencement of their course. This may involve assisting students to apply online during class time. All USI numbers must be verified before the end of Term 1.

A USI is a reference number made up of numbers and letters, unique to each student. It allows the students to link their previous and future VET qualifications into a single authenticated transcript, through the National Vocational Education and Training Data Collection, and prevents them from losing their record. It allows students to see all their training results, from all their previous providers. The USI number stays with the student for life and must be recorded with any nationally recognised VET course they undertake. Students are informed that personal information will be collected on their behalf. Student / Parent declarations of consent of the RTO's privacy notices are retained.

These forms will be included in the student handbook and will need to be completed and signed and returned to the teacher who will then pass onto the senior schooling Administration Officer.



How Students Register For A USI

Students will require **one** of the following valid forms of identification:

- Medicare Card
- Drivers Licence
- Australian Passport
- Birth Certificate
- Visa (with Non-Australian Passport)
- Certificate of Registration by Descent
- Citizenship Certificate
- Immunisation Card

Students need to register for a USI online. This is at **NO COST**. **Students can register for a USI at any time but must have this completed ASAP.**

Students have two options in regards to registering for a USI:

Option 1: Register for your own USI (Note: this is the easiest and least time consuming option, and is the preferred option.)

1. Log on to <http://portal.usi.gov.au/students>
2. Select 'I want to create a USI'
3. Follow the prompts to create your USI account
4. Provide your USI number to the SMS Administrator (A1) - Mrs Smith.

USI information is securely retained by the RTO and its access is restricted to authorised RTO delegated officers only.

Once you have registered, please complete the following form (Form A) and return to your teacher.

FORM A: UNIQUE STUDENT IDENTIFIER COLLECTION VERIFICATION AND PRIVACY

Student details										
Student's full legal name										
Date of birth	Choose date.									
Unique Student Identifier										
<p>Note: If you don't have a USI or have forgotten it, you can create or retrieve your USI at www.usi.gov.au/students and complete this form.</p>										
Privacy notice: Use of your personal information and USI										
<p>You are advised and agree that you understand and consent to the use of the personal information you provide in connection with your application and verification of a Unique Student Identifier (USI).</p> <p>From 1 January 2015, we Nanango State High School can be prevented from issuing you with a nationally recognised VET qualification or Statement of Attainment when you complete your course if you do not have a USI.</p> <p>The USI is collected by the student identifiers registrar for the purpose of:</p> <ul style="list-style-type: none"> • applying for, verifying and giving a USI prior to issuance of Australian Qualification Framework (AQF) certification documentation • replacing an authenticated AQF certification document • recording a student's final outcomes that will be made available on the national USI register. <p>A student's verified USI and final assessment outcomes may be disclosed to:</p> <ul style="list-style-type: none"> • Commonwealth and State or Territory government departments, agencies and statutory bodies performing functions in relation to VET for: <ul style="list-style-type: none"> – the purpose of administering and auditing VET, VET providers and VET programs – education-related policy and research purposes – assistance with determining eligibility for training subsidies • VET regulators to enable them to perform their regulatory functions • VET admission bodies for the purpose of administering VET and VET programs • current and former registered training organisations (RTOs) to enable them to deliver VET courses to the individual, meeting their reporting obligations under the Standards for RTOs and the national USI scheme • schools for the purpose of delivering VET courses to the individual and reporting on these courses • the National Centre for Vocational Education Research (NCVER) for the purpose of creating authenticated VET transcripts, resolving problems with USIs and the collection, preparation and auditing of national VET statistics. You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. You may opt out of the survey at the time of being contacted • any other authorised person or entity required by law to access the information to perform functions in the administration of the USI system. <p>Your verified USI and final assessment outcomes will not otherwise be disclosed without your consent unless authorised or required by or under law.</p>										
Student declaration										
<p><input type="checkbox"/> I hereby give permission for Nanango State High School to collect, verify and disclose my personal information (which may include sensitive information), along with my final outcomes in accordance with the privacy notice above.</p> <p>If you would like Nanango State High School to apply for a USI on your behalf, you must authorise us to do so and declare that you have read the privacy information.</p>										
Student name					Parent/carer name					
Student signature					Parent/carer signature					
Date					Date					

Option 2: USI APPLICATION THROUGH SCHOOL RTO (Note: this is the least preferred option, as it takes considerably more time and there is more prone to errors when transcribing information.)

USI APPLICATION THROUGH SCHOOL RTO

We need to verify your identity to create your USI. **Please complete the following two forms (FORM B AND C)**, as required, and hand in to your teacher.

Please provide details **for one of the forms of identity below (numbered 1 to 6)**. Please ensure that the name written in the 'Student's full legal name' section is identical to that written in the document you provide. In accordance with Section 11 of the Student Identifiers Act 2014, Nanango State High School will securely destroy personal information that we collect from individuals solely for the purpose of applying for a USI on their behalf, as soon as practicable, after we have made the application or the information is no longer needed for that purpose.

FORM B: STUDENT DETAILS (USI APPLICATION THROUGH SCHOOL RTO)

1. Student details																	
Student's full legal name																	
Date of birth																	
Town/city and country of birth	<i>(name of the Australian or overseas town or city where you were born)</i>																
1	Medicare card	<i>Name identified on card</i>															
	Card number	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td> </tr> </table>															
	Individual reference number (next to your name on Medicare card)																
Expiry date	(MM/YYYY) Green <input type="checkbox"/>																
2	Australian birth certificate	<i>Name identified on certificate</i>															
	State or Territory																
	Certificate number	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td> </tr> </table>															
3	Australian passport	<i>Name identified on passport</i>															
	Passport number	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td> </tr> </table>															
4	Non-Australian passport (with Australian Visa)	<i>Name identified on passport</i>															
	Country of issue																
	Passport number	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td> </tr> </table>															
5	Immigration card	<i>Name identified on card</i>															
	ImmiCard number	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td> </tr> </table>															
6	Citizenship certificate	<i>Name identified on certificate</i>															
	Certificate number	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td> </tr> </table>															
For office use only																	
Processed by		Signature															
USI verified by	<i>Identify application software</i>																
USI recorded in SMS	<input type="checkbox"/>		Date														

FORM C: PRIVACY NOTICE AND STUDENT DECLARATION

Privacy notice

Under the *Data Provision Requirements 2012*, Nanango State High School is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research (NCVER).

Your personal information (including the personal information contained on this form and your training activity data) may be used or disclosed by Nanango State High School for statistical, regulatory and research purposes. Nanango State High School may disclose your personal information for these purposes to third parties, including:

- school — if you are a secondary school student undertaking VET, including a school-based apprenticeship or traineeship
- employer — if you are enrolled in training paid for by your employer
- Commonwealth and State or Territory government departments and authorised agencies
- NCVER
- organisations conducting student surveys
- researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- issuing a VET statement of attainment or qualification, and populating authenticated VET transcripts
- facilitating statistics and research relating to education, including surveys
- understanding how the VET market operates, for policy, workforce planning and consumer information
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Student declaration and consent

I declare that the information I have provided is true and correct to the best of my knowledge.

I consent to the collection, use and disclosure of my personal information in accordance with the privacy notice above.

Student name		Parent/guardian name*	
Student signature		Parent/guardian signature	
Date		Date	

*Parent/guardian consent is required for all students under the age of 18.

Remember to hand in both forms to your teacher.