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."

Unique Student Identifier – Information for parents & 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 (VETiS). There is no cost to students. The USI will allow students to access their enrolment and achievement record for all VET learning online (from 1/1/2015); 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.

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.

What does this mean to my student?
If you do not already have a USI and you want Springwood State High School (SSHS) to apply for a USI to the Student Identifiers Registrar on your behalf, SSHS 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 or identity;
- your city or town of birth;
- your country of birth;
- your gender; and
- your contact details.

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, drivers licence, Australian passport, citizenship document, certificate of registration by descent, ImmiCard or Australian entry visa.

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 apply for a USI on your behalf as soon as practicable after the USI application has been named 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 SSHS to make an application for a student identifier on your behalf, SSHS will have to declare that SSHS has complied with certain terms and conditions to be able to access the online student identifier portal and submit this application, including a declaration that SSHS has given you the following privacy note:

“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: