

## DO I NEED A UNIQUE STUDENT IDENTIFIER (USI)?

If you are undertaking VET accredited training delivered by Westvic Staffing Solutions (nationally recognised) you will need to have a Unique Student Identifier (USI).

From 2015 on any student seeking to Register for enrolment in the following will need to have a USI:

- Apprenticeship or Traineeship
- Qualification (Certificate, Diploma, Accredited Course)
- Other Course with Accredited Units (i.e. Short Course, Skill Set)

## WHAT IS A USI?

The Unique Student Identifier or USI is a reference number made up of 10 numbers and letters that:

- creates a secure online record of your recognised training and qualifications gained in Australia, even from different training organisations
- will give you access to your training records and transcripts
- can be accessed online, anytime and anywhere
- is free and easy to create and
- stays with you for life
- will look something like this: 3AW88YH9U5

## WHAT IS MY USI USED FOR?

When applying for a job or enrolling in further study (VET), 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

Once you create your USI you will need to give your USI to each training organisation (Westvic Staffing Solutions in this instance) 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 VET training.

Source: Student Identifiers Registrar [www.usi.gov.au/about](http://www.usi.gov.au/about)

## HOW DO I OBTAIN A USI?

Prior to Registering for enrolment in VET accredited training with Westvic Staffing Solutions please follow the below steps, to provide us with your USI.

*NOTE: We will require a copy of your USI prior to commencing any VET accredited training.*

### What to do if I have an existing USI ?

#### KNOWN USI

- If you already have a USI and can provide this, please proceed with your Registration for enrolment and input your USI when prompted during the Registration Process.

#### UNKNOWN USI

- Where you have an existing USI but cannot remember it, please follow the applicable 'forgotten USI' link on this webpage [www.usi.gov.au/students](http://www.usi.gov.au/students).
- Once you have retrieved your existing USI, please proceed with your Registration for enrolment and input your USI when prompted during the Registration Process.

### What to do if I need a new USI ?

If you have not already applied for your USI, this can be done by accessing the **Student Identifiers Registrar** website via the following website: [www.usi.gov.au/students/how-do-i-create-usi](http://www.usi.gov.au/students/how-do-i-create-usi). Please review the steps listed on this webpage **prior** to starting your application.

- To understand the steps involved in creating your own USI you may wish to read the steps outlined on this webpage, or alternatively you may choose to view the video provided on the **Student Identifiers Registrar** website, titled 'Create your own USI - Student Video'. The video can be accessed here: [www.usi.gov.au/video/create-your-own-usi-student-video](http://www.usi.gov.au/video/create-your-own-usi-student-video).
- Once successfully completed, you will be provided with your own USI – please keep a copy for your records.
- An email will be sent to you from the **Student Identifiers Registrar** confirming your new USI. Please forward a copy of this confirmation email to [training@westvic.org.au](mailto:training@westvic.org.au). We will then be able to reconcile this with your Registration for enrolment.
- Please proceed with your Registration for enrolment and input your new USI when prompted during the Registration Process
- If you have any questions or concerns regard this process, or difficulty in obtaining your USI please contact us on 03 5561 9000 or via email at [training@westvic.org.au](mailto:training@westvic.org.au)

## USI PRIVACY NOTICE

### PRIVACY NOTICE - Consent for collection, use or disclosure of personal information

The following is provided to you on behalf of the **Student Identifiers Registrar** (Registrar).

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 Registry System; and
- will not otherwise be disclosed without their consent unless authorised or required by or under law.

The consequences for not providing the Registrar with some or all of your personal information are that the Registrar will not be able to issue you with a USI.

## 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](#) at or by contacting the Registrar via email: [usi@industry.gov.au](mailto:usi@industry.gov.au) or by phone: 13 3873.

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.

If you have any questions about this privacy policy, any concerns or a complaint regarding the treatment of your privacy or a possible breach of your privacy, please use the [Contact link](#) on our website or contact our Privacy Officer via the details set out below.

Requests and complaints will be treated confidentially. Our representative will contact you within a reasonable time after receipt of your complaint to discuss your concerns and outline options regarding how they may be resolved. We will aim to ensure that your complaint is resolved in a timely and appropriate manner. Please contact our Privacy Officer at:

Privacy Officer  
Office of the USI Registrar  
Canberra City ACT 2601  
GPO Box 9839  
Canberra ACT 2601

For information about how Westvic Staffing Solutions collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to the Westvic Staffing Solutions privacy policy which can be found at [www.westvic.org.au](http://www.westvic.org.au).

## Authorisation for Westvic Staffing Solutions to apply for a USI on my behalf

I have read and accept the details mentioned in this Privacy Notice and I authorise Westvic Staffing Solutions as my RTO to obtain a USI on my behalf, this is pursuant to subsection 9(2) of the Student Identifiers Act 2014.

I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed above.

Signed (Student):

Date:

Student Name:

*Please remember to attach a copy of your 'Approved' Identification document with this form, when returnin.*