

## Unique Student Identifier (USI)

From 1 January 2015 if you are undertaking Nationally Recognised Training delivered by a Register Training Organisation (RTO) you will need to have a Unique Student Identifier (USI). This includes studying at TAFE or with a private training organisation like the Business Growth Centre, completing an apprenticeship or a skill set, certificate or diploma.

A USI gives you access to your online USI account which is made of up ten (10) 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 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;
- 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 access to view 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

## How to get a USI

It's free and easy to create your own USI online.

There are two ways to create your USI:

- create your own USI; or
- request the Business Growth Centre create the USI for you

## Steps to create your USI

The following steps show how you can create a USI:

**Step 1** – have at least one (1) and preferably two (2) forms of ID ready from the list below:

- Drivers 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

If you don't have a proof of ID from the list above, you can contact the Business Growth Centre about other forms of ID we can accept to help you get a USI.

**IMPORTANT:** To make sure all of your training records are kept 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.

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

**Step 3** – Visit the USI website at: [www.usi.gov.au](http://www.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.

## Requesting the Business Growth Centre to create a USI for you

While you may create your own USI, the Business Growth Centre is also able to create a USI for you. As of 1 January 2015 we will be doing this as part of the enrolment process when you begin studying with us.

If you wish for the Business Growth Centre to create your USI please fill in the following forms (attached) and return to the Business Growth Centre:

- Enrolment Form (or Updated Details Form if you are a continuing student); and
- Privacy Notice

The Business Growth Centre requires the following information to be able to process the application for a USI on your behalf:

- Your name
- Your gender
- Your date of birth and where you were born
- Country in which you are studying

We also collect your contact details and ask you to choose your preferred contact method so you can be sent information about your USI.

Once we have completed your application for a USI you will receive an email with a link asking you to activate your USI.

Once you activate your USI account you will be required to choose a password to gain access to your secure account. Your password will need to be at least 9 characters long and a combination of numbers, letters (both upper and lower case) and other symbols/characters (such as “!” and “&”). For example: **P4j6k&24Y**.

Once you have created your password you will be asked to complete two (2) check questions to ensure added security for your account. Below is a list of USI check (security) questions you can choose from:

- What was your childhood nickname?
- What is the name of your best friend?
- What street did you live on in primary school?
- What is your oldest sibling’s middle name?
- What primary school did you attend?
- What is your oldest cousin’s first and last name?
- What was the name of your favourite animal?
- In what city or town did your mother and father meet?
- What was the last name of your primary school teacher?
- What is your grandmother’s maiden name?
- In what city or town was your first job?
- Where was your wedding reception held?

Once you have completed these questions you will receive an email to say you have successfully updated your password and check questions. Your USI application is now complete and you can log into your account at [www.usi.gov.au](http://www.usi.gov.au).

## Duplicate USI

When a USI is created the system will check existing accounts and advise if there is a USI account already established. If the Business Growth Centre or yourself becomes aware of the possibility of you having two (2) USI's, either party should report the issue to the USI office.

## Forgotten USI

If you forget or lose your USI you can retrieve it online. You will need to enter a few details to verify who you are to display your USI. The details must be the same as those you entered when you applied for a USI or, if you did so, when you last updated your USI account.

## Forgotten Password

If you have forgotten your password you will need to answer your check questions and enter details of one (1) form of ID.

## For Further Information

For further information about USI's please contact our Administration Officer:

Business Growth Centre (NSW)

48 Oakdale Road

Gateshead NSW 2290

P: 02 4942 3133

E: [admin@mybgc.org.au](mailto:admin@mybgc.org.au)

Alternatively you can contact Department of Industry Unique Student Identifier:

P: 13 38 73

E: [usi@industry.gov.au](mailto:usi@industry.gov.au)

W: [www.usi.gov.au](http://www.usi.gov.au)

## Privacy Notice

If you do not already have a Unique Student Identifier (USI) and you want the Business Growth Centre to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf, we 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

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, Immi Card 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.

## 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://www.usi.gov.au/Pages/privacy-policy.aspx>) or by contacting the Registrar on 13 38 73 or [usi@industry.gov.au](mailto:usi@industry.gov.au). 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

*Please complete the attached Participant Declaration.*

**Participant Declaration**

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

For information about how the Business Growth Centre collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to the Business Growth Centre’s privacy policy which can be obtained by emailing [admin@mybgc.org.au](mailto:admin@mybgc.org.au).

<b>Participant Name</b>	
<b>Participant Signature of Acceptance</b>	
<b>Date</b>	

## STUDENT DETAILS

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Please ensure you provide your full legal name, exactly as it appears on your identification documents.

<b>Name</b>			
<b>Date of Birth</b>		<b>Gender</b>	Male / Female
<b>Place of Birth</b>		<b>Country of Birth</b>	

<b>Address</b>			
<b>Suburb/State</b>		<b>Postcode</b>	
<b>Home Phone</b>		<b>Mobile</b>	
<b>Email</b>			

## IDENTIFICATION DETAILS

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Please provide details for 1 or 2 forms of identification.

<b>Driver's Licence Number</b>	
<b>Birth Certificate Number</b>	
<b>Medicare Card Number</b>	

By signing this document I declare that the information above is true and correct.

<b>Participant Signature</b>		<b>Date</b>	
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## WITNESS DETAILS

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Please check that the participant's full legal name appears above and that it matches the details for his/her identification document. You must be over the age of 18 to witness this document.

<b>Witness Name</b>			
<b>Witness Signature</b>		<b>Date</b>	