



RTO	City-Wide Building & Training Services Pty Ltd (RTO ID 91138)
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Authorised by	Compliance officer
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Policy: Unique Student Identifier (USI) Collection

Overview

From 1 January 2015 students enrolling in nationally recognised vocational education and training in Australia will need a Unique Student Identifier (USI).

The USI gives students access to their online USI account which is made up of ten numbers and letters. The USI account will link students to their training records and results which are held in the national training collection. Students will be able to access their records online, download them and share them with future training organisations electronically.

With the student's permission, City Wide Building and Training Services (CWBT S) will be able to see their students' entire nationally recognised training record with records collected commencing in 2015. CWBT S will find it easier to assess prerequisites and credit transfers and assess students' eligibility for government funded training places.

Student Requirements

CWBT S will be required to gather personal student information in order to meet its obligations when creating and or verifying a USI. This information will include:

- 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.



Prospective students will be provided with information about the USI prior to enrolment. Information provided to prospective students will include:

1. The requirement to obtain a USI prior to enrolment by visiting <http://www.usi.gov.au> (except where a USI has already been obtained by the student with previous enrolment at CWBTS)
2. The USI Privacy Notice (Appendix 1)
3. The importance of ensuring that the personal details provided in the process of obtaining a USI are identical to those provided to CWBTS at the time of enrolment
4. The need to bring their USI with them to their scheduled interview and sign-up session

Students who express a genuine personal objection to being assigned a USI will be advised to apply to the Student Identifiers Registrar for an exemption.

Students who present for enrolment without a USI will be supported to access the website and obtain their USI before enrolment can proceed.

Applying, finding and verifying a USI

If CWBTS is requested to apply for a USI, or to find an existing USI on behalf of a student, the student must complete and sign a CWBTS USI Permission Form and supply valid ID.

When applying for a USI, the USI system accepts any one of the following valid forms of ID:

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

Names entered into the USI system must match the ID presented. Without one of these documents a USI cannot be issued or located therefore enrolment may not be possible. In order to verify a student USI individual information recorded on the student's enrolment form must identically match the information held for that student in the USI system

Issuing of qualifications

Under the USI legislation, CWBTS cannot issue an AQF qualification or statement of attainment to a student without a verified USI.

Security of USI data

The CWBTS Privacy Policy applies to the collection of a student's USI. The student USI will be stored within the CWBTS Student Management System and will not be made available to general staff accessing the system. Only those with responsibility for entering and editing student's data will have access to this information.

Student's USI will not be provided on any internal CWBTS reports accessible by general staff or used to assign as a student identifier.

Student's USI will not be included on any reports to students, including confirmation of enrolment, AQF certification documentation or transcripts of results etc.

Appendix 1

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 and agree that you understand and consent that the personal information you provide in connection with your application for a Unique Student Identifier (USI):

- Is collected by the Registrar as authorised by the *Student Identifiers Act 2014*.
- 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 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.

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 or by contacting the Registrar on usi@education.gov.au or telephone 1300 857 536, international enquiries +61 2 6240 8740. 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 1988, including in relation to the misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs.