



## Unique Student Identifier (USI)

### **About the Unique Student Identifier (USI)**

A Unique Student Identifier (USI) is a reference number made up of numbers and letters that gives students access to their USI account. A USI will allow an individual's USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing an individual to see all of their training results from all providers including all completed training units and qualifications.

The USI will make it easier for students to find and collate their VET achievements into a single authenticated transcript. It will also ensure that students' VET records are not lost.

The USI will be available online and at no cost to the student. This USI will stay with the student for life and be recorded with any nationally recognised VET course that is completed from when the USI comes into effect on 1 January 2015.

All students registering for, or completing a Nationally Recognised training course post 1 January 2015, must have an Australian Government administered "Unique Student Identifier" number, or "USI".

You must choose 1 of the 3 options outlined below:-

### **If you already have a USI**

You will need to provide this number to Future Force prior to commencing your course. You can check whether you already have a USI by visiting the website [www.usi.gov.au](http://www.usi.gov.au). If you already have a USI, tick Option 1 below and write the USI in the space provided.

### **If you do not already have a USI**

There are a further 2 options available if you have to obtain one.

The options are:

Option 2: apply on-line and obtain the USI yourself. This can be done via the website: [www.usi.gov.au](http://www.usi.gov.au). You will then be required to provide your USI to Future Force.

or

Option 3: provide Future Force with authority (via the form below) to apply for your USI on your behalf.

### **Please tick one (only) of the following options:**

- Option 1.  I already have a USI and the number is: \_\_\_\_\_
- Option 2.  I shall apply to [www.usi.gov.au](http://www.usi.gov.au) for my USI and provide to Future Force when received
- Option 3.  I authorise Future Force to apply for my USI on my behalf  
*(Please complete the application form on the next page)*

If you chose Option 3, and wish Future Force to apply on your behalf, you are required to complete the **USI Application Information Requirements** on the following page.

Your signature below confirms your provision of authority to Future Force to apply for your USI on your behalf, confirms that the details provided on the USI Application are true and correct, and confirms that you have read and understood the **Privacy Notice to Individuals** (on page 6 of this application form).

Signed (trainee/student) \_\_\_\_\_

Date: \_\_\_\_\_



**USI Application Information Requirements**

(not required for Options 1 & 2)

**PERSONAL DETAILS**

PERSONAL DETAILS NEED TO MATCH EXACTLY THE DETAILS ON THE IDENTIFICATION PROVIDED

First Name \* *Use capitals as appropriate - e.g. Kim* \_\_\_\_\_

Middle Name *Use capitals as appropriate - e.g. Spencer* \_\_\_\_\_

Family Name \* *Use capitals as appropriate - e.g. McCosker, de Smeth* \_\_\_\_\_

Date of Birth \* *Format DD/MM/YYYY* \_\_\_\_\_

Confirm Date of Birth \* \_\_\_\_\_

Country of Birth \* \_\_\_\_\_

Town/City of Birth \* \_\_\_\_\_

Gender \* \_\_\_\_\_

Country of Study \* \_\_\_\_\_

**CONTACT DETAILS**

Preferred Contact Method \* \_\_\_\_\_

Email Address \* \_\_\_\_\_

Confirm Email Address \* \_\_\_\_\_

Mobile Phone *E.g. 0555 555 555 (remove the zero at the start)* \_\_\_\_\_

Home Phone *E.g. 02 5555 5555* \_\_\_\_\_

**ADDRESS DETAILS**

Country of Residence \* \_\_\_\_\_

Address \* \_\_\_\_\_

Address Line 2 \_\_\_\_\_

Suburb/Town/City \* \_\_\_\_\_

State \* \_\_\_\_\_

Postcode \* \_\_\_\_\_

\* = mandatory field



Head Office: 19-21 Napier Street, Essendon VIC 3040  
Tel: 03 9375 3100

### **Identification for USI**

When applying for a USI, or if you have requested Future Force to apply on your behalf, you will have to verify your identity. You must (or Future Force must) do so through the Documentation Verification Service (DVS) which is built into the USI online application process. You are required to provide one of the following documents:

- Medicare card
- birth certificate
- driver licence
- Australian passport
- certificate of registration by descent
- citizenship certificate
- Visa (with non-Australian passport)
- ImmiCard

**Please circle the type of Identification supplied.**

#### **Future Force Office Use Only**

The Future Force authorised officer has verified the identity of the individual applicant by:

Document type\*: \_\_\_\_\_

Document number: \_\_\_\_\_

Signed (for Future Force): \_\_\_\_\_

*\* Attach copy of document to this application*

The Future Force authorised officer has:

Verified the USI supplied by the individual as correct:

or

Applied for and received the USI from the USI Registrar

**The verified USI is:** \_\_\_\_\_



**FUTURE  
FORCE**  
RTO 21865

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## **Privacy Notice to Individuals concerning the USI**

You are advised 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 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 RTOs 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 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 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

The Student Identifiers Registrar's Privacy Policy (<http://www.usi.gov.au/Pages/privacy-policy.aspx>) contains information about how you may:

- access and seek correction of the personal information held about them; and
- complain about a breach of privacy and how such complaints will be dealt with