



## Unique Student Identifier

**Last Updated:**

1<sup>st</sup> January 2015

**Director Approval:**

[Lisa Materano](#) (original signed)

**Purpose:**

Blended Learning International will advise students how to obtain their USI to meet government funded or subsidised training contract requirements for the data provision. And ensure that the Privacy Act and Student Identifiers Act obligations and responsibilities are met. For reference please see <https://www.usi.gov.au>

From 1 January 2015, all students enrolled in nationally recognised training are required to have a Unique Student Identifier (USI). A USI is a reference number made up of numbers and letters. Creating a USI is free. It creates a secure online record of your nationally recognised training that you can access anytime and anywhere.

**Scope:**

- Students
- Trainers/Facilitators
- Administration Officer
- Directors



## Policy and Procedure

1. Blended Learning International will advise students at the time of enrolment that they are required to provide Blended Learning International with their USI and provide access to their USI records.
2. Blended Learning International will obtain the student USI information in the student file to provide personal information to the student identifier register and relevant state, territory and commonwealth Department.
3. Blended Learning International will request students to apply for their USI on the USI website and allow access to Blended Learning International to view and update their USI account under some funded or subsidised training. To apply please go to: <https://www.usi.gov.au/students/create-your-usi>
4. For students who have a USI number, you will need to provide this upon application on the application form. Blended Learning International will also provide appropriate support to assist students to apply for the USI.
5. Students can authorise Blended Learning International to apply on their behalf.
6. Blended Learning International requires at least one of the follow documents to create USI on behalf of the student.
  - Driver's Licence
  - Medicare card
  - Australian passport or Visa
  - Birth Certificate
  - Citizenship certificateBlended learning International will retain copies of the documents on student file.
7. Student identifier register's privacy policy is available at <http://www.usi.gov.au/Pages/privacy-policy.aspx>
8. Blended Learning International will retain copies of the documents on the student file.
9. Relevant laws and regulations
  - Student identifier Act 2014
  - Registers Privacy Policy
  - NSW Smart and Skilled Operational Guideline
  - Student identifier Regulation 2014