



Unique Student Identifier

Last Updated:

1st 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.

Scope:

- Students
- Trainers/Facilitators
- Administration Officer
- Directors



Policy and Procedure

1. Blended Learning International will advise student 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 student identifier register and relevant state, territory and commonwealth Department.
3. Student identifier register's privacy policy is available at <http://www.usi.gov.au/Pages/privacy-policy.aspx>
4. Blended Learning International will request student 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.
5. Blended Learning International will also provide appropriate support to assist student apply for the USI. Student can authorise Blended Learning International to apply on their behalf.
6. Blended Learning International requires at least one of the following 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. Relevant laws and regulations
 - Student identifier Act 2014
 - Registers Privacy Policy
 - NSW Smart and Skilled Operational Guideline
 - Student identifier Regulation 2014