

Important Information for Schools, Parents and Students

VET in Schools – Unique Student Identifier

All students studying nationally recognised training in Australia after the 1st January 2015 will be required to have a Unique Student Identifier (USI). A USI is an account (or reference number) made up of numbers and letters. The USI will allow VET students online access to their training records and results (transcript) through their online USI account.

- A USI is not a School Student number or any other identifying number. It is a national number created for VET students to obtain statements of attainment or statements of qualification.
- Without a USI students cannot be issued the necessary documentation to demonstrate completion of a VET qualification.
- USI's are issued at no cost and students can view their records on-line.

From the 1st January 2015 all students wishing to enrol in a VET program at CDU will need to supply a USI number or provide CDU permission to obtain a USI number on their behalf.

2 ways of getting your USI

VET in School students wishing to study through CDU can;

1. Obtain a USI number for themselves by visiting www.usi.gov.au

Once you have your USI number you must use this number on your CDU enrolment form and keep your number safe for any future enrolments.

2. Provide CDU permission to obtain a USI on your behalf

In order to give CDU permission to obtain you a USI you will need to;

- Complete the required sections on the CDU USI Form. (attached to this document)
- Ideally attach a copy of the approved identification you used to complete the CDU USI Form. CDU strongly recommends that VETiS students use Medicare Card as their approved identification.

(Please Note; the name appearing on the Medicare Card or identification is the name that will be used for the USI.)

VET BUSINESS IMPROVEMENT

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**CHANGE
YOUR
WORLD**

Approved Identification

Driver's Licence Medicare Card Australian Passport
Visa (with Non-Australian Passport) for international students Birth Certificate
(Australian) Certificate Of Registration By Descent Citizenship Certificate ImmiCard

How can Parents help their child get a USI?

If you have Internet Access at home, you can assist your child obtain their USI by visiting www.usi.gov.au

Before you commence entering the details at the USI site, you need to ensure you have the approved identification you will use for your child available.

For most children this will be the family Medicare Card.

The name you use to create your child's USI must be the same as on the Medicare Card.

Once you have generated a USI for your child, keep it in a safe place for future reference and give a copy of the number to your child to put on the CDU enrolment form.

If you do not have Internet Access at home, you can assist your child obtain their USI by completing the CDU USI form that gives CDU permission to get a USI on behalf of your child. In order to complete the CDU USI Form you need to ensure you have the approved identification you will use for your child available.

For most children this will be the family Medicare Card.

Fill out the details on the form using the exact details on the approved identification (Medicare Card)

Ideally attach a copy of the identification used, or get your child to take a photo of the ID on their phone. (This is not a strict requirement. It is only to help with minimising errors)

How can Schools help their students get a USI?

Schools can assist by organising supervised internet access sessions for students that do not have Internet access at home.

This will require the student to bring approved Identification to school and then using this to complete their own USI request by visiting www.usi.gov.au

Once the student has generated a USI, it is important that they keep the number in a safe place for future reference and that they enter the number in the correct location on the CDU enrolment form.

Privacy Notice

If you do not already have a Unique Student Identifier (USI) and you want Charles Darwin University to apply for a USI on your behalf, CDU will only use the identification information supplied to generate the USI.

Once the USI has been generated all paper work associated with obtaining the USI will be destroyed.

CDU will not keep any copies of your identification used to create a USI on record.

For information about how Charles Darwin University collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to Charles Darwin University's Privacy Policy which can be found at www.cdu.edu.au/governance/policies/pol-032.pdf

Unique Student Identifier (USI) Form

Complete this form to allow Charles Darwin University to apply for a USI on your behalf

NOTE - If you do not possess one of the below Evidence of Identity documents; contact your VET Team to provide an acceptable alternate document as Evident of Identity.

PERSONAL DETAILS - * indicates a mandatory field

First Name *	<input type="text"/>
Middle Name	<input type="text"/>
Family Name *	<input type="text"/>
Date of Birth * (dd/mm/yyyy)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Country of Birth *	<input type="text"/>
Town/City of * Birth	<input type="text"/>
Gender *	<input type="checkbox"/> Male <input type="checkbox"/> Female
Country in which * you are studying	<input type="text"/>

CONTACT DETAILS - * indicates a mandatory field

Preferred Contact Method * ☐ Email ☐ Mobile ☐ Mail
Please provide contact details for preferred contact method only

Email Address	<input type="text"/>
Mobile Phone	<input type="text"/>
Home Phone (including area code)	<input type="text"/>
Country of * Residence	<input type="text"/>
Address	<input type="text"/>
Suburb/Town/ City	<input type="text"/>
State	<input type="text"/>
Post Code	<input type="text"/>

EVIDENCE OF IDENTITY

Provide details for any **ONE** form of ID. **IMPORTANT** - The details you enter **MUST** match the details shown on your chosen form of ID

DRIVER'S LICENCE DETAILS - * indicates a mandatory field

First Name	<input type="text"/>
Middle Name	<input type="text"/>
Family Name	<input type="text"/>
Date of Birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
State *	<input type="text"/>
Licence Number *	<input type="text"/>

MEDICARE CARD DETAILS - * indicates a mandatory field

Name *	<input type="text"/>
Medicare Card Number *	<input type="text"/>
Individual Ref Number *	<input type="text"/>
Card Colour *	<input type="text"/>
Expiry Date *	<input type="text"/> <input type="text"/>

AUSTRALIAN PASSPORT DETAILS

* indicates a mandatory field

First Name	<input type="text"/>
Family Name	<input type="text"/>
Date of Birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Document Number *	<input type="text"/>

VISA DETAILS (Non-Australian Passport holders)

* indicates a mandatory field

First Name	<input type="text"/>
Family Name	<input type="text"/>
Date of Birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Passport Number *	<input type="text"/>
Country of Issue *	<input type="text"/>

This form will be securely destroyed once your USI has been applied for and verified.

CITIZENSHIP CERTIFICATE DETAILS -

* indicates a mandatory field

First Name

Family Name

Date of Birth

Stock Number *

Acquisition
Date ***CERTIFICATE OF REGISTRATION BY DESCENT DETAILS**

* indicates a mandatory field

First Name

Family Name

Date of Birth

Acquisition
Date ***IMMICARD DETAILS - * indicates a mandatory field**

First Name

Family Name

Date of Birth

ImmiCard
Number ***BIRTH CERTIFICATE DETAILS - * indicates a mandatory field**

First Name

Family Name

Date of Birth

State *

For ACT, NT & SA Certificate

Registration
Number *

Date Printed *

Certificate
Number *

For NSW, VIC & WA Certificate

Registration
Number *Year of
Registration *

For QLD & TAS Certificate

Date of
Registration *Registration
Number *Year of
Registration *

This form will be securely destroyed once your USI has been applied for and verified.