

Unique Student Identifier (USI) Policy and Procedure

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1.0 Purpose

1.1....To ensure the Privacy Act and Student Identifiers Act obligations and responsibilities, and that government funded or subsidised training contract requirements for the data provision of student USI's are met.

2.0 Scope

2.1....This policy and procedure covers all enrolments of students into accredited training.

2.2....Under Standard 3 Clause 3.6 of the *Standards for RTOs 2015* Melbourne College of Hair and Beauty (MCOHB) is required to ensure that the RTO meets the requirements of the Student Identifier scheme, including:

- a) verifying with the Registrar, a Student Identifier provided to it by an individual before using that Student Identifier for any purpose;
- b) ensuring that it will not issue AQF certification documentation to an individual without being in receipt of a verified Student Identifier for that individual, unless an exemption applies under the Student Identifiers Act 2014; Access to the SMS where the USI will be stored and verified will be limited to those staff who are required to use the system as part of their daily duties.
- c) ensuring that where an exemption described in Clause 3.6 (b) applies, it will inform the student prior to either the completion of the enrolment or commencement of training and assessment, whichever occurs first, that the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the Registrar; and
- d) ensuring the security of Student Identifiers and all related documentation under its control, including information stored in its student management systems.

3.0 Responsibility

3.1....The Chief Executive Officer and or their delegate is responsible for the implementation of this policy.

3.2....The Operations and Admin manager are responsible for the daily management of this policy and procedures

3.3....This policy and procedure is applicable to:

3.4....prospective students and enrolled students, domestic and international, and all relevant staff of MCOHB.

3.5....This policy and procedure is made available to students via the website, and to all staff via staff portal.

3.6....It is the responsibility of students enrolling in accredited training to provide their USI.

3.7....It is the responsibility of Administration to conduct the USI verification process.

4.0 **Policy**

4.1....MCOHB will implement the national requirements for the Unique Student Identifier Act.

4.2....MCOHB will adhere to all legislative requirements. This policy specifies the requirements of creating and verifying a Student Identifier in accordance with the:

- *Privacy Act 1988*
- *The Student Identifiers Act 2014*
- AQC Qualifications Issuance Policy,
- *Standards for Registered Training Organisations (RTOs) 2015.*

4.3....All students enrolled at MCOHB are required to have a current USI and all activities relating to USI for students are managed to ensure privacy, accuracy, reliability and in accordance with the USI and Privacy Acts.

4.4....All personal information gathered for the purpose of obtaining and verifying a USI will be gathered, utilised, stored and destroyed in accordance with the USI Act.

4.5....Any of the following entities may request the Registrar to verify that an identifier is the student identifier of an individual, or to give the entity the student identifier of an individual:

- a. the individual;
- b. a Registered Training Organisation;
- c. a VET-related body;
- d. a VET admission body authorised by the individual to make
- e. a request under Division 3 Section 14 of the Student Identifiers Act 2014

The request must:

- be made in a manner and form approved by the Registrar; and
- include any information required by the Registrar.

5.0 Definitions

Accepted Student	Accepted student of a registered provider (Student) means a student (whether within or outside Australia): (a) who is accepted for enrolment, or enrolled, in a course provided by the provider; and (b) who is, or will be, required to hold a student visa to undertake or continue the course.
Applicant	A prospective student prior to receiving an official Letter of Offer
Authorised representative	Means an authorised representative of the RTO or an authorised Education Agent, who is permitted to undertake the enrolment assessment with a prospective international student.
Course	Full time registered University or vocational education and training courses or ELICOS courses offered by or through RTO and registered on Registered Providers CRICOS scope of registration.
Confirmation of Enrolment (CoE)	The Confirmation of Enrolment (CoE) is an official document that provides important information about an international student's enrolment status. This document is required to be submitted to the Department of Home Affairs before applying for a student visa.
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students.
Education Agent	A person or organisation (in or outside Australia) who recruits overseas students and refers them to education providers. In doing so, the education agent may provide education counselling to overseas students as well as marketing and promotion services to education providers. Education agent does not refer to an education institution with whom an Australian provider has an agreement for the provision of education (that is teaching activities).
Enrolment	Enrolment means where the student has been issued with a CoE and Letter of Offer to confirm acceptance by the registered provider and is occupying a place in the CRICOS registered course for which the student was accepted and is progressing towards the completion of the course requirements. The period of enrolment includes scheduled breaks between study periods.

ESOS Act	Education Services for Overseas Students Act 2000 revised 2018 of the Commonwealth of Australia.
ESOS Regulations	National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)
Full time study	The amount of study for a particular Course which is approved by the accrediting body for the Course, or in cases where the accrediting body gives no such approval, means minimum of 20 contact hours per week.
Genuine Student	An applicant that intends to obtain a successful educational outcome and has the language, education and material background to have a reasonable chance of achieving this educational outcome
Genuine Temporary Entry (GTE)	An applicant that has circumstances to support a genuine intention to enter and stay in Australia temporarily, notwithstanding the potential for this intention to change over time to an intention to utilise lawful means to remain in Australia for an extended period or permanently.
International Student Agreement	Registered providers must have a written agreement (learning contract) with each overseas student they accept for enrolment and it must be signed or otherwise accepted by the student. Written agreements can take any form provided they meet the requirements of the ESOS Act and the National Code.
Mode of Study	Attendance including face-to-face in a classroom, supervised study on the registered provider's campus, distance learning, online learning and work-based learning.
National Code	National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students.
Overseas Student	A person (whether within or outside Australia) who holds a student visa as defined by the ESOS Act but does not include students of a kind prescribed in the ESOS Regulations. Where the student is under 18 years of age and the student is required to exercise rights or enter obligations as a legal person, this term may refer to the student's parent or legal guardian.
Principal Course of Study	The principal course of study that refers to the main course of study to be undertaken by an overseas student where a student visa has been issued for multiple courses of study. The principal course of study would normally be the final course of study where the overseas student arrives in Australia with a student visa that covers multiple courses.

PRISMS	The Provider Registration and International Students Management System (the electronic system that holds CRICOS course and provider registration details and the electronic Confirmation of Enrolment) and reporting changes in course enrolment, particularly where study ceases (non-compliance), or the duration of the study changes. PRISMS also facilitates the monitoring of student compliance with visa conditions, as well as provider compliance with the ESOS Act.
Prospective Student	An intending overseas student (whether within or outside Australia) who intends to become, or who has taken any steps towards becoming, an overseas student
Pre-requisite	Means any requirement that the applicant must meet prior to being accepted into a course of study.
Recruitment	The pre-enrolment processes of engaging and assisting overseas students (or parent or guardian if the overseas student is under 18) to apply for a place in a course with a provider leading up to the formal enrolment, including assistance with administrative issues and the issuing of a Confirmation of Enrolment for an application for a student visa;
Registered Training Organisation (RTO)	Registered training organisations (RTOs) are providers and assessors of nationally recognised training that have been registered by the Australian Skills Quality Authority (ASQA).
Relevant Acts and Standards that govern this policy and procedure	<i>Education Services for Overseas Students Act 2000</i> Unique Student Identifiers Act 2014 Privacy Act 1988 <i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i> <i>Standards for Registered Training Organisations (RTOs) 2015</i>
Student Course Variation (SCV)	Is a Student Course Variation , created through PRISMS to inform the Dept. Home Affairs of any change to an accepted student's enrolment, or their failure to meet visa conditions.

Student Management System (SMS)	An approved NCVER AVETMISS Data Entry Tool for the collection and storage of a VET students information, collected by an RTO during the students course of study of an AQF accredited qualification.
Unique Student Identifier (USI)	A USI - Unique Student Identifier is a student's individual education identifier for life. It also creates an online record of their training attainments in Australia. If a student is undertaking either nationally recognised training, or a higher education qualification, they need a USI in order to receive commonwealth financial assistance, as well as to obtain their qualification or statement of attainment testamurs.
VET qualification	Means a qualification that is delivered to international students, is approved on the CRICOS register and is listed on the RTO's scope of registration on training.gov.au.
Visa Entitlement Verification Online (VEVO)	Is the Visa Entitlement Verification Online tool on the IMMI website used to verify student's study rights

6.0 Requirements/Process

- 6.1... The Unique Student Identifier (USI) number is a randomly generated alpha-numeric code which is made up of ten numbers and letters.
- 6.2... The USI gives students access to a single online record for their VET achievements. The USI number will be retained and recorded for all individual VET students with any nationally recognized VET course or accredited course that is undertaken from 2014 onwards, at no cost.
- 6.3... The USI system is designed to link relevant information about and to:
- a student's VET achievements regardless of where or where they studied;
 - enable students to access digital transcripts
 - provide students access to, and more control over, their educational information.
- 6.4... MCOHB will verify the USI in the Student Management System (SMS) and will assist to locate a student's USI (if applicable) through the SMS.
- 6.5... MCOHB will ensure that the information about the USI is made available through a link to the USI website via the Institute's website.
- 6.6... Within the USI scheme, the exemption applies where:
- An USI is not required if the courses are exempted by the Regulator from AVETMISS reporting (such as defence or national security grounds; or because they deliver emergency, fire, rescue or first aid training on a non-commercial basis to staff and volunteers) OR
 - where courses are delivered over a single day or less and a student is unable to provide a USI before completion of the course.

6.7... Individuals are exempted in the following situations:

- a. International students undertaking a course outside Australia;
- b. Students who have completed a course prior to 1 January 2015 and have not been issued with a qualification or statement of attainment;
- c. Students who have applied for and obtained an individual exemption in writing from the Student Identifier Registrar because they have a genuine personal objection to being assigned a USI.

6.8... MCOHB will ensure that where an exemption described in paragraph 7.7 above, MCOHB will inform the student prior to either the completion of the enrolment, or commencement of training and assessment, that the results of the training and assessment will not be accessible via the USI system and will not appear on any certification or transcripts provided by MCOHB.

7.0 MCOHB will offer assistance to students to obtain a USI if required:

7.1... In the application for enrolment form, students will be asked to provide their USI numbers. If they do not have one, they can choose two options, either creating one for themselves, or letting MCOHB to create one on their behalf. In order for MCOHB to create a USI, students will have to fill in the approval to create a USI form at ANNEX B of this policy and submit it with their enrolment form. The approval to create a USI form is also available on MCOHB's website.

7.2... This information is informed again for students at their orientation program. During the orientation, instructions on how to create a USI will be provided to students for completion of enrolment. After the session, students will have their USI created and will be able to enter their USI on the Student Portal.

8.0 USI for enrolment in chosen qualification procedure

8.1... MCOHB collects a student's USI at time of enrolment if issued and when provided will be verified the validity of the USI via the Student Management System (SMS).

8.2... In cases where a student does not provide a USI or consent to the Institute obtaining a USI on their behalf, Student Admission staff will enroll the student as **Pending** in the SMS.

International students in Australia (onshore):

8.3... International students, with an Australian Visa, studying in Australia will require a USI.

8.4... Passports are the recommended form of ID required to create a USI for this cohort, as the Visa is linked.

International students studying offshore:

8.5... An international student studying offshore who does not have an Australian passport, Australian entry visa or other Australian proof of ID required to create a USI, will not be required to create a USI.

8.6... A VET qualification or statement of attainment will be issued to international students studying overseas in accordance with the Qualification Issuance Policy.

8.7... MCOHB will ensure it reports AVETMISS compliant data for offshore international students in accordance with the Data Provision Requirements in the VET Quality Framework.

9.0 Application for the assignment of an identifier

9.1... RTOs are not required to create USIs for students, but they can do so with a student's permission.

9.2... An individual may apply to the Registrar for an identifier to be assigned to the individual.

9.3... The following entities may apply to the Registrar for an identifier to be assigned to an individual if authorised by the individual to make an application under this section:

- (a) a registered training organisation;
- (b) a VET admission body;
- (c) another entity.

The application must:

- a. be made in a manner and form approved by the Registrar and
- b. include any information required by the Registrar.

9.4... An application **MUST BE SUPPORTED** by verifiable and preferably photo identification (ID) documents. The following documents are acceptable forms of verifiable ID by the register.

- Australian drivers licence (including NSW & SA digital drivers licence),
- Victorian or other State and/or Territory learner permit,
- Foreign drivers licence in the English language or if not in the English language, must be accompanied by an official English translation or an International Driving Permit,
- Victorian proof of age card or an equivalent from another state or territory of Australia,
- Keypass card (including digital keypass),
- Australian passport,
- Non-Australian Passport (with Australian Visa),
- Australian Birth Certificate — please note a Birth Certificate Extract or Commemorative Birth Certificate is not sufficient,
- Certificate of Registration by Descent,
- Citizenship Certificate,
- ImmiCard.,
- Victorian marine licence,
- Medicare card,
- Previous academic transcripts/records,
- English language proficiency (the required IELTS score or other accepted English language proficiency score).

- 9.5... When a pending student provides a USI that is then verified, the enrolment will be changed to active in the SMS, and any outstanding certification can be issued.
- 9.6... MCOHB will ensure the security of Student Identifiers and all related documentation under its control, including information stored in its SMS.
- 9.7... It is the responsibility of the student to apply for and provide MCOHB and any partner organisation their USI.
- 9.8... The USI must be provided to MCOHB at the time of enrolment or before the student commences training.
- 9.9... In the event a student has difficulty with the application of the USI, MCOHB will apply for a USI on behalf of the student, only if given permission by the student in writing.
- 9.10. Permission must be given by the student, prior to MCOHB accessing the register and creating the USI.
- 9.11. The evidence gathered as proof of ID for the purpose of creating a USI will be securely held in the SMS until it is no longer needed.
- 9.12. Evidence gathered and used solely for the purpose for issuing of the USI will be destroyed using secure methods in the SMS as soon as practicable after the application is made or it is no longer needed for that purpose.
- 9.13. MCOHB will not provide a Certificate of Qualification or a Statement of Attainment to any student who does not have a verified USI recorded against their name, unless an exemption is in place as outlined in the Student Identifiers Act 2014.
- 9.14. If an exemption for USI does exist, MCOHB will inform the student prior to either the completion of the enrolment or commencement of training and assessment, whichever occurs first, that the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the USI Registrar.
- 9.15. MCOHB will verify each individual USI through their SMS.
- 9.16. MCOHB will ensure the USI is reported in accordance with the VET data collection and reporting requirements.

All Students will be provided with:

- Fact Sheet USI Student Quick Guide as developed by MY Skills for students to create their own USI
- USI Fact Sheet Student Quick Guide developed by MCOHB for students to create their USI
- USI Permission Form

Changes to this policy will occur at the time of:

- review or
- when required due to changes in the Student Identifier Act or
- as directed by the regulator
- Information relating to the USI and its' requirements will be maintained and updated on MCOHB's website

10.0 Procedure when student provides USI at time of enrolment

- 10.1. Required evidence supporting student identification is provided to MCOHB staff.
- 10.2. Permission form is retained on student file.
- 10.3. Students are provided with information and requirements relating to a USI. Students are obligated to read and agree to;
 - a. The USI privacy and terms
 - b. Provide MCOHB with their USI, or
 - c. Request MCOHB to check for an existing USI or to create a USI on their behalf
- 10.4. USI is provided to MCOHB at enrolment or orientation.
- 10.5. MCOHB is advised of the USI.
- 10.6. USI is entered into SMS and verified.
- 10.7. If verification does not succeed, student is contacted to confirm details.
- 10.8. When correct USI is received, SMS is updated and verified.
- 10.9. Personal information gathered as part of the USI identification process is destroyed.

Unique Student Identifier (USI) Factsheet Information for students

All students undertaking nationally recognised training must have a [Unique Student Identifier](#) (USI). This includes students who are undertaking Vocational Education and Training (VET) while at school.

The USI will allow students to access their enrolment and achievement record online through the USI Transcript Service for all VET learning completed from January 2015 onwards.

As a legal requirement, Registered Training Organisations (RTOs) must have a verified USI recorded for a student before issuing a qualification or statement of attainment. This includes school RTOs.

In limited circumstances, including where the student has declared they have a genuine personal objection to being assigned a USI, an [exemption](#) from applying for the USI may be requested.

What is a USI?

- A USI is a reference number made up of numbers and letters.
- The USI gives students access to training records and transcripts.
- The USI stays with a student for life and allows a student to see their training results from all providers. This includes all nationally recognised VET courses and qualifications.

Why do students need a USI?

- So that an RTO is able to issue a statement of attainment, or certificate, for nationally recognised training.
- For online access to their record of enrolment and achievement for VET learning.
- To provide evidence of their VET learning, for example, when applying for a job or further study.

Who applies for a USI?

- A student can apply for their own USI.
- The school may apply for a USI on behalf of a student with the student's permission, as long as they have been set up to do so.

What do students need to do?

A student can apply for a USI at the [Australian Government USI website - Get a USI](#). The student must then provide the USI details to their training provider (school RTO, TAFE or other training provider) or they will not receive a statement of attainment or qualification certificate.

To apply for a USI, the student must have suitable identification through one of the following:

- a. Australian Driver's licence
- b. Medicare card
- c. Australian Passport
- d. Non-Australian Passport (with Australian Visa)

Melbourne College of Hair and Beauty Level 1, 1 Star Crescent, Docklands, VIC, Australia 3008

Tel: +61 3 9650-1056

RTO No: 21943 — CRICOS: 02886G

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- e. Australian Birth Certificate — please note a Birth Certificate Extract or Commemorative Birth Certificate is not sufficient
- f. Certificate of Registration by Descent
- g. Citizenship Certificate
- h. ImmiCard.

Students without any of these forms of identification are still able to obtain a USI and should contact their RTO for assistance.

Students should record their USI and keep it in a safe place so that they can access their USI Transcript.

If students have further questions about the USI, or would like to request the RTO to apply for the USI on their behalf, they should contact the Student admin support staff. Students can also find further information at the [Australian Government USI website - student information](#).

What if a student forgets or loses their USI?

The USI can be retrieved online at [Australian Government USI student portal](#). If their RTO is their school, students can also ask the RTO for their USI as the RTO will have a record of it.

What if a student needs support during this process?

Students and families can let RTO staff know that they need reasonable adjustments and/or tailored support to complete the USI process. For example, the RTO can support a student to access the [Australian Government USI website](#).

What is an RTO?

A Registered Training Organisation (RTO) is any organisation that is registered to deliver nationally recognised training and qualifications. There are approximately 4000 RTOs in Australia including:

- high schools that provide nationally recognised training
- TAFEs and other government training organisations
- private/non-government training organisations
- employers and other organisations that provide nationally recognised training.

RTOs can offer qualifications at the level of:

- Certificates I, II, III and IV
- Diploma
- Advanced Diploma.

Useful website links

Further information on the USI can be accessed on the Australian Government USI website and at the following links:

- [About the USI and training](http://www.usi.gov.au/About/Pages/default.aspx) <http://www.usi.gov.au/About/Pages/default.aspx>
- [Create your USI step by step](https://www.usi.gov.au/students/get-a-usi) <https://www.usi.gov.au/students/get-a-usi>
- [Exemptions from the USI](https://www.usi.gov.au/students/individual-exemptions) <https://www.usi.gov.au/students/individual-exemptions>
- [VET transcripts student FAQs](https://www.usi.gov.au/transcripts/student-fags) <https://www.usi.gov.au/transcripts/student-fags>

- [USI Student portal](https://portal.usi.gov.au/student) <https://portal.usi.gov.au/student>

Unique Student Identifier (USI) Application and Privacy Form (Melbourne College of Hair and Beauty RTO No. 21943)

From 1 January 2015 if you are undertaking nationally recognised training the Commonwealth of Australia Government requires that you have a Unique Student Identifier (USI). This includes all students who are continuing a course they started prior to 2015, and all new students. You will not be issued with a certificate or statement of attainment without applying for a USI number.

Before completing either Part A or B of this form, students should review the Fact Sheet: Student Information for the Unique Student Identifier available at the USI website www.usi.gov.au/students and MCOHB's Unique Student Identifier (USI) Factsheet Information for students.

Part A Creating your own USI It is free and easy for you to create your own USI online!

You can create your own USI at the USI website and MCOHB ***strongly recommends*** that you do this yourself enrolling or attending orientation. Log on to www.usi.gov.au you will need to provide details of your identity when registering on the USI website. The process is simple and easy to use. Be sure to give permission to MCOHB to access your USI details by searching for **RTO No. 21943 Melbourne College of Hair and Beauty when obtaining your USI number then tick all the permission boxes. See Page 4 of this form.**

When you create your own USI, you should provide your USI to MCOHB as soon as possible so that you're USI can be verified and records updated. After obtaining your USI please enter on the space provided on the MCOHB Enrolment form or bring this form to the orientation session.

Distance learning students must obtain their own USI number as in above as MCOHB is unable to identify students unless meeting face to face.

Obtain then enter your USI Number here:

--

Please record carefully

Complete the Signature Panel *only* -at end of this form. (Do not fill out the identity panel) Return to MCOHB or bring to orientation session.

Part B MCOHB can create your USI for you (Residential students only)

While you may create your own USI, MCOHB is also able to create a USI for you if you are unable to do so. This applies only to students that MCOHB can identify face to face. (Distance learner students must obtain their own USI number as in Part A above.) This application form should be completed and returned to MCOHB as soon as possible for your USI to be created. Complete and sign both Signature and Identity panels and bring to the orientation session or MCOHB's office.

Part C USI Registrar Privacy Notice- Please read before signing this form (All students)

Notice: If you **DO NOT** already have a Unique Student Identifier (USI) and **YOU WANT** MCOHB to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf, MCOHB will provide to the Registrar the following items of personal information about you:

- ☐ 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.

When we apply for a USI on your behalf the Registrar will verify your identity. The Registrar will do so through the Document Verification Service (DVS) managed by the Attorney-General's Department which is built into the USI online application process if you have documents such as a Medicare card, birth certificate, driver licence, Australian passport, citizenship document, certificate of registration by descent, ImmiCard or Australian entry visa.

If you do not have a document suitable for the DVS and we are authorised to do so by the Registrar we may be able to verify your identity by other means. If you do not have any of the identity documents mentioned above, and we are not authorised by the Registrar to verify your identity by other means, we cannot apply for a USI on your behalf and you should contact the Student Identifiers Registrar.

In accordance with section 11 of the Student Identifiers Act 2014, we will securely destroy personal information which we collect from you solely for the purpose of applying for a USI on your behalf as soon as practicable after the USI application has been made or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

The personal information about you that we provide to the Registrar, including your identity information, is protected by the Privacy Act 1988. The collection, use and disclosure of your USI are protected by the Student Identifiers Act.

If you ask MCOHB to make an application for a student identifier on your behalf, MCOHB will have to declare that MCOHB has complied with certain terms and conditions to be able to access the online student identifier portal and submit this application, including a declaration that MCOHB has given you the following privacy notice:

You are advised and agree that you understand and consent that the personal information you provide to us in connection with your application for a USI:

- a. 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;
- b. 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 Vocational Education and Training (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 (NCVER) 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.

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 email usi@industry.gov.au or telephone the Skilling Australia Information line on 13 38 73, international enquiries +61 3 5454 5280. 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, which includes the following:

- ☐ misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs; and
- ☐ A failure by MCOHB to destroy personal information collected by you only for the purpose of applying for a USI on your behalf.
- ☐ For information about how MCOHB collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to MCOHB privacy policy which can be found at MCOHB's website

Signature Panel (all students)

..... Date / /

(Student Signature - acceptance of privacy statements and permission to obtain or verify USI number)

Name of student

Identification Verification Panel (If you want MCOHB to apply for a USI number on your behalf. ID to be shown to MCOHB admin staff member at start of your orientation session)					
Tick	ID Document	Number	Other		
	Driver's License no.		State		
	Medicare Card no.		Colour		ExpiryDate
	Australian Passport		Expiry		
	Visa (with non-Australian passport No.)		Country		
	Birth Certificate (Australia) no.			*please note a Birth Certificate extract is not sufficient	
	Certificate of Registration by Descent no.		Date		
	Citizenship Certificate no.		Date		
	Immi Card No.				
	Other accepted form of ID	Other ID details			
Above ID verified by MCOHB staff member		Staff members Name			
		Position			
Signature					

From www.usi.gov.au :

How to get a USI

It is free and easy for you to create your own USI online.

Steps to create your USI

The following steps show how you can create a USI:

Step 1: Have at least one and preferably two forms of ID ready from the list below:

- Australian drivers licence (including NSW & SA digital drivers licence),
- Victorian or other State and/or Territory learner permit,
- Foreign drivers licence in the English language or if not in the English language, must be accompanied by an official English translation or an International Driving Permit,
- Victorian proof of age card or an equivalent from another state or territory of Australia,
- Keypass card (including digital keypass),
- Australian passport,
- Non-Australian Passport (with Australian Visa),
- Australian Birth Certificate — please note a Birth Certificate Extract or Commemorative Birth Certificate is not sufficient,
- Certificate of Registration by Descent,
- Citizenship Certificate,
- ImmiCard.,
- Victorian marine licence,
- Medicare card,
- Previous academic transcripts/records,
- English language proficiency (the required IELTS score or other accepted English language proficiency score).

IMPORTANT: To make sure we keep all of your training records together, the USI will be linked to your name as it appears on the form of ID you used to create the USI. The personal details entered when you create a USI must match exactly with those on your form of ID. If you do not have proof of ID from the list above, you can contact your training organisation about the other forms of ID they can accept to help you get a USI.

Step 2: Have your personal contact details ready (email address, mobile number, address).

Step 3: Visit the USI website at: usi.gov.au.

Step 4: Select the 'Create a USI' link and follow the steps.

N.B: Be sure to give your ***RTO Melbourne College of Hair and Beauty RTO No. 21943*** permission to access your training records

Step 5: Agree to the Terms and Conditions.

Step 6: Follow the instructions to create a USI, it should only take a few minutes.

Upon completion, the USI will be displayed on the screen. It will also be sent to your preferred method of contact. If by email then forward it to admin@MCOHB.edu.au you should then write down the USI number and keep it somewhere handy and safe. For more information please visit:

www.usi.gov.au Or contact us at Email: usi@industry.gov.au Phone: Skilling Australia Information line – 13 38 73 To view this document online please visit: www.usi.gov.au

Melbourne College of Hair and Beauty Level 1, 1 Star Crescent, Docklands, VIC, Australia 3008

Tel: +61 3 9650-1056

RTO No: 21943 — CRICOS: 02886G

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