

USI

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What is a USI?

If you're studying nationally recognised training in Australia from 1 January 2015, you will be required to have a Unique Student Identifier (USI).

Your USI links to an online account that contains all your training records and results (transcript) that you have completed from 1 January 2015 onwards. Your results from 2015 will be available in your USI account in 2016.

When applying for a job or enrolling in further study, you will often need to provide your training records and results (transcript). One of the main benefits of the USI is the ability to provide students with easy access to their training records and results (transcript) throughout their life.

You can access your USI account online from your computer, tablet or smart phone anytime.

Fact sheets – the first release of fact sheets are now available to download

For Students

 Student Information for the USI (PDF 156KB) | [HTML plain text version](#)

This fact sheet has been designed for students and gives an outline of the USI and how students can create their own USIs.

How to get a USI

It's free and easy to create your own USI and will only take a few minutes of your time. Or if you like you can learn more about the steps to create a USI.

While most students will create their own USI, some training organisations will also be able to create your USI for you. Your training organisation might do this as part of your enrolment process when you begin studying. Where this service is provided your training organisation will let you know.

What are the benefits of the USI?

A key benefit of your Unique Student Identifier (USI) is that it will enable the consolidation of information on Nationally Recognised Vocational Education and Training (VET) completed by you after 1 January 2015 onwards. The information is based on the data about your training reported by your training organisations to the National VET Provider Collection managed by the National Centre for Vocational Education Research (NCVER).

Training organisations are required to submit this information to the NCVER at least once a year. From 2016, following the annual data collection, you will be able to access your USI account to view the information on your training online or to generate authenticated or extract printed transcripts, which you can provide to prospective employers. The information you will be able to view from that time will relate only to the training you completed after 1 January 2015 and reported to the NCVER by your training organisations.

When will my records and results appear in my USI account?

You may find that information about the training you completed is not included in your USI account immediately after completion or issuance of the qualification by your training organisation. In most cases this will be because your training organisation has not yet reported the information to the NCVER. Your training organisation will be able to tell you when they will provide their next report to the NCVER.

Are there any records and results that won't appear in my USI account?

Please note that some training organisations are exempted from reporting VET information to the NCVET. If your training organisation has been exempted from reporting to the NCVET, the training organisation must inform you of this and that information about your VET you undertake with that training organisation will not be included in your USI account.

Will my USI account have training completed before the 1 January 2015?

You should also note that it will not be possible for your USI account to include any information about the training you undertook before 1 January 2015 as such information is retrospective to the commencement of the scheme and the system is not designed to back-capture training completed before 2015.

Using your USI?

From 1 January 2015 you will need to give your USI to your training organisation when you enrol to study.

Students who need a USI include:

- students who are enrolling in nationally recognised training for the first time
- school students completing nationally recognised training
- students continuing with nationally recognised training

A student who is continuing study is a student who has already started their course in a previous year (and not yet completed it) and will continue studying after 1 January 2015.

Once you create your USI you will be able to:

- give your USI to each training organisation you study with
- view and update your details in your USI account
- view and download your training records and results (transcript) from early 2016 onwards
- manage who can view your transcript

Please note that your USI account will not have your records and results (transcript) for the first year and will available in 2016.

STEPS TO CREATE YOUR USI

USIs are free for all students

The USI scheme is free. The USI Office does not charge a fee for individuals creating their USI and maintaining their USI account, which will bring together their records of nationally recognised training completed after 1 January 2015.

Individuals can [create their USI](#) for free by themselves. It is a quick and easy process and will only take a few minutes of your time. Or if you like you can learn more about the steps to create a USI below.

Step 1 Get at least one [form of ID](#) from the list below ready:

[Driver's Licence](#)

[Medicare Card](#) (this includes a current family Medicare card where your name is included)

[Australian Passport](#)

[Visa \(with Non-Australian Passport\)](#) for international students

[Birth Certificate](#) (Australian) *please note a Birth Certificate extract is not sufficient

[Certificate Of Registration By Descent](#)

[Citizenship Certificate](#)

[ImmiCard](#)

IMPORTANT: The details you enter when you create your USI must match exactly with those shown on the [form of ID](#) used.

If you have no [form of ID](#) from the list above, please contact your training organisation or the training organisation you intend to study with.

[More information on proof of ID and different types.](#)

Step 2 Click on '[Create your USI](#)'.

Step 3 Agree to the [terms and conditions](#).

Step 4 Fill in your [personal](#) and [contact](#) details.

Step 5 Enter the requested details as shown on your form of ID (see list above).

Step 6 Set your USI account [password](#) and [questions](#) for security.

Step 7 Your USI will now be displayed on the screen.

Step 8 You should write down your USI somewhere safe or enter it into your phone for safe keeping.

Step 9 Your USI will also be sent to you by either your email, phone or by mailing address (which ever you choose as your preferred contact method when creating your USI).

Step 10 Be sure to bring your USI with you each time you enrol in VET.

And remember creating your USI is free!

Duplicate USI

When you create your USI the system will check existing accounts and advise if there is a USI account already established. If you or your training organisation become aware of the possibility of you having two USIs, either party should report the issue to the USI Office. The USI Office will work with the relevant parties to resolve the issue and advise you of the outcome.

Forgotten USI

Of you forget or lose your USI you can retrieve it online. You will need to enter a few details to verify who you are to display your USI. The details must be the same as those you entered when you applied for a USI or, if you did so, when you last updated your USI account.

PROOF OF ID

To create your Unique Student Identifier (USI) you will need use a valid Australian form of ID from the list below.

Your proof of ID will allow us to make sure that your records and results (transcript) always go to your USI account and not another account with similar details.

By using some details from a form of ID when you create your USI it allows us to identify you so we can make sure your USI is truly unique to you.

Form of ID

When you create your USI or when someone creates a USI on your behalf, the USI Registry System will confirm the details you have entered match exactly with those shown on your chosen form of ID from the list below.

Driver's Licence
Medicare Card
Australian Passport
Visa (with Non-Australian Passport)
Birth Certificate (Australian) *please note a Birth Certificate extract is not sufficient
Certificate Of Registration By Descent
Citizenship Certificate
ImmiCard

Important: The details you enter MUST match the details shown on your form of ID

Once you have entered your details from your form of ID when creating your USI, the USI Registry System will then be able to check and confirm your identity using a system called the 'Documentation Verification Service' or DVS.

If you don't have a valid form of ID from the list below please contact your training organisation for assistance.

I'm a school student

If you're a school student you may also be studying nationally recognised training as part of your studies. In this case you will need to create a USI.

Your USI will be used to store your records and results (transcript) and you will be able to continue using your USI even after you have finished school but continue training.

While you can create your own USI, your school could offer to create your USI on your behalf (with your permission). Even though your school knows who you are, the school would still need you to use some details from a form of ID in the list above. This is done to allow us to ensure your current and future training records stay together regardless of where and when you complete your training.

School students who are not participating in nationally recognised accredited training do not require a USI.

Your Personal Details

When you create your Unique Student Identifier (USI) you will need to enter some personal details about yourself. This allows us to make sure your records and results (transcript) go to your USI account and not to the wrong person.

The personal details we collect include:

- Your name
- Your gender
- Your date of birth and where you were born
- Country in which you're studying

We also collect your contact details and ask you to choose the way you want us to contact you. This can include email, your mobile phone or a mailing address.

You may update your personal details (such as name and contact details) at any time in the USI Registry System. To make some changes a form of ID showing the new details is required (e.g. Date of Birth, Family Name).

Contact detail changes do not require a form of ID.

Training organisations can also update your personal details in the USI Registry System if they have your permission.

Important: The details you enter MUST match the details shown on your form of ID

First Name

Sometimes called given name, forename or Christian name.

Nicknames or abbreviated names may not be used unless they match your form of ID.

Middle Name (optional)

Sometimes called second name or second given name.

Nicknames or abbreviated names may not be used unless they match your form of ID.

Not everyone has one and some people have multiple middle names.

Family Name

Sometimes called surname or last name.

Nicknames or abbreviated names may not be used unless they match your form of ID.

One Name

In some societies it is common for people to have one name. If you only have one name on your form of ID then you will need to select 'No, I only have one name' under Name Details when creating your USI.

Date of Birth

Your Date of Birth must be the same as shown on your form of ID. If you do not know your date of birth, please contact the Training Organisation where will be studying for assistance.

Country of birth

Country of Birth is the country in which you were born.

Country of birth can also be called Fatherland, motherland, homeland, mother country or old country.

If the name of your country of birth has changed, please use the new name.

Gender

Your Gender means whether you are male or female. Sex is another term for gender. Your gender must be the same as shown on your form of ID.

- If you wish to have your gender recorded as 'unspecified', please contact us to create your USI.
- If you're using your Australian Passport as proof of ID and your gender has been recorded as 'x' in your passport, you will need to contact us to create your USI.

Town/City of Birth

Your Town/City of Birth is the town/city in which you were born. Hometown or place of birth may be other terms used for town/city of birth.

If you were not born in a town or city, e.g. in a rural area, please enter the closest town or city to where you were born.

If your name of the town/city of birth has changed, please use the new name.

Country in which you are studying

The Country in which you are studying is the country in which you are physically undertaking your study.

If you are studying on-line but are physically located in another country, you will need to select Australia as the Country in which you are studying.

If you are applying for a USI and are not currently enrolled in a training course you must select Australia as the Country in which you are studying.

Your Contact Details

When you create your Unique Student Identifier (USI) you will need to enter your contact details so we can contact you if we need to.

You can choose the way you want us to contact you by selecting:

- Email
- Mobile phone
- Mailing address

You may complete all fields or just the preferred contact method chosen. No matter which option you choose we still need your country of residence.

Why would you contact me?

It is important that these details are up-to-date and correctly entered. The contact details will be used to:

- send you a link to activate your USI account
- advise you if your USI account details are changed
- reset and advise you of a new password if you requested one
- respond to your enquiries and help requests

After you have created your USI it will be displayed on the screen for you to record. But we also send your USI to you for safe keeping, which is why we ask how you want to be contacted.

If you change your contact details in the future please ensure you update your USI account.

Hide Contact Details

Select 'Hide Contact Details' if you do not want your contact details displayed to organisations you have given permission to view and update your USI account.

Note: If you use mail as your preferred contact method you will need to access a computer to activate your USI account or change your password.

Email

Your Email Address is the email address where you want your emails sent. Ideally you will use an email address that is unique to you. If you do not have an email address when creating your USI, you can leave this field blank.

Mobile Number

Your Mobile Number is the mobile number on which you may be contacted or receive SMS messages. Cell number is another term used for mobile number. If you do not have a mobile number when creating your USI, you may leave this field blank.

Home Phone Number

You may also add your Home Phone Number as an extra phone number on which you may be contacted as well as your chosen method of either email, mobile phone or mailing address.

Address

Your address is where you can be contacted by mail. This can be either a post office box, locked bag address or your home address, including street number and street name. You may leave this field blank.

Suburb/Town/City

Suburb/Town/City relates to where your address is located.

State

State relates to the State or Territory where your address is located.

Postcode

Postcode relates to the Suburb/Town/City of your address.

Your Password

For your security your Unique Student Identifier (USI) account is protected by a password, and check questions and answers.

You will need to set these up when you create your USI and it is important to choose a password, and check questions and answers that you can remember.

If your training organisation created a USI on your behalf you will need to set up your password, and check questions and answers when you activate your account.

When your training organisation creates your USI, you will be sent a link inviting you to activate your account, or the first time you attempt to open your account.

Password

Your USI account will be protected by a password to secure your records and results and personal information. To do this we ask you to create a password that uses a combination of numbers, letters (both upper and lower case) and other symbols/characters (such as "!" and "&").

Creating your password

A valid password must EITHER be:

1. At least nine (9) characters long and contain three (3) of the following character sets:

- Lowercase letters a-z
- Uppercase letters A-Z
- Numbers 0-9
- Special characters (!, @, #, \$, %, ^, &, *)

For example: P4j6k&24Y

2. OR a minimum of 12 characters from one character set.

For example: aeobgujkwtsrt

Password indicator

Your password will be automatically rated for security strength by an indicator on the right hand side of the screen. The indicator will show the following ratings for your password:

- Strong password will show 3 green boxes. A strong password will contain a combination of all four character sets listed above.
- Medium password will show 2 yellow boxes. A medium password will contain a combination of three character sets listed above.
- Weak password will show 1 red box. A weak password will contain a combination of one or two character sets listed above and requires a minimum of 12 characters in length.

For example:

PdR794aL* is a strong password
ung187FDE is a medium password
hipopotamus is a weak password

Note: The password must not be the same as your USI.

We recommend that you create a strong password and also make sure you keep your password somewhere safe and secure where you can easily get it when needed.

Forgotten Password

If you have forgotten your password you will need to answer your check questions and enter details of one form of ID.

Step 1 - Enter your USI

Step 2 - Answer your check questions

Step 3 - Enter details of one of the following forms of ID:

- Driver's Licence
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport) for international students
- Birth Certificate (Australian) *please note a Birth Certificate extract is not sufficient
- Certificate Of Registration By Descent
- Citizenship Certificate
- ImmiCard

Step 4 - You will then be asked to enter and confirm your new password, and then select Save.

Important: The details you enter **MUST** match the details shown on your form of ID

Reset your Password

To reset your password login to your account. You will then be asked to:

1. Select 'Change Password'
2. Enter current password
3. Enter new password
4. Confirm new password
5. Click on 'save' button.

Your USI Check Questions

For your security your Unique Student Identifier (USI) account is protected by:

- a password
- two check questions (also called security questions)

You will need to set these up when you create your USI and it is important that you create answers to your check questions that you can remember.

If your training organisation created your USI on your behalf, you will need to set your check questions and answers when you activate your account. You will activate your account the first time you enter it.

Check Questions

Your check questions will be used to assist in identifying you if you:

- Forget your password and need to reset it
- Forget your USI
- If you contact the USI Registrar
- If we find a USI account that matches your details

Below is the list of USI check (security) questions you can chose from. Your answers must be less than 40 characters.

Questions and Answers

1. What was your childhood nickname?
2. What is the name of your best friend?
3. What street did you live on in primary school?
4. What is your oldest sibling's middle name?
5. What primary school did you attend?
6. What is your oldest cousin's first and last name?
7. What was the name of your favourite animal?
8. In what city or town did your mother and father meet?
9. What was the last name of your primary school teacher?
10. What is your grandmother's maiden name?
11. In what city or town was your first job?
12. Where was your wedding reception held?

Using your USI

The information below may be useful if you have created your Unique Student Identifier (USI) (or your training organisation created it on your behalf) and now you would like to know how to use it.

Give your USI to your Training Organisation

As of 1 January 2015 you will need to give your USI to each new training organisation that you want to enrol to study with. This will normally happen at enrolment.

There are several ways you might give your USI to a training organisation depending on how you enrol.

Some might:

- ask you to enter it as part of online enrolment
- ask you to email it
- have you write it down with other enrolment details

Your training organisation will then need to check that your USI is correct because there might have been a mistake when you gave it to them.

By using your:

- first name
- last name
- date of birth

your training organisation will then be able to check your USI. Only then will they be able to use the USI to store your records and results (transcript). This process is called 'verifying a USI'.

Training organisations will be using the USI Registry System just like students. But where students have USI accounts for receiving their records and results (transcript), training organisations have access to the USI Registry System for sending in your records and results (transcript).

Forgotten USI

If a student cannot remember their USI or if they forgot they have one, the USI Registry System can be used to find it through the 'Forgotten USI' function.

A student's training organisation can also use the 'find' function in the USI Registry System to retrieve an existing USI.

If the student is unable to recover the USI by other means, the student can contact the USI Office for assistance.

Sharing your records and results (transcript)

You might want to share your USI records and results (transcripts) with a new training organisation or with an employer to help you get a job.

For example:

- sometimes when you enrol to study a new course you find you have completed some of the units already in previous study

- you might need to prove you have completed previous courses or units for a new course

The USI can be used to link all training completed after 1 January 2015. For training completed before 2015 this means you will still need to find and bring in your paper certificates or other evidence because the USI Registry System can not store training records completed prior to 1 January 2015.

To share your records and results (transcript) with your new training organisation you login to your USI account and give permission for your new training organisation to view your records and results (transcript) for a set amount of time.

Giving a training organisation permission to view your records and results (transcripts) is an easy way for you to share information with them.

When you give permission for a training organisation to view your records and results (transcript) you can:

- choose if they can see both your personal and contact information
- or just your personal information and not your contact information

This might be useful when enrolling in a new course. To save you time filling in a new form you can simply give the training organisation permission to view your details.

Create a copy of your records and results (transcript)

You can also create a copy of your records and results (transcript) or just a part copy of your records and results, called an extract, from your USI account. To do this you will simply choose the parts of your training you want to include in your part record and then create a file. This will be useful when you want to show an employer the relevant parts of your study when you apply for a new job.

When you create a full transcript or an extract of your records and results you will then be able to email or print them as you need. This function will be available in 2016 when results become available in USI accounts.

Updating your details

You might want to update your personal or contact details in your USI account.

Step 1 - Login in to your USI account

Step 2 - Only one personal detail can be changed at a time.

Step 3 - If you wish to update the following personal details, you will need to enter details from a form of ID that matches the change you are making:

First Name
Family Name
One Name
Date of Birth
Gender

Note: To update or change your gender an Australian Passport must be used. If you do not have an Australian Passport please contact the USI Office.

Training Records & Results **(Transcripts)**

If you're studying nationally recognised training in Australia from 1 January 2015 your training organisation will submit your training records and results (transcript) so that they will appear in your Unique Student Identifier (USI) account.

Your training records or results can also be referred to as:

- your transcript
- your vocational education achievements
- your qualifications
- your enrolments
- your statement of attainment

Your USI account will be updated at least once each year to include study you have completed that year. That means all study completed in 2015 may not be submitted by your training organisation until early 2016. So for the first year your USI account will not contain any records or results and this is normal.

After early 2016 you will be able to get your training records and results (transcript) online from your computer, tablet or smart phone and provide it to any new training organisation or an employer.

Some special types of training are nationally recognised training but are not required to be recorded. These types of training relate to training delivered which would impact on national security or the delivery of vital services.

Will my training organisation still give me my results directly?

Yes. As long as you have provided your training organisation with your USI, you will still be able to receive your results directly from your training organisation, as happens now.

Nationally Recognised Training

What is Nationally Recognised Training?

Nationally recognised training is training that is provided by registered training organisations.

Only registered training organisations (RTOs) can deliver nationally recognised training and issue nationally recognised qualifications (or statements of attainment).

If you're not sure if you are studying nationally recognised training, you can:

- ask your training organisation
 - **or**
- you can visit the training.gov.au website which lists all nationally recognised training organisations. If the training or the training organisation you wish to enrol in is not listed on training.gov.au, it is not nationally recognised training.

This training is designed to meet a standard of skills that you will need for the workplace. It will lead to a nationally recognised qualification. This means that the training you complete meets industry standards.

Governments have been collecting some information on nationally recognised training for many years but these records are not linked to individuals so that training you completed before 1 January 2015, will not be included in your training records and results (transcript) and will not appear in your Unique Student Identifier (USI) account.

From 2015 most registered training organisations will provide training records and results (transcripts) to the National VET Provider Collection at least annually or on a more regular basis. These records will be the basis for the (your) training records and results (transcript) accessed using the USI (in your USI account).

Your Training Organisation

What is a Training Organisation?

A registered training organisation is any organisation that is registered to deliver nationally recognised training and qualifications.

There are currently around 5000 registered training organisations (also known as RTOs) in Australia and they can include:

- TAFE's and other government training organisations
- Private/non-government training organisations
- Some high schools that provide nationally recognised training
- Some employers and other organisations that provide nationally recognised training

To find out if your training organisation is registered to provide nationally recognised training please visit training.gov.au or ask your training organisation.

Training organisations can offer qualifications at the following levels:

- Certificates I, II, III and IV
- Diploma
- Advanced Diploma
- Vocational Graduate Certificate
- Vocational Graduate Diploma

Note: Sometimes students enrol with a training organisation just to complete part of a course, a module or a single unit that they want or need for their job and for this you will still require a USI.

Student Terms & Conditions

To create your Unique Student Identifier (USI) you must tick the box where it says 'I agree to the above terms and conditions'.

This applies when you are creating your USI or for any other reason you enter the USI Registry System.

Please find below in full the terms and conditions when you create your USI.

TERMS AND CONDITIONS

It is important that you understand and you must agree to the Terms and Conditions before using this website.

PLEASE READ CAREFULLY THE INFORMATION BELOW

Disclaimer
Security Statement
Accessibility information

APPLYING FOR A USI

Your Personal Information

The Student Identifiers Act 2014 authorises the Student Identifiers Registrar to collect personal information about you. When you apply for a USI you will be asked to provide some personal information without which a USI cannot be assigned to you. This will include:

- your name, including first or given name(s), middle name(s) and surname or family name;
- your date of birth;
- your city or town of birth;
- your country of birth;
- your gender; and
- your contact details, so the Student Identifiers Registrar can contact you to provide you with your USI and explain how you can activate your USI Account.

The reason that you are asked to provide personal information is to ensure that your USI is correctly assigned to you – and so that if you forget your USI the Student Identifiers Registrar can easily provide it to you if you need it.

Your Identity

When you apply for a USI you will also need to verify your identity. You can choose to provide your identify information from a range of documents including your Medicare card, birth certificate, driver licence, Australian passport, citizenship document, your visa (with non-Australian passport) or ImmiCard.

The information you provide as evidence of your identity in this application will be checked automatically with the document issuing agencies (for example, Medicare Australia).

If you do not have any of these identity documents available you can click here for more information.

Your Privacy

The personal information that you provide to the Student Identifiers Registrar is protected by the Privacy Act 1988. The collection, use and disclosure of your USI is protected by the Student Identifiers Act 2014. Further information about the protection of your information, including how you can access and seek correction of your personal information held by the Student Identifiers Registrar, how to make a complaint about a breach of your privacy and how such complaints are handled, is contained in the Student Identifiers Registrar's Privacy Policy.

Privacy Notice

I understand that the information provided by me through the USI application:

- is collected by the Student Identifiers Registrar for the purposes of processing my application for, verifying and giving a USI, resolving problems with a USI, and creating authenticated VET transcripts;
- may be disclosed to:
 - Commonwealth and State government departments and agencies, Boards of Study, and specified VET-related bodies for:
 - the purposes of administering and auditing vocational education and training ('VET'), including 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 me, 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 me and reporting on these courses;
 - the National Centre for Vocational 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 the information;
- will not otherwise be disclosed without my consent unless authorised or required by law.

I understand and acknowledge that giving of false or misleading information is a serious offence.

APPLYING FOR A USI ON BEHALF OF ANOTHER PERSON

If you are applying for a USI on behalf of another person you must have the consent of that individual.

I understand and acknowledge that giving of false or misleading information is a serious offence.

AGREEING TO THE TERMS AND CONDITIONS

I have read the information in relation to:

- the Disclaimer
- the Security Statement
- the Accessibility information
- your personal information
- your identity
- your privacy
- your understanding
- applying for a USI on behalf of another person

I understand and acknowledge that giving of false or misleading information is a serious offence.

Disclaimer

Definitions

Harmful Code means any form of harmful surreptitious code or other contaminants, including viruses, bugs, trojan horses, spyware or adware.

Loss means loss, damage, cost or expense (to any person or property) including consequential or indirect loss or any loss of profits, data or revenue.

Agency means any agency (including departments) of the Australian Government.

You and your means the user of the Student Identifiers Registrar website.

Our, us and we means the Student Identifiers Registrar.

The Student Identifiers Registrar

Strives to protect information you provide on the Student Identifiers Registrar website. We will use all reasonable endeavours to ensure that Student Identifiers Registrar website and your information are not compromised. However, we cannot guarantee that no Harmful Code will enter the Student Identifiers Registrar website. You should be aware of the risks associated with using websites.

Recommends that you use appropriate and up-to-date firewall and anti-virus software to protect your computer systems.

Advises that if you experience a problem or loss that is caused by the information you send to or via the Student Identifiers Registrar website, your computer being compromised in some way or by something beyond our control, we cannot take responsibility for causing the problem. We will, however, do our best to help you if we can.

Advises that where connection to a system or website outside our control compromises the objectives of the Student Identifiers Registrar website we may sever links to that website or system.

Security Statement

The Student Identifiers Registrar Security Responsibilities

The Student Identifiers Registrar will make every effort to ensure that:

- the data you give us will be safe.
- your data is stored at a secure facility.
- regular backups of data are performed to ensure it can be recovered in case of a disaster.
- all access to the system is logged and
- if any unauthorised behaviour occurs, the logged data will assist us in identifying and resolving the issue.

Protecting your computer

You should:

- Install and activate security software on your computer.
- Ensure your security software includes anti-virus, anti-spyware, firewall and anti-spam filter.
- Run regular scans of your computer for viruses.
- Remember to update your security software to ensure you are always running the current version.

Other steps you should take help protect your computer include:

- Check your Internet browser's security settings for ways to make your browsing more secure.
- Do not open email attachments if you do not know the sender.
- Only download files from reputable Internet sites.
- Be wary when exchanging files with colleagues or friends.
- Never click on hyperlinks in emails received from unknown sources.

Protecting your password

You should:

- Never share your password with anyone.
- Never send your password via email.
- Make your password as strong as possible.

Contact us

Please contact us to report any suspicious or unauthorised activity relating to your use of the Student Identifiers Registrar. This will help us make the Student Identifiers Registrar website as secure as we can.

Accessibility

Under the Disability Discrimination Act 1992, Australian Government agencies are required to ensure information and services are provided in a non-discriminatory accessible manner.

The Student Identifiers Registrar website has been designed to meet the Australian Government standard established in respect of this requirement.

The Student Identifiers Registrar is currently compliant with the Web Content Accessibility Guidelines version 2.0 1 (WCAG 2.0) standard. WCAG 2.0 is a technical standard developed under the Web Accessibility Initiative of the World Wide Web Consortium (W3C).

If any information or service provided by the Student Identifiers Registrar is inaccessible to you or you are experiencing problems accessing content for any reason, please contact us.

Student privacy & Security

Protection of students privacy

Your Unique Student Identifier (USI) account contains personal information, contact details and access to your training records and results (transcript). The USI Registry System has been designed to keep this information safe and secure and is only accessed by those organisations listed in the terms and conditions.

The USI Registry System also allows you to choose which training organisations can see this information and when.

Your Privacy

The personal information that you provide to the Student Identifiers Registrar is collected, used, and may be disclosed, in accordance with the provisions of the Student Identifiers Act 2014 and the Privacy Act 1988. The Student Identifiers Registrar's Privacy Policy provides information about the protection of your information, including how you can access and seek correction of your personal information held by the Student Identifiers Registrar and how to make a complaint about a breach of your privacy and how such complaints are handled.

The Student Identifiers Registrar's Privacy Policy can be found [here](#).

Training organisations

If you give permission for a training organisation to view your records and results (transcript) you can also choose:

- If they can see your personal and contact information.
- Just your personal information and NOT your contact information.
- For how long a training organisation may see your records and results (transcripts) (e.g. a week, a month, a year).

Create a copy of your record and results (transcript)

If you choose to create a file copy or part copy (extract) of your records and results. Your actual USI number will not appear on this document because it is private and protected. It will only contain your name and the records and results if a full record (also known as a 'transcript') or a part-record (also known as an 'extract') of the records and results you want included.

Who has my USI?

There are laws that protect your USI and they say that your USI must not be collected, used or disclosed by anyone except as allowed by the legislation. See Terms and conditions. But anyone that has a record of your USI is to protect that record from misuse or unauthorised access.

Your privacy is further protected by laws requiring that any personal information collected by a training organisation solely for the purpose of creating a USI on your behalf is to be destroyed after the USI is created. For example if you gave them a copy your driver's licence or Medicare card as proof of ID for creating a USI, that copy must be destroyed unless it is collected for another purpose.

The personal details of individuals held by the Student Identifiers Registrar will be protected by the Privacy Act 1988 (Cth). In addition, the Student Identifiers Act 2014 establishes a confidentiality scheme for the USI.

Student Security

The key principle underpinning the USI initiative is that individuals will have control over their USI and can determine who can have access to the personal and educational records associated with it, including training providers or others. The USI ICT system is being specifically designed and built to incorporate these important safeguards.

Where is my USI stored?

For safety and security your personal details are held in a different location to your training records and results but your USI is held in both locations.

Your USI will be stored by the USI system, along with some personal information about you, such as your name, date of birth and a way of contacting you such as an email address. The USI will also be held by the National Centre for Vocational Education Research (NCVER) in a separate database along with your training records.

Then each time you login into your USI account the two systems will talk to each other and your personal information and training records and results will both appear in your account even though the information comes from two different locations, as required by law. This happens because the protection of your USI and the information it stores is paramount so these safeguards are in place.

Who is the regulator?

The Australian Information Commissioner will be the key regulator of the privacy and confidentiality aspects of the laws covering the USI and will have the capacity to investigate and impose a range of sanctions against anyone in breach of these laws.

The laws will require that all records of USIs, including those kept by a training provider, must be protected from:

- misuse
- interference and loss
- unauthorised access
- modification
- disclosure

It also provides for the Australian Information Commissioner to investigate any breach of USI confidentiality as if it were interference with the privacy of an individual for the purposes of the Commonwealth Privacy Act.

The USI legislation will require training providers to destroy copies of a students' evidence of identify documentation (for example a copy of a drivers licence, Medicare card or birth certificate) that is collected solely for the purposes of creating a USI.

Compliance

Compliance and auditing of training providers is the responsibility of the three VET Regulators:

- Australian Skills Quality Authority (ASQA)
- Training Accreditation Council, Western Australia (WA TAC)
- Victorian Registration and Qualifications Authority (VRQA)

The Australian Information Commissioner will be the key regulator of the privacy and confidentiality parts of the USI and will be able to conduct audits, undertake investigations and impose a range of sanctions.