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USI Policy

Purpose

From the beginning 2015 all students are required to have a Unique Student Identifier and certificates and statements of attainment can no longer be issued to students who do not have a Unique Student Identifier.

All students continuing from 2015 are required to have a USI number.

The USI is a national system and it does not replace or relate to the Victorian Student number.

Further information on the USI, refer to www.usi.gov.au

Responsibility

The CEO is responsible for this procedure and to ensure that staff are aware of the application of this procedure and that staff implement its requirements.

Requirements

Is to meet national data reporting requirements and for government funded or subsidised program eligibility confirmation and other matters in accordance with the authorisation in the Student Identifiers Regulation 2014.

The student Identifiers Registrar’s Privacy Policy is available at <http://www.usi.gov.au/Pages/privacy-policy.aspx> It contains information about how the individual may: Access and seek correction of the personal information held about them; and Complain about a breach of privacy and how such complaints will be dealt with.

One of the following forms of ID is required. Important: The details you enter MUST match the details shown on your form 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

Definitions

USI: Unique Student Identifier

Methods

All students will be informed of the USI requirement during their pre-enrolment interview

Students cannot be successfully awarded a statement of attainment or qualification until they have a valid USI number

Students must be given the option to apply on their own or grant permission to Merinda Park to apply on their behalf.

Students will sign permission clause if they prefer Merinda Park to apply for their USI on their behalf.

If the student does not have a USI, one can be created on their behalf. To do this the following is required:

- Have the mandatory information entered into the client's record on Vettrak,
- Record information about person's identity documents on Vettrak
- Send the request to the USI service via Vettrak

If a student already has a USI, you need to verify this with the USI service via Vettrak, to ensure that it is correct.

Before verifying a student's USI, the following information must be entered into Vettrak:

- Name (either surname and given name, or single name if the client only has one name)
- Date of birth
- USI number