STATEMENT OF ATTAINMENT

Unique Student Identifier (USI) number

From 1 January 2015 students enrolling in nationally recognised training in Australia will need a Unique Student Identifier (USI). The USI is a form of file number that will link students to their training records which are held in the national training collection.

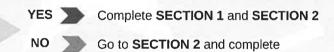
Training organisations must ensure that they have recorded a valid USI for each student when they report on training activities or issue an AQF certification document, such as a statement of attainment.

IMPORTANT INFORMATION. Please read and complete as directed below.

- If you do <u>not</u> have a Unique Student Identifier (USI) the QRA cannot issue you a Statement of Attainment for the course.
- If you already have a USI, you can provide your USI and the QRA will verify OR
- You can complete the required information and give QRA permission to create a USI on your behalf.

The QRA cannot issue you a Statement of Attainment for the course without a USI

DO YOU HAVE A USI?



SECTION 1



YOU HAVE A USI

(Note: a USI is not your Student number from your Learning Institution, School, TAFE or University)

If you have created a USI, the QRA must verify the USI number.

The verification process requires you to provide the information in **SECTION 1** below

AND in **SECTION 2** (over page).

USI Number

	I know my USI number: (USI is 10 digits including numbers and letters	5)
OR	USI number: to be verified by QR	Α
>	I have a USI but have forgotten it and: I request QRA to search and verify the USI number on my behalf	

Now, GO TO SECTION 2 AND COMPLETE in full.

The QRA cannot issue you a Statement of Attainment for the course without a USI



If you do not have a USI, you may request the QRA to create a USI on your behalf by completing SECTION 2 below

- ALC: 1	All students to complete items 1, 2 a	nd 3 below
1	DENTIFICATION	
•	One form of ID from the following documents accepted for the US	I Registry system:
ONLY	tick box for ID you have used, or that will be used, to create your USI rethese ID documents are accepted. No others. Priver's Licence (issued in Australia) STATE issued	
	Colour of card Card Number	
	Individual No Expiry date /	
	Passport - Australian passport: ID Number Birth Certificate - issued in Australia	INSTRUCTOR USE ONLY INSTRUCTORS MUST SIGHT ALL ID and "ATTACH photocopy for any ID other than current driver's licence.
	Registration Number Certificate of Registration by Descent ID Number Citizenship Contificate	ID SIGHTED BY INSTRUCTOR COPY ATTACHED if ID used is not current Driver's Licence
	Citizenship Certificate ID Number	Instructor's NAME (print):
	Immi Card – issued in Australia Number	
	isa Number	0
	Collection of Personal Information: with section 11 of the Student Identifiers Act 2014 Cth (SI Act), we will securely destroy personal information with section 11 of the Student Identifiers Act 2014 Cth (SI Act), we will securely destroy personal information with section 11 of the Student Information with section 12 on your behalf as soon as practicable after the USI application has been made or the information purpose, unless we are required by or under any law to retain it.	
no purpose t		
	PERSONAL INFORMATION ALL FIELDS ** BELOW ARE REQUIRED FOR USI CREATION AND	/ERIFICATION.
	ALL FIELDS ** BELOW ARE REQUIRED FOR USI CREATION AND V	/ERIFICATION.
	ALL FIELDS ** BELOW ARE REQUIRED FOR USI CREATION AND V First name(s) ** Middle name(s) **	/ERIFICATION.
	ALL FIELDS ** BELOW ARE REQUIRED FOR USI CREATION AND Note that the second seco	
	ALL FIELDS ** BELOW ARE REQUIRED FOR USI CREATION AND Note that the second seco	
	ALL FIELDS ** BELOW ARE REQUIRED FOR USI CREATION AND Note of birth **	
	ALL FIELDS ** BELOW ARE REQUIRED FOR USI CREATION AND V First name(s) ** Middle name(s) ** Last name ** Gender (Male/Female/Other) ** Date of birth ** Country of birth **	
	ALL FIELDS ** BELOW ARE REQUIRED FOR USI CREATION AND Note of birth **	
	ALL FIELDS ** BELOW ARE REQUIRED FOR USI CREATION AND V First name(s) ** Middle name(s) ** Last name ** Gender (Male/Female/Other) ** Date of birth ** Country of birth **	
	ALL FIELDS ** BELOW ARE REQUIRED FOR USI CREATION AND VIEW First name(s) ** Middle name(s) ** Last name ** Gender (Male/Female/Other) ** Date of birth ** Country of birth **	

AUTHORISATION - MUST BE SIGNED BY ALL STUDENTS

apply for or verify a USI on your behalf.

The USI legislation requires students' authorisation before training organisations can apply for a USI on their behalf.

Read and sign the attached authorisation (FORM A) to give permission to the QRA to use above information to

Page 3 of 2

3