

# 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 **not** 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?**

- YES ➤ Complete **SECTION 1** and **SECTION 2**  
NO ➤ Go to **SECTION 2** and complete

## 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)*

**USI number:** ..... to be verified by **QRA**

**OR**

- 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.

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

**SECTION 2**

All students to complete items 1, 2 and 3 below

**1**

**IDENTIFICATION**

One form of ID from the following documents accepted for the USI Registry system:

Please tick box for ID you have used, or that will be used, to create your USI number.  
ONLY these ID documents are accepted. No others.

- Driver's Licence** (issued in Australia)  
STATE issued..... Licence Number ..... Card Number .....
- \*\*Medicare card** - current & issued in Australia  
Colour of card ..... Card Number .....  
Individual No. .... Expiry date ..... /.....
- \*\* Passport - Australian passport:**  
ID Number .....
- \*\* Birth Certificate - issued in Australia**  
Registration Number .....
- \*\* Certificate of Registration by Descent**  
ID Number .....
- \*\* Citizenship Certificate**  
ID Number .....
- \*\* Immi Card – issued in Australia**  
ID Number .....
- \*\* Visa – the international passport number is required to link to the visa:**  
Visa Number ..... International Passport Number .....

**INSTRUCTOR USE ONLY**

INSTRUCTORS MUST SIGHT ALL ID and  
\*\* ATTACH photocopy for any ID other than current driver's licence.

- ID SIGHTED BY INSTRUCTOR
- COPY ATTACHED if ID used is not current Driver's Licence

**Instructor's NAME (print):**

.....

ID's **NOT** accepted: Do NOT use Student ID cards or Proof of Age Cards

**Collection of Personal Information:**

In accordance with section 11 of the Student Identifiers Act 2014 Cth (SI Act), 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.

**2**

**PERSONAL INFORMATION**

**ALL FIELDS \*\* BELOW ARE REQUIRED FOR USI CREATION AND VERIFICATION.**

- First name(s) \*\* .....
- Middle name(s) \*\* .....
- Last name \*\* .....
- Gender (Male/Female/Other) \*\* .....
- Date of birth \*\* .....
- Country of birth \*\* .....
- City of Birth \*\* .....
- Email \*\* .....
- Phone number \*\* .....
- Postal address \*\* ..... Post Code \*\* .....

**3**

**AUTHORISATION - MUST BE SIGNED BY ALL STUDENTS**

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 apply for or verify a USI on your behalf.