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 (over page)

☐ No ➔ go to SECTION 2 (over page) 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.
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.

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:

- **Driver’s Licence (issued in Australia)**
  - State
  - Licence Number

- **Medicare card – current & issued in Australia**
  - Card Number
  - Colour of card
  - Indiv No.
  - Expiry date

- **Passport – Australian passport**
  - ID Number

- **Birth Certificate – issued in Australia**
  - Registration Number

- **Certificate of Registration by Descent**
  - ID Number

- **Citizenship Certificate**

- **Immi Card**

- **Visa – issued in Australia**
  - ID Number

- **International Passport Number**
  - VISA number
  - International Passport Number

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.

- a) First name(s) **
- b) Last name **
- c) Gender (M/F/Oth) **
- d) Date of birth **
- e) Country of birth **
- f) City of Birth **
- g) Email address **
- h) Phone number **
- i) 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.