43.   STUDENT - UNIQUE STUDENT IDENTIFIER (USI) POLICY (S)

From **1 January 2015**, every NEW and EXISTING Vocational Education and Training (VET) student undertaking nationally recognised training must have a Unique Student Identifier (USI).
GTPS cannot therefore issue you with a nationally recognized VET qualification or Statement of Attainment (SOA) when you even when you complete your program and are competent until you produce your USI

What is a 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.

Benefits of USI:
Once you create your USI you will be able to:
- Give your USI to each training organization 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) from 2016.

How to get a USI:
It's free and easy.to create your USI. If you have not yet obtained a USI, you can apply for it directly at http://www.usi.gov.au/create-your-usi/ on computer or mobile service and follow the prompts
Alternatively, you can provide consent and necessary identification for GTPS to create the USI for you
In accordance with section 11 of the student Identifiers Act 2014, Our RTO will securely destroy personal information which we collect from individuals solely for applying for a USI on their behalf as soon as practicable after we have made the application, or the information is no longer needed for that purpose, unless we are required by or under any law to retain it

Forming part of this policy is:
(i)

Authorised: CCR Executive Board Member	M.N.I	**Date**	Jan 2019
Approved: CCR Executive Board Member	F.O.A	**Date**	Jan 2019
Reviewed by (SMT)		**Date**	
Implementation applicable to (circle)	**Students, Staff, SMT, Trainer/Assessor**		