



UNIQUE STUDENT IDENTIFIER (USI) FORM

What is a USI?

A Unique Student Identifier (USI) is a reference number that creates an online record of your nationally recognised training. From 1 January 2015, all students undertaking nationally recognised training — including students continuing courses started before 2015 — must have a USI.

Your USI links all your training records in one place. It is required for WEI to issue any qualification, statement of attainment, or record of results. **WEI cannot issue certification documents without a verified USI.**

For more information, visit: www.usi.gov.au/students

PART A — TO BE COMPLETED BY STUDENT

SECTION 1 — USI Status (tick ONE option only)

QMS Stage 2 — Enrolment: A valid USI must be provided or applied for before course commencement. WEI cannot issue any qualification or statement of attainment without a verified USI.

OPTION A — I already have a USI:

My USI is: _____ (10-character alphanumeric code)

By providing your USI, you authorise WEI to verify it against the USI Registry to confirm it is valid and linked to your identity.

OPTION B — I do not have a USI — I authorise WEI to apply for one on my behalf:

In accordance with sub-section 9(2) of the Student Identifiers Act 2014, I, [FULL NAME]:

_____, authorise WEI to apply for a USI on my behalf.

I have read and consent to the collection, use and disclosure of my personal information as described in the Privacy Notice at: usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf

OPTION C — I am exempt from the USI requirement:

Exemption reason: _____ (e.g. overseas students not seeking Australian certification)

SECTION 2 — Personal Details

Important: The name in this section must exactly match the name on the identity document you provide below. Mismatches will cause the USI application or verification to fail.

First Name:	
Middle Name(s):	
Family Name:	
Date of Birth:	
Place of Birth:	
Student ID:	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Other: _____



Email Address:	
Mobile Number:	
Preferred Contact:	<input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Mail
Australian Address (with postcode):	

SECTION 3 — Identity Document Details

One of the following identity documents must be provided to enable WEI to apply for your USI or to verify your existing USI. International students must provide passport and visa details.

For International Students (Non-Australian Passport / Australian Visa Holders)

Passport Number:	
Country of Issue:	
Passport Expiry Date:	
Australian Visa Number:	
Visa Subclass:	

For Domestic Students (select one document type)

Document type provided (tick one):

- Australian Birth Certificate — Certificate No: _____ State of Issue: _____
- Australian Driver Licence — Licence No: _____ State of Issue: _____
- Medicare Card — Card No: _____ Expiry: _____
- Australian Passport — Passport No: _____ Expiry: _____

Supporting document checklist (tick all presented):

- Passport (photo page) Visa grant notice / ImmiCard Birth certificate Driver licence Medicare card

SECTION 4 — Data Use & Reporting Statement (QMS OS2 / OS4)

How WEI uses your USI and personal information:

Your USI and associated training data will be used by WEI for the following purposes:

- To create and maintain your training record in the WEI student management system.
- To submit your training activity data to the National Centre for Vocational Education Research (NCVER) via AVETMISS reporting, as required under the National Vocational Education and Training Regulator Act 2011.
- To report to the Australian Government and relevant State/Territory training authorities as required by law.
- To issue your qualification, statement of attainment, and/or record of results upon successful completion of your course.
- To verify your USI with the USI Registry on an ongoing basis as required by the Student Identifiers Act 2014.

Your information is protected by the Privacy Act 1988 (Cth) and the Student Identifiers Act 2014. Personal information collected solely for USI application purposes will be securely destroyed as soon as practicable after the USI is obtained, unless retention is required by law (Student Identifiers Act 2014, s.11).



SECTION 5 — Enrolment Lifecycle & USI Requirements

Please read and tick each statement to confirm:

- Certification:** I understand that WEI **cannot** issue any qualification, statement of attainment, or record of results without a verified USI linked to my name.
- Enrolment:** I understand that my enrolment acceptance is conditional on providing a valid USI or authorising WEI to apply for one on my behalf before my course commences.
- Non-Compliance:** I understand that if I refuse to provide a USI or if one cannot be obtained, WEI may be unable to process my enrolment or issue certification, and my training records may not be lodged with NCVET.
- Record Retention:** I understand that my training records, including my USI, will be retained by WEI for a minimum of 30 years in accordance with the Student Identifiers Act 2014 and applicable records management requirements.
- Accuracy:** I confirm that all personal information provided in this form is correct and matches my identity documents exactly.

Student Name (Print):

Date:

___ / ___ / _____

Student Signature:

Student ID:



Workforce Education Institute

RTO Number: 51161 CRICOS 03963B
Trading as Workforce Education Institute
Address: 372 Spencer St, West Melbourne VIC 3003

PART B — OFFICE USE ONLY (Staff Only — Do Not Write in This Section)

1. RECEIPT & ASSIGNMENT

Ref No:	Date Received: ___ / ___ / ____	Received By: _____
Student Type: <input type="checkbox"/> Domestic <input type="checkbox"/> International	USI Option Selected: <input type="checkbox"/> A (Has USI) <input type="checkbox"/> B (Apply) <input type="checkbox"/> C (Exempt)	Assigned To: _____

2. IDENTITY VERIFICATION

Identity documents sighted and verified:
 Passport Visa grant / ImmiCard Birth Certificate Driver Licence Medicare Card Other: _____

Name on form matches identity document exactly? Yes No — discrepancy noted:

Date of Birth on form matches identity document? Yes No

Identity verification completed by:
 Name: _____ Signature: _____ Date: ___ / ___ / ____

3. USI APPLICATION / VERIFICATION (Student Identifiers Act 2014)

Option A — Student Provided Existing USI

USI provided by student:
 _____ (10-character alphanumeric USI)

USI verified against USI Registry? Yes No — action required: _____

USI verification method:
 USI Registry portal (usi.gov.au) Student Management System (SMS) AVETMISS / VETtrak Other: _____

Date & time of verification: ___ / ___ / ____ Time: ___ : ___

Verification outcome: Valid — USI confirmed Invalid — see action notes below

Option B — WEI Applied for USI on Behalf of Student

USI application submitted via USI Registry portal? Yes No

Date of application: ___ / ___ / ____

USI obtained:
 _____ (10-character alphanumeric USI)

Date USI received / confirmed: ___ / ___ / ____

Application submitted by (staff):
 Name: _____ Signature: _____ Date: ___ / ___ / ____

Action Notes (if USI invalid, unverifiable, or application failed)



Issue description:

Action taken:

- Student contacted and advised — date: ___ / ___ / _____ Enrolment placed on hold
 Escalated to Compliance Manager — date: ___ / ___ / _____ Exemption applied — basis: _____

Resolved? Yes — date resolved: ___ / ___ / _____ No — ongoing action required

4. USI RECORDED IN STUDENT FILE & SYSTEM

Final verified USI:

_____ (record exactly as displayed in USI Registry)

USI recorded in student management system? Yes — system: _____ No — reason: _____

USI added to student enrolment file / checklist? Yes No

Student notified of their USI (if applied on behalf)? Yes — method: _____ No N/A

Enrolment cleared to proceed? Yes No — pending: _____

5. CONTINUOUS IMPROVEMENT LINKAGE (QMS OS4)

Did this USI case identify any process issue or improvement opportunity? Yes No

If Yes — description:

Recorded in CI Register? Yes No

CI Register Reference No: _____

6. AUTHORISING OFFICER SIGN-OFF

Name (Print):

Position:

Signature:

Date:

___ / ___ / _____

Student USI records must be retained for a minimum of 30 years in accordance with the Student Identifiers Act 2014. Personal information collected solely for USI application purposes is securely destroyed after use (Student Identifiers Act 2014, s.11). Privacy Act 1988 applies.