

CHAPTER 2

Vocational Training Documents

USI Checklist Consent Form



DO YOU HAVE YOUR USI?

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Australian Government
Department of Industry

Skills
Unique Student Identifier

usi.gov.au



Student Information for the Unique Student Identifier

USI...bringing your skills together

From 1 January 2015 if you are undertaking nationally recognised training delivered by a registered training organisation you will need to have a Unique Student Identifier (USI). This includes studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course.

A USI gives you access to your online USI account which is made up of ten numbers and letters. It will look something like this: 3AW88YH9U5.

A USI account will contain all your nationally recognised training records and results from 1 January 2015 onwards. Your results from 2015 will be available in your USI account in 2016.

When applying for a job or enrolling in further study, you will often need to provide your training records and results. One of the main benefits of the USI is that you will have easy access to your training records and results throughout your life.

You can access your USI account online from a computer, tablet or smart phone anywhere and anytime.

Do you need a USI?

You will need a USI when you enrol or re-enrol in training from 1 January 2015 if you are a:

- student enrolling in nationally recognised training for the first time, for example if you are studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course;
- school student completing nationally recognised training; or
- student continuing with nationally recognised training.

You are a continuing student if you are a student who has already started your course in a previous year (and not yet completed it) and will continue studying after 1 January 2015.

Once you create your USI you will need to give your USI to each training organisation you study with so your training outcomes can be linked and you will be able to:

- view and update your details in your USI account;
- give your training organisation permission to view and/or update your USI account;
- give your training organisation view access to your transcript;
- control access to your transcript; and
- view online and download your training records and results in the form of a transcript which will help you with job applications and enrolment in further training.

If you are an international, overseas or an offshore student please visit **usi.gov.au** for more information.



Use a non-school email address and other contact information when you register for your USI...that way, you will still get reminder information once you leave school.

If you need to use your school email, you should change it on the Department of Industry USI website, immediately before you leave school. You keep the same USI for all your training throughout your life!

How to get a USI

It is free and easy for you to create your own USI online.

While you may create your own USI, training organisations are also able to create a USI for you. Training organisations should do this as part of the enrolment process when you begin studying. Where this service is provided, training organisations will let you know.

Steps to create your USI

The following steps show how you can create a USI:

Step 1 Have at least one and preferably two forms of ID ready from the list below:

- Driver's Licence
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport)
for international students
- Birth Certificate (Australian)
- Certificate Of Registration By Descent
- Citizenship Certificate
- Immi Card

IMPORTANT: To make sure we keep all of your training records together, the USI will be linked to your name as it appears on the form of ID you used to create the USI. The personal details entered when you create a USI must match exactly with those on your form of ID.

For more information please visit: usi.gov.au
Or contact us at Email: usi@industry.gov.au
Phone: Skilling Australia Information line – 13 38 73
To view this document online please visit: usi.gov.au

If you do not have proof of ID from the list above, you can contact your training organisation about the other forms of ID they can accept to help you get a USI.

Step 2 Have your personal contact details ready (e.g. email address, or mobile number, or address).

Step 3 Visit the USI website at: usi.gov.au.

Step 4 Select the 'Create a USI' link and follow the steps.

Step 5 Agree to the Terms and Conditions.

Step 6 Follow the instructions to create a USI – it should only take a few minutes. Upon completion, the USI will be displayed on the screen. It will also be sent to your preferred method of contact.

Step 7 You should then write down the USI and keep it somewhere handy and safe.

**No USI =
No results =
No SACE
recognition
for your
training!!!**

usi.gov.au

23 September 2014

You must get a USI to enrol...
Your VET Leader must have it so they
can ensure you get results for your
SACE!



Training Induction Checklist

Complete all details on the form, tick check boxes when completed, trainer signs, then return to VET Leader



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TOGETHER FOR QUALITY EDUCATION, QUALITY FUTURES

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Student's Name:			
Trainer's name:			
Location of Training:			
Date of Induction:			
Introduction: (explain and provide)		Specific health and safety information: (explain and show)	
<p>Nature and structure of organization</p> <p>Roles of key people in the organization (introduce trainer if not the person doing the induction)</p> <p>Training times and meal / rest breaks / punctuality requirements</p> <p>Mobile phone rules</p> <p>Notification of absences</p> <p>Sign in/out procedures including specific rules around leaving premises</p> <p>Explain confidentiality requirements</p> <p>Emergency contact details</p> <p>Site general information including other courses offered</p>		<p>Health and safety policy and procedures, including roles and responsibilities for health and safety</p> <p>Harassment, bullying and workplace violence policies and procedures</p> <p>Safe work procedures</p> <p>Special safety requirements</p> <p>Safety signage</p> <p>Hazard reporting procedures</p> <p>Incident reporting procedures</p> <p>Injury reporting procedures</p> <p>First aid procedures</p> <p>Fire safety procedures</p>	
Training Environment: (show)		Reporting: (discuss)	
<p>Equipment used for training, hazards involved and control measures</p> <p>Locker and change rooms (if required)</p> <p>Wash and toilet facilities</p> <p>Lunch facilities or where to go during breaks</p> <p>Location of First Aid facilities, such as the First Aid kit / room</p> <p>Location of emergency exits, fire extinguishers and eye wash stations</p>		<p>Review competency based training assessment procedures to be used</p> <p>Explain theory and practical requirements</p> <p>Explain structured workplace learning placement requirements and process to be used if applicable</p> <p>Overview of activities to be done during the placement to reach the goals</p> <p>Outline recording procedure required during placements</p>	
Security: (explain)		Any other course specific induction matters (please list)	
<p>Training facility</p> <p>Personal belongings</p>			
Conducted by:	Name:	Date:	
	Signature:		

**CONSENT FORM FOR CAMP/EXCURSION****(To be completed in conjunction with medical information and activity information sheets)**

Please use block letters when filling out this form

As a parent/guardian of:

STUDENT/CHILD'S NAME	
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I:

PARENT/GUARDIAN NAME	
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give my consent for him/her to participate in:

NAME OF ACTIVITY	
REASON FOR AND DESCRIPTION OF ACTIVITY	

at/on:

LOCATION	
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FROM:

--	--	--

 TO:

--	--	--

 OR ON:

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The school/preschool will use the student's current Health Care Plan unless otherwise instructed.

Has a current Health Care Plan been provided to the school/preschool? Yes ☐ No ☐*If No, please provide an updated Health Care Plan to the school/preschool on completion of this form. ↴*Details of **planned activities**, **transport arrangements**, anticipated **number of students/children** and **supervising teachers/instructors** are provided on the information sheet attached.**Agreement**

- I agree to delegate my authority to supervising teachers/instructors. Such supervisors may take whatever disciplinary action they deem necessary to ensure the safety, well-being and successful conduct of the students as a group and individually.
- In the event of an accident or illness and contact with me being impracticable or impossible, I authorise the teacher-in-charge to arrange whatever medical or surgical treatment a registered medical practitioner considers necessary. I will pay all medical and dental expenses incurred on behalf of my child.
- I have also attached additional or updated health care information, including details of any additional health support he/she requires to undertake the above activities safely. I also consent to my child's doctor or medical specialist being contacted in an emergency.
- The information given is accurate to the best of my knowledge.

Signed: _____

Date: / /

Emergency Contacts - Parent/Guardian

NAME					
ADDRESS					
				POSTCODE	
HOME TELEPHONE		WORK TELEPHONE		ALTERNATIVE TELEPHONE	

Student Medic Alert Number (If applicable):	
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*Any health care information provided is not intended to prevent your child participating unless specific medical advice warrants exclusion. The health care information you supply to the school/preschool will be treated confidentially. Such information is sought in order to protect and assist the student so the activity may be a safe and enjoyable experience. Please contact the teacher-in-charge if you wish to discuss any health care problems.