



## **DTW Designs (Qld) Pty Ltd**

A.B.N. 99 102 651 472  
21 Toolara Street  
The Gap 4061  
Australia  
Phone 3300 2622  
Fax 3300 2633  
Mobile 0438 580 374  
E-mail [admin@dtw-designs.com.au](mailto:admin@dtw-designs.com.au)

Dear Trainee

### **Unique Student Identifier (USI)**

Are you aware that from the 1<sup>st</sup> January 2015 if you undertake training in a Vocational Education and Training (VET) Course, that to receive your results you will be required to provide the RTO with your Unique Student Identifier (USI)?

If your answer is NO then please go to <http://www.industry.gov.au/skills/RegulationReformsAndInitiatives/UniqueStudentIdentifierForVET/Pages/Informationforstudentsandparents.aspx> and view the short video which explains it to you.

**Because you are a trainee with DTW Designs Qld Pty Ltd and have not yet completed assessment you will be required to provide us with your USI before undertaking assessment. We are not permitted to issue qualifications unless we have your USI on record.**

You have two options to obtain a USI.

1. Make application yourself by going to <http://www.usi.gov.au/Pages/default.aspx>
2. Authorise DTW Designs Qld Pty Ltd to make application on your behalf by providing the information requested on the form, signing the form and returning it to [admin@dtw-designs.com.au](mailto:admin@dtw-designs.com.au). We are required to treat all information provided under Privacy Conditions.

If you request us to provide this service we will register on your behalf and you will receive a notice from the USI Office which will ask you to go online and activate your account by adding a password and security questions. Once you have completed this you will then be provided with your USI.

Our Learning Management System will then be able to verify your USI when we need to issue qualifications. You will then be assured that your qualification is uploaded to your account on the USI system to which you have access. If you have any questions please contact us on 0438580374.

**You will then need to log in to your USI Account and add your Organisation (in this case DTW Designs (Qld) Pty Ltd) as an authorised RTO. See the screen shot below and use the Organisation Code 31507 for DTW Designs.**



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Australian Government  
Department of Industry

## Skills

Unique Student Identifier Registry

You are here: [Home](#) > [Manage Permissions](#) > Add Organisation

### MANAGE PERMISSIONS - ADD ORGANISATION

**i** Enter the Organisation's details and select **Search** to find an Organisation.

#### SEARCH DETAILS

Organisation Code

Organisation Name

**Search**

[Back to Manage Permissions](#)

#### **? HELP**

##### Search for an Organisation

- You only have to enter the details in one field
- You can search by Organisation Name or Organisation Code:
  - If you know the Organisation Name you can enter the first few letters and select **Search**
  - If you only know the Organisation Code you must enter the complete number.

Once you have found the correct Organisation, please select **Add** to set permissions for the organisation.

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Times are shown in Canberra, Australia time.

Once you have added the Organisation you will be presented with the Manage Permissions – Set Permissions screen shot as below. Select the required options and save the data.



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## Skills

Unique Student Identifier Registry

You are here: [Home](#) > [Manage Permissions](#) > [Add Organisation](#) > [Set Permissions](#)

### MANAGE PERMISSIONS - SET PERMISSIONS

**i** Please select View and/or Update and Expiry Date you would like to give the Organisation and select **Save**.

★ Indicates a mandatory field

#### ORGANISATION DETAILS

Organisation Name	DTW DESIGNS (QLD) PTY LTD, DTW DESIGNS
Organisation Code	31507
ABN	99102651472

#### PERMISSIONS

View Details	★	<input type="checkbox"/>
Update Details		<input type="checkbox"/>
Expiry Date	★	<input type="text"/> Select <input type="button" value="v"/>

[Cancel](#)

[Back to Search Results](#)

#### ? HELP

You can allow an Organisation to view or update your USI account.

The Permissions you can give an Organisation are:

- **View Details** - allows the Organisation to view your personal and contact details.
- **Update Details** - allows the Organisation to view and update your personal and contact details. Only Registered Training Organisations are able to update your details.

**Expiry Date** gives the Organisation a specific period (from the date of permission) in which they can view or update your details. You can set a permission expiry date by selecting one of the following:

- 3 Months
- 6 Months
- 1 Year
- 2 Years
- 5 Years.

After the Expiry Date has passed the Organisation will not be able to access your USI account. You may change the expiry date at any time.

**At any time you wish to change these permissions you can log in and Manage Permissions as per the following two screen shots.**



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## Skills

Unique Student Identifier Registry

You are here: [Home](#) > [Manage Permissions](#)

### MANAGE PERMISSIONS

**i** The Organisation(s) that you have given permissions to view or update your USI account are listed below. Once you have finished updating your Permissions, please select **Return to Confirm Details page**.

#### CURRENT PERMISSIONS

Organisation Name	Organisation Code	Expiry Date	View Details	Update Details	
DTW DESIGNS (QLD) PTY LTD, DTW DESIGNS	31507	05/01/2020	Yes	No	<a href="#">Edit</a> <a href="#">Remove</a>

[Add Organisation](#)

[Return to Confirm Details page](#)

### ? HELP

#### Manage Permissions

A list of Organisations that you have given permissions is displayed.

You can give Organisations permission to view or update your USI account.

The Permissions that you can give to an Organisation are:

- **View Details** - allows the Organisation to view your personal and contact details.
- **Update Details** - allows the Organisation to view and update your personal and contact details. Only Registered Training Organisations are able to update your details.

**Expiry Date** gives the Organisation a specific period (from the date of permission) in which they can view or update your details.

#### Adding an Organisation

If you wish to give an Organisation permissions, select **Add Organisation**. You will be able to search for the Organisation.

#### Editing or Removing your Permissions

You can change your Permissions by selecting:

- **Edit** - this will enable you to change your Permissions and the length of time the organisation can access your USI account.



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## Skills

Unique Student Identifier Registry

You are here: [Home](#) > [Manage Permissions](#) > [Edit Permissions](#)

### MANAGE PERMISSIONS - EDIT PERMISSIONS

**i** Please make changes to the Permissions and Expiry Date for the Organisation and select **Save**.

\* Indicates a mandatory field

#### ORGANISATION DETAILS

Organisation Name DTW DESIGNS (QLD) PTY LTD, DTW DESIGNS  
Organisation Code 31507  
ABN 99102651472

#### PERMISSIONS

View Details   
Update Details   
Expiry Date

- Select
- 3 months
- 6 months
- 1 year
- 2 years
- 5 years

#### ? HELP

You can allow an Organisation to view or update your USI account.

The Permissions you can give an Organisation are:

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- 3 Months
- 6 Months
- 1 Year
- 2 Years
- 5 Years.

After the Expiry Date has passed the Organisation will not be able to access your USI account. You may change the expiry date at any time.

We would appreciate when you provide us with permission to view your records that you let us know you have done so.

Sincerely,



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# USI Authorisation Form

## Privacy

You are advised that and agree that you understand and consent that the personal information you provide in connection with an application for a USI:

- is collected by the Student Identifiers Registrar for the purposes of:
  - applying for, verifying and giving a USI;
  - resolving problems with a USI; and
  - creating authenticated vocational education and training (VET) transcripts;
- may be disclosed to:
  - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
    - the purposes of administering and auditing Vocational Education and Training (VET), VET providers and VET programs;
    - education related policy and research purposes; and
    - to assist in determining eligibility for training subsidies;
  - VET Regulators to enable them to perform their VET regulatory functions;
  - VET Admission Bodies for the purposes of administering VET and VET programs;
  - current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
  - schools for the purposes of delivering VET courses to the individuals and reporting on these courses;
  - the National Centre for Education Research for the purposes of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
  - researchers for education and training related research purposes;
  - any other person or agency that may be authorised or required by law to access the information;
  - any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and





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- will not otherwise be disclosed without their consent unless authorised or requires by or under law.

### Student Identifiers Registrar's Privacy Policy

The [Student Identifiers Registrar's Privacy Policy](#) contains information on how you may:

- access and seek correction of the personal information held about you; and
- complain about a breach of privacy and how such complaints will be dealt with.

### Provision of Information

If all information requested is not provided or is inaccurate, it may affect the Student Identifiers Registrar's ability to provide you with a USI.

### Identification

Please ensure you have one form of ID listed below to attach a copy.

- [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](#)
- [ImmiCard](#)



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**Authorisation for DTW Designs Qld Pty Ltd to apply for a USI on behalf of**

<b>Trainee Name:</b>	
<b>Indicate the Preferred Contact Method:</b> Mobile   eMail   Post	<b>Enter number or address below</b>
<b>City/Town of Birth:</b>	
<b>ID Type and Number (if Applicable):</b>	

**I hereby authorise DTW Designs Qld Pty Ltd to make application for a USI on my behalf.**

**X**

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**Signed:**