*Information to support the USI exemption process*

Unique student identifier (USI)

The [*Standards for Registered Training Organisations (RTOs) 2015 (Cwlth)*](https://www.legislation.gov.au/Series/F2014L01377) outline the requirement for school RTOs to retain evidence of a USI exemption granted to the student to demonstrate compliance at audit.

Additionally, the nominated officer is required to retain evidence that the student has been informed that their assessment results will not appear on their authenticated VET transcript or be available to them through the USI system. This evidence may be retained digitally or in hard-copy on the student’s file.

When an exemption from requiring a USI is in place for a student, this permits an RTO to issue a VET qualification or a VET statement of attainment to the student without a USI.

School RTOs may develop their own procedures or use the sample text provided below to gather evidence of student acknowledgement of the consequences of USI exemption.

**Applying for a USI exemption – Acknowledgement of consequences**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (PRINT FULL NAME)

acknowledge that my school has provided me with information about the consequences of not being assigned a USI.

The consequences are:

* it may impact my ability to establish eligibility for financial assistance to undertake vocational education and training in future;
* I will not be able to obtain an authenticated Vocational Education and Training (VET) transcript (or an extract of a VET transcript) from the Student Identifiers Registrar which details information about any VET courses, modules or units of competency undertaken by me after 1 January 2015; and
* if I were to choose to obtain a USI in future, any authenticated VET transcript provided will not include information on VET courses, modules or units of competency undertaken by me prior to creation of that USI.

Student signature: Date:

Parent/carer signature: Date:

*(Applicable for students under 18 years of age)*