William Angliss Institute | Specialist centre for foods, tourism & hospitality

APPLICATION FOR AN AWARD

STUDENT DETAILS (PLEASE PRINT CLEARLY USING BLOCK LETTERS)

Student Name:......…………………………………………………………………………........................
 (Given Names) (Surname)

Address:..

....……..Postcode...…………………

Phone Numbers: Private……………………………………Business..........……………………….....

Mobile…………………………………………………Email………………………………………

I confirm that the above details are my permanent address to which all correspondence should be sent - **YES** ☐ **NO** ☐

Course Code and Name: …………………………………………………………………………

……………………………………………………………………………………………………

Has this award already been issued? (Please circle) Yes / No / Unsure

If our records show that this award has already been issued a reissue fee **must** be paid upon lodging this request.

Has the reissue fee been paid? (Please circle) Yes / No

CERTIFICATE RETURN PREFERENCE

Please Tick your preferred option below:

☐ I wish to **collect my certificate/have it collected by someone else (please provide written letter of authority and contact details)** (You will be notified when Certificate is ready for collection).
 OR

☐ Please **post my certificate** (to address shown above). If neither option is chosen your certificate will be posted to you.

☐ Please **post my certificate by Registered Post** – within Australia $10

☐ Please **post my certificate by FedEx** – overseas $50

(Please note that if your certificate is lost in transit William Angliss does not take responsibility and a reissue fee will be payable.)

Student ID:_____

Unique Student Identifier (VET Students only)

From 1 January 2015 the Australian Government requires students undertaking nationally recognised training delivered by a registered training organisation 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. You must ensure all details entered to create your USI are accurate and match your RTO's information.

How to get a USI

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

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

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

Step 3 Visit the USI website at: **www.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.

PLEASE PROVIDE YOUR UNIQUE STUDENT IDENTIFIER (COMPULSORY)

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

In relation to the Unique Student Identifier (USI) the following privacy statement applies:

You are advised and agree that you understand and consent that the personal information you provide to us in connection with your application for a USI: is collected by the 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 individual and reporting on these courses; the National Centre for Vocational Education Research for the purpose 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 will not otherwise be disclosed without your consent unless authorised or required by or under law. For the avoidance of any doubt, you agree that William Angliss Institute has your permission to verify an USI on your behalf if required. Students can refer to the Student Identifiers Registrar's Privacy Policy. http://usi.gov.au/Pages/privacy-policy.aspx Please note that this document contains information about how the students may: access and seek correction of the personal information held about them; and complain about a breach of privacy and how such complaints will be dealt with. You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act, which includes the following: misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs; and a failure by Us to destroy personal information collected by you only for the purpose of applying for a USI on your behalf. For information about how William Angliss Institute collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to William Angliss Institute's privacy policy which can be found at http://www.angliss.edu.au and typing the word privacy in the Search Function.

I acknowledge and agree to the terms described in this privacy statement:

Student signature: _____   Date: _____

SMC USE

If this student is applying to receive an **intermediate award** please confirm this by filling in below:

I confirm that this student is completing their studies with
_____ and that any higher enrolment has been **withdrawn in SMS** and documentation completed.

Program Leader name and signature:…………………………………………………………

Award requested by (name):……………………………………………………………………
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HISTORIC AWARDS

Is this application for a HISTORIC Award?	Yes ☐	No ☐
Has the full mapping documentation (including Statement of Results) been filled in and attached?	Yes ☐	No ☐
Is the student eligible?	Yes ☐	No ☐
If not, please advise the student.		

STUDENT RECORDS CHECKLIST

Has SMS confirmed the student's eligibility for this award?	Yes ☐	No ☐
If not, has the SMC been advised?	Yes ☐	No ☐

Course completion date/year: _____

For completions after 1/1/2015, has the USI been provided?	Yes ☐	No ☐
Has the USI been confirmed as valid?	Yes ☐	No ☐
If not, has the SMC must be informed?	Yes ☐	No ☐
Has the SSP status changed to Passed?	Yes ☐	No ☐
Has the Org Unit been updated from CURRIC?	Yes ☐	No ☐
Has this student been assigned to a graduation ceremony?	Yes ☐	No ☐

Award Number:………………..Granted by:………………............Date:………./………./……….

Printed by:…………………………………………………………Date:…….……/……..../……..... ..

Please indicate with a tick whether the award has been posted or collected:

☐   Posted by:…………………………………………………Date:………………..

OR

☐   Collected by:………………………………………………Date:………………..