

The Handbook

--- Student ---



BUSINESS LEADERSHIP INSTITUTE
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WELCOME

One of the best things about studying in Australia is that students get to meet new friends from different nations. This is an important and enjoyable part of a student's study experience and an excellent way to learn and practice new languages.

We are a comprehensive, multicultural, vocational education college. Our college provides an effective teaching and learning environment designed to raise education standards, enhance careers and enrich personal lives.

The purpose of this Handbook is to provide you with all the information that you need to know about studying with us.

NSW CAPITAL CITY IN A SNAPSHOT

SYDNEY

[Sydney](#) is the largest and most populous city in Australia and the state capital of New South Wales. Sydney is located on Australia's south-east coast of the Tasman Sea. Inhabitants of Sydney are called Sydneysiders, comprising a cosmopolitan and international population of people from numerous places around the world. The city is built on hills surrounding Port Jackson which is commonly known as Sydney Harbour, where the iconic Sydney Opera House and the Harbour Bridge feature prominently. The hinterland of the metropolitan area is surrounded by national parks, and the coastal regions feature many bays, rivers, inlets and beaches including the famous Bondi Beach. Sydney's population is around 5,000,000. Most common ancestry found in Sydney are: English, Australian, Chinese, Irish, Scottish, Italian, Indian, Lebanese, German, Greek, Vietnamese, Filipino, Indigenous, Korean & Maltese.

What to do and see: visit the [official website](#).

Be prepared, what is important to know about Sydney:

- Sydney Currency: AUD
- Sydney Telephone area code: +61 02
- Sydney Electricity (plug): Electricity in Australia is 220-240 volts AC. Check out the [type of plug](#).
- Sydney Annual events: Vivid Sydney (May), New Year Eve Firework (Dec) [and more](#).
- Sydney Public holidays: check out on Government [website](#).

PARRAMATTA

[Parramatta](#) was founded in 1788, the same year as Sydney. As such, Parramatta is the second oldest city in Australia, being only 10 months younger than Sydney.

Church Street is home to many shops and restaurants. The northern end of Church Street, close to Lennox Bridge, features al fresco dining with a diverse range of cuisines. The southern end of Church Street features many Chinese restaurants and extends past Westfield to Auto Alley. Immediately south of the CBD Church Street is known across Sydney as 'Auto Alley' for the many car dealerships lining both sides of the street as far as the M4 Motorway.

Parramatta railway station is a major transport interchange on the Sydney rail network. It is served by Sydney Trains' Cumberland Line, Inner West & Leppington Line and North Shore, Northern & Western Line.[84] NSW TrainLink operate intercity services on the Blue Mountains Line as well as services to rural New South Wales. The station was originally opened in 1855, located in what is now Granville, and known as Parramatta Junction. The station was moved to its current location and opened on 4 July 1860, five years after the first railway line in Sydney was opened, running from Sydney to Parramatta Junction.

The current station was upgraded, with work beginning in late 2003 and the new interchange opening on 19 February 2006.[86] The original station still exists within the over-all structure as part of Platform 4.

Bus

Parramatta is also serviced by a major bus interchange located on the south eastern side of the railway station. The interchange is served by buses utilising the North West T-Way to Rouse Hill and the Liverpool-Parramatta T-way to Liverpool. Parramatta is also serviced by five high-frequency Metrobus services:

M52 – Parramatta to City via Victoria Road (State Transit)

M54 – Parramatta to Macquarie Park via Carlingford and Epping (State Transit)

M60 – Parramatta to Hornsby via Baulkham Hills, Castle Hill, Cherrybrook, Pennant Hills, Thornleigh and Normanhurst (Hillsbus)

M91 – Parramatta to Hurstville via Granville, Bankstown and Peakhurst (Transdev NSW)

M92 – Parramatta to Sutherland via Lidcombe, Bankstown and Padstow (Transdev NSW)

A free bus Route 900 is operated by Transdev NSW in conjunction with the state government. Route 900 circles Parramatta CBD. A free bus also links Parramatta Stadium to Parramatta railway station during major sporting events.

Ferry

The Parramatta ferry wharf is at the Charles Street Weir, which divides the tidal saltwater from the freshwater of the upper river, on the eastern boundary of the Central Business District. The wharf is the westernmost destination of Sydney Ferries' Parramatta River ferry services.

Education

Parramatta is home to several primary and secondary schools. Several tertiary education facilities are also located within Parramatta. A University of New England study centre and two Western Sydney University campuses are situated in the suburb. The Western Sydney University Parramatta Campus consists of four sites: Parramatta South (the main site), Parramatta North (including the adjacent UWS Village, the Parramatta City campus located at 100 George Street and the Flagship Parramatta City Campus located at One Parramatta Square. Parramatta South campus occupies the site of the historic Female Orphan School. [Business Leadership Institute \(BLI\)](#) an RTO is also located in the suburb. The University of Sydney has also announced that it intends to establish a new campus in Parramatta

BLI PARRAMATTA CAMPUS

[Business Leadership Institute](#)

Suite 1, Level 5, 9 Wentworth Street,

Paramatta, NSW 2150

SERVICES

Emergency Telephone Numbers:

Police, Fire, Ambulance – Dial 000

Department of Home Affairs (Immigration)

Dial 131 881

<https://www.homeaffairs.gov.au/>

Local Medical Centres:

<http://familydoctors.com.au/>

<http://1800bulkbill.com.au/medical-centre/sydney-medical-centre>

Transport:

City Rail transport information

<http://www.cityrail.nsw.gov.au/>

Local taxi companies

Premier Cabs 1300 795 608 & Combined taxis 133 300

<http://www.nswtaxi.org.au/passengers/book-a-taxi>

Public Facilities:

<https://www.truelocal.com.au/search/atm/sydney>

Emergency services:

Police/Fire/Ambulance: 000

SES assistance in floods and storms: 132 500

Police attendance: 131 444 (all states except Victoria)

International incident emergency helpline: 1300 555 135

Alcohol and Drug Information Service:

St John of God Hospital

DoCS Helpline 132 111, Kids Helpline 1800 551 800, Lifeline 131 114

Domestic Violence and Sexual Assault helpline 1800 200 526

NSW Poisons Information Centre 131 126

NSW Rape Crisis Centre 02 9819 7357 or 24/7

Counseling 1800 424 017, Youth line 02 9633 3666

Victims Support Line 02 9374 3000 or 1800 633 063

Telstra call connect (an operator will give you a number of a place or person you are looking for through land phone lines) Dial 12456

LIVING IN AUSTRALIA

You can find lots of useful information about living and studying in Australia at www.studyinaustralia.gov.au. The web site also includes a useful guide about studying and living in Australia that you can download. Some of the information included on this website is also included in this guide.

A **Unique Student Identifier (USI)** is a reference number made up of numbers and letters, unique to each student. ... A **USI** Number will stay with the student for life, and must be recorded with any nationally recognised VET course they undertake. Every Student **MUST** apply for a USI to legally study in Australia!

- For more information or assistance with USI please see one of our student support staff or click on:
 - <https://www.usi.gov.au/>
 - <https://www.usi.gov.au/about>
 - <https://www.usi.gov.au/students>

To work while you are studying in Australia you need to apply for a tax file number <https://www.ato.gov.au/> which will also have other useful information to get ready before applying to work. It is important also that you get familiar with your work rights and obligations to prevent anyone of misleading you or missing out on any entitlements. You can find essential information at <https://www.fairwork.gov.au/>

Accommodation Useful websites:

<https://www.realestate.com.au/rent>

<https://www.domain.com.au/?mode=rent>

USEFUL INFORMATION

Transport:

City Rail transport information

<https://transportnsw.info/>

Local taxi companies

<https://m.13cabs.com.au/>

<https://www.uber.com/au/en/ride/>

Keeping in contact

Before you leave home, you should provide your family and friends, and your education provider in Australia, with details of your flights to Australia and where you will be staying when you arrive. (Do not change these details without informing them.) Once you have arrived in Australia, you should then let your family and friends know that you have arrived safely. For safety reasons, always let someone know where you are.

Arranging your finances

The currency of Australia is the Australian Dollar. Ideally, you should change your money into Australian dollars before you arrive but if you haven't you will need to change some as soon as you arrive – you will usually be able to do this at the airport.

Once you have arrived into your accommodation, you can also change more money into Australian dollars at any bank or currency exchange. Note, however, that banks are not open on the weekend and while airport currency exchanges are generally open, the rate is usually not as good as with a bank.

You should not carry large sums of money with you and it is best to only have the money that you will need for the first few days and then arrange to have the rest of the funds transferred to you in Australia.

The amount you will need to bring with you will depend on whether you have already paid for your accommodation before you arrive. Think about how much money you will need to last you for a couple of weeks.

Find out more about money matters by visiting <http://www.studyinaustralia.gov.au/en/Living-in-Australia/Money-Matters>

ACCOMMODATION

<https://www.furnishedproperty.com.au/accommodation-types>

Bringing your Family with You

If you intend to bring your family with you, they will also need to have a visa and be covered by health insurance. Family members include your partner (married or de facto) and your children under 18 years of age. You will need to provide proof of your family relationships with official documents including birth certificates and marriage certificates. For more details, visit <https://immi.homeaffairs.gov.au/visas/bringing-someone/bringing-partner-or-family>

Where you have dependent children that need to attend childcare or school, you should be aware of the following costs:

Typical childcare costs in your relocation area is available at

<http://ifp.mychild.gov.au/mvc/Search/Advanced>

For school children, current costs vary depending on the school year.

HEALTH

Emergencies

For emergencies such as fire, ambulance or police, phone 000. When you dial 000, you will be asked whether you want fire, ambulance or police and why you want this assistance. You will also be asked for your name and address and telephone number.

Australia police protect people and properties, detect and prevent crime, and preserve peace for everyone. They are not connected to the military or politics. The police can help you feel safe.

Fire

The fire brigade extinguishes fires, rescues people from fires in cars and buildings, and helps in situations where gas or chemicals become a danger. As soon as a fire starts call 000 no matter how small or large the fire may be.

Ambulance

Ambulances provide immediate medical attention in an emergency and emergency transportation to hospital. To access an ambulance, call 000.

Medical assistance

Emergency medical treatment is available 24 hours a day at the emergency or casualty department of a public hospital, or at some medical centres. Public and private hospitals are listed in the White Pages telephone directory under 'Hospitals' and you can also find them by searching on the internet. If you need to go to hospital, remember to bring your health insurance card and any medicines you are currently taking. For anything other than an emergency, seek medical help from a general practitioner (GP) or local medical centre.

Overseas Student Health Cover

Australia has a special system of health cover for international students called Overseas Student Health Cover (OSHC). You will need to buy OSHC before you come to Australia to cover you from when you arrive. The

Department of Immigration and Citizenship requires you to maintain OSHC for the duration of your time on a student visa in Australia.

You can choose to take out OSHC with a provider recommended by us, or with the Australian OSHC provider of your choice. There are five providers of OSHC in Australia. Visit these websites to find detailed information on what they cover and to decide which provider is right for you.

- Australian Health Management OSHC www.ahmoshc.com
- **BUPA Australia** <http://oshc.bupa.com.au/> (ASG & WE preferred provider)
- Medibank Private www.medibank.com.au/Client/StaticPages/OSHCHome.aspx
- OSHC Worldcare www.oshcworldcare.com.au
- NIB OSHC www.nib.com.au/home/newtonib/overseasstudents

Your OSHC will help you pay for any medical or hospital care you may need while you're studying in Australia, and it will contribute towards the cost of most prescription medicines, and an ambulance in an emergency.

OSHC may not cover dental, optical or physiotherapy. If you want to be covered for these treatments you will need to buy additional private health insurance, such as:

- Extra OSHC provided by some OSHC providers;
- International travel insurance; or
- General treatment cover with any Australian private health insurer. You can find a list of these providers and search for the one that suits you best at www.privatehealth.gov.au or www.iselect.com.au

WORKING IN AUSTRALIA

As a student visa holder, you are allowed to work up to 40 hours a fortnight during term time and as many hours as you like during holidays. To find out more, you can [contact](#) the Department of Home Affairs.

Visit the following website to find out more about working in Australia, including how to find a job.

<http://www.studyinaustralia.gov.au/en/During-Study/Finding-Work>

<http://www.seek.com.au>

<http://www.indeed.com.au>

LIVING COSTS IN AUSTRALIA

Migration regulations in Australia require international students to show evidence that they can contribute to the cost of living and studying in Australia. This helps to ensure students are better able to make the most of their studies and have a safe and enjoyable experience in Australia.

While international students are able to supplement their income with money earned through part-time work in Australia, the 'living costs' requirement helps to support the success of students in their studies by ensuring that they don't have to rely on such work to meet all their expenses.

You should also be aware that costs for childcare and schooling are in addition to living costs which currently estimated as:

From 23 October 2019, the 12 month [living cost](#) is:

- for a primary applicant: AUD21,041
- for a spouse or de facto partner of the primary applicant: AUD7,362
- for a dependent child: AUD3,152
- annual school costs: AUD8,296
- personal annual income if there is no secondary applicant: AUD62,222
- personal annual income where there is a secondary applicant: AUD72,592.

This amount is the minimum required for a visa application only and you are responsible for researching schooling costs, which may vary widely between states, territories and schools in Australia.

Students must demonstrate that the funds they are relying upon to meet the costs of studying in Australia will be genuinely available to them during their stay in Australia.

The figures above are indicative only and that costs can vary significantly depending on where you live in Australia. You should be prepared in case your living costs are greater than the indicated figures.

For up to date information on cost of living please visit <https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>

BUDGETING

Once you've settled in, you should ideally work out a budget that covers costs including clothing, food, accommodation, transport and entertainment, travel costs and child care, if applicable.

It is important to be aware of how much money you spend and where you are spending it. Sticking to a budget will ensure you are on top of where your money goes.

Read more about budgeting at www.understandingmoney.gov.au

SHOPPING

All Australian major town centres and capital cities shopping facilities with opening hours generally 9.00am to 5.30pm seven days a week, with late night shopping until 9.00pm on Thursdays or Fridays. Some supermarkets are open 24 hours a day seven days a week.

Mainstream grocery stores in Australia include Coles, Woolworths, Foodworks, IGA and Aldi. Major department stores in Australia include Myer and David Jones, Big W, Kmart and Target.

FEES AND CHARGES

A non-refundable application fee applies to all of our courses. This must be paid at the time of submitting your Application Form.

These fees and charges will be shown in your Written Agreement and in the tax invoice that you receive on enrolment. You can pay your fees by cheque, money order, credit card, direct debit and direct bank transfer.

Course fees include all administration, materials and tuition fees. Any optional text books or materials that may be recommended but are not required for completion of the course are not included in the course fees.

REFUNDS

Our refund policy is included in the agreement that you are required to sign to indicate acceptance of the offer of enrolment and all the terms and conditions specified. Application/Enrolment fees are non-refundable. The refund information in the agreement sets out the circumstances in which you can apply for a refund.

COURSE CREDIT

For more information, please contact the college

Course credit is where you are awarded advanced standing in a course because of existing qualifications, skills and experience that you have. This means that you are not required to participate in a particular part of the course you have enrolled in, saving you time and money.

Course credit can be awarded in three ways - through recognition of qualifications and statements of attainment issued by another RTO, through credit transfer and through Recognition of Prior Learning (RPL). An explanation of each of these ways of gaining course credit is included below, as well as how to apply and the costs involved.

Recognition of qualifications and statements of attainment issued by another RTO

Under recognition arrangements, any AQF qualifications or VET statements of attainment that you have from another RTO and that directly match the units in the course you are enrolling in, will result in credit towards your course, saving you both time and money. All you need to do is to indicate on your enrolment form that you wish to apply for course credit and provide a certified copy of your qualification including a record of results or your statement of attainment. There is no charge for this service.

Credit transfer

You can also receive course credit for credit transfer which will be awarded for qualifications or statements of attainment that include unit/s that are not a direct match but align with the content from the units within the course that you are applying for. For example, some qualifications or statements of attainment may contain units that are from an older version of a Training Package but the content is considered equivalent. Students should indicate on the enrolment form that they are seeking course credit and provide certified copies of qualifications, including a record of results or a statement of attainment. There is also no charge for credit transfer.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) means that you can get credit for the skills and knowledge that you have gained through your work and life experience, as well as training that you have completed that is outside formal training arrangements. WE have a process that has been structured to minimise the time and cost to applicants and provides a supportive approach to students wishing to take up this option.

YOUR COURSE AND ASSESSMENT

The training and assessment offered by WE focus on providing you with knowledge and skills required to the standard of performance required in the workplace. This is known as competency based training and assessment. Each of the components of your course is a “unit of competency”. You may either be studying one or a few units of competency or a set of units that make up a total qualification. Each unit of competency is linked to specific skills and knowledge required in the workplace such as communication or health and safety or qualification specific skills.

Our course outlines include the details of how we deliver the training to you as well as the assessment methods that will be used to assess whether you have reached the required standard of performance. Assessment methods vary depending on the course but usually include written and/or oral questions, written assignments, projects and practical observations.

Submitting your assessments

You must submit written assessment tasks by the due date. You need to tick the declaration that the work is your own. You are entitled to 1 attempt at assessment per unit but if you have been found to be Not Yet Competent; then you will take part in paid reassessment.

Appealing assessment decisions

You make an appeal against an assessment decision. Please refer to the complaints and appeals section in this handbook for information about making a Complaint or Appeal.

STUDENT SUPPORT SERVICES

The enrolment form you complete will also help us to identify any support you need and depending on the course you are enrolling in and your support needs can also be discussed during the orientation.

Welfare services

These services may include, through referral, information/advice about: accommodation, counselling, crisis services, disabilities and equity issues, financial matters, legal issues, medical issues, mental health, peer mentoring, programs promoting social interaction, religious and spiritual matters, and stress-management. It may also include advice on academic and study issues.

EXTERNAL SUPPORT SERVICES

Reading and Writing Hotline

Telephone: 1300 655 506

Website: <https://www.readingwritinghotline.edu.au/>

For the price of a local call anywhere in Australia, the Hotline can provide you with advice and a referral to one of 1200 providers of courses in adult literacy and numeracy.

<http://www.legalaid.nsw.gov.au/>

<https://www.humanrights.gov.au/guide-australias-anti-discrimination-laws>

<http://da.org.au/>

Lifeline

Telephone: 13 11 14

Anyone can call Lifeline. The 13 11 14 service offers a counselling service that respects everyone's right to be heard, understood and cared for. They also provide information about other support services that are available in communities around Australia. If you feel that you might need telephone counselling, you can call about anything that might be troubling you.

Reach Out

Website: www.reachout.com.au

Reach Out is a web-based service that inspires young people to help themselves through tough times, and find ways to boost their own mental health and wellbeing.

MAINTAINING YOUR ENROLMENT AND COURSE PROGRESS

You must meet course progress requirements in order to satisfy the conditions of your visa. We will assist you to meet course progress requirements by monitoring your progress and providing you with the relevant support at an early stage.

DEFERRAL, SUSPENSION AND CANCELLATION

Student can defer, suspend or cancel their enrolment with WE and where WE can initiate the suspension or cancellation of the student's enrolment for further information please read "SC34-I: Deferral, Suspension and Cancellation Policy & Procedure Domestic and International Students"

YOUR FEEDBACK

Your feedback is important to us and assists in ensuring that our services meet your needs. Please help us by completing the surveys throughout the course.

STUDENT CONDUCT AND GENERAL HOUSEKEEPING

The purpose of this code is to outline the way in which students of WE are expected to conduct themselves during their participation in training and assessment and outlines students' rights and responsibilities.

LEGISLATION

Education Services for Overseas Students

The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS Framework and they include the [Education Services for Overseas \(ESOS\) Act 2000](#) and the [National Code 2018](#).

Workplace Health and Safety

Under the [Workplace Health and Safety Act 2012](#), we must provide a safe environment for both staff and students, as well as providing information to staff and students in relation to health and safety and welfare. we have policies and procedures in place to ensure your safety and on commencement of your course you will provided with information about health and safety.

Harassment, victimisation or bullying

We are committed to providing all people with an environment free from all forms of harassment, victimisation and bullying. Bullying is verbal, physical, social or psychological abuse by a staff member or student. Bullying falls under health and safety legislation. If you feel that you are being harassed, victimised or bullied, ideally you should tell the person that you don't like the behaviour and ask them to stop.

Equal opportunity

The principles and practices adopted by us aim to ensure, that current and prospective students, clients and other stakeholders are treated fairly and equitably in their dealings with us.

All people will be treated courteously and expeditiously throughout the process of enquiry, selection and enrolment and throughout their participation in a course.

<https://www.legislation.gov.au/Details/C2016C00775>

National VET Regulator Act 2011

As a student in Australia's vocational education and training (VET) sector, you should expect high-quality training in your area of interest, leading to a qualification that improves your prospects of gaining the job you want or provides a pathway to further study.

Privacy Act

In collecting your personal information WE will comply with the requirements set out in the [Privacy Act 1988](#), the [Privacy Amendment \(Private Sector\) Act 2001](#).

ACCESS TO YOUR RECORDS

You may access or obtain a copy of the records that WE hold about you at any time. This includes personal information and records of participation and progress.

COMPLAINTS AND APPEALS POLICY

This policy provides an avenue for all complaints to be addressed in a fair, efficient and confidential manner.

THE FAIR WORK OMBUDSMAN’S TOP TOOLS AND RESOURCES FOR INTERNATIONAL STUDENTS

Tool or Resource	Description	Links to resources
General information for international students	The Fair Work Ombudsman (FWO) has tailored information on its website for visa holders, including international students. It covers basic workplace relations information, common issues faced by students, such as unpaid work and information about visa protections.	<ul style="list-style-type: none"> • www.fairwork.gov.au/internationalstudents • Visa protection • International students fact sheet • Jessica’s story • Unpaid work • Student Placement and Internships
Community presentation package	The working in Australia community presentation package is designed to assist people like international student support officers and advisors train their colleagues about workplace laws. Anyone can use the package – the user does not need to be an industrial relations expert.	<ul style="list-style-type: none"> • www.fairwork.gov.au/presentationpackage
Record My Hours app	The Record My Hours app assists workers to easily record and store their hours of work. The app is free to download, available for both Apple and Android, and developed with young visa workers in mind. It’s available in 18 languages and automatically detects the language settings on a user’s smartphone.	<ul style="list-style-type: none"> • www.fairwork.gov.au/app • iTunes store • Google Play
Anonymous Report	An online interactive form allows anyone to report a workplace concern anonymously. Information provided to the FWO helps it plan its current and future education and enforcement activities. The form is available in English and 16 other languages .	<ul style="list-style-type: none"> • www.fairwork.gov.au/tipoff • www.fairwork.gov.au/inlanguageanonymousreport
In language content	The FWO website translates into 40 different languages and recognises browser settings automatically translating content into a user’s preferred language. The FWO’s website also delivers professionally translated information in 30 languages . The content includes downloadable resources and more detailed topic-based information to address the common questions asked by international students. It also includes in-language video resources in 16 languages .	<ul style="list-style-type: none"> • www.fairwork.gov.au • www.fairwork.gov.au/languages

ISSUING OF QUALIFICATIONS AND STATEMENTS OF ATTAINMENT WITH USI

On completion (or withdrawal) of your course and payment of final fees, we will issue you with a qualification or statement of attainment within twenty-one (21) days. Qualifications will be accompanied by a record of results showing the units of competency achieved in the course. A record of results will only be provided with a statement of attainment if requested.

A statement of attainment showing any units completed will be issued if you partially complete a qualification such as in the case of withdrawal.

BLI reserves the right to with-hold the issuance of qualifications until:

- All **FEES** related to the course the qualification relates to have been paid, except where WE are not permitted to do so by law.
- A **USI** (*Unique Student Identifier*) has been presented
 - A **Unique Student Identifier (USI)** is a reference number made up of numbers and letters, unique to each student. ... A **USI** Number will stay with the student for life, and must be recorded with any nationally recognised VET course they undertake.
 - For more information or assistance with USI please see one of our student support staff or click on:
 - <https://www.usi.gov.au/>
 - <https://www.usi.gov.au/about>
 - <https://www.usi.gov.au/students>

Re-Issuing Statements and Qualifications

Records of qualifications and statements of unit achievement are kept on record for a period of at least thirty (30) years. Students can request copies of any of these statements or qualifications at any time for an additional charge. Refer to the current Fees, Charges and Refund Policy for the current fee.

USI PRIVACY NOTICE

Consent for collection, use or disclosure of personal information

The following is provided to you on behalf of the Student Identifiers Registrar (Registrar).

You are advised and agree that you understand and consent that the personal information you provide in connection with your application for a [Unique Student Identifier \(USI\)](#):

- is collected by the Registrar as authorised by the *Student Identifiers Act 2014*.
- 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 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.

The consequences for not providing the Registrar with some or all of your personal information are that the Registrar will not be able to issue you with a USI.

Privacy policies and complaints

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the [Registrar’s Privacy Policy](#) or [privacy notice](#) by contacting the Registrar on usi@education.gov.au or telephone 1300 857 536, international enquiries +61 2 6240 8740. The Registrar’s Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI 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 1988](#), including in relation to the misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs.

Students can for consent for collection, use or disclosure of personal information:

1. Email Training administrator with their Authorisation for our college to create USI on their behalf or
2. sign below section, detach and provide to Training Administrator

STUDENT AUTHORISATION TO ACT ON THEIR BEHALF

From 1 January 2015, our RTO can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/>

If you would like our RTO to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <http://www.usi.gov.au/Training-Organisations/Documents/Privacy-Notice.pdf>

I [NAME]authorise
 [insert RTO name]..... to apply pursuant to sub-section 9(2)
 of the Student Identifiers Act 2014, for a USI on my behalf. I have read and I consent to the collection, use
 and disclosure of my personal information pursuant to the information detailed at
<http://www.usi.gov.au/Training-Organisations/Documents/Privacy-Notice.pdf>

[SIGNATURE]

[DATE]