



Fact Sheet

Students impacted by Novel coronavirus unable to create a USI

Where a student, impacted by the Novel coronavirus (2019-nCoV), is unable to enter the Country and create their own USI, RTOs and VET Admission Bodies (VAB) may create the USI on the student's behalf. If the student does not have a Document Verification Service (DVS) verifiable form of identification, the USI can be created using the 'DVS override function' in accordance with the following provisions.

RTO application for the DVS override function

Where the RTO or VAB does not already have access to the DVS override function they:

- May apply following the steps outlined in the <https://www.usi.gov.au/documents/fact-sheet-dvs-override>, and
- Must comply with the <https://www.usi.gov.au/documents/terms-and-conditions-dvs-override>, and
- When completing the <https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=USI-SysAccess>, under the heading 'Describe the cohorts of students you train that are likely to have been issued an accepted DVS form of ID' ensure the key word '**NCOV**' is included in the description.

Applying for a USI on behalf of a student

- Before an RTO applies for a USI on behalf of a student, they are required under the <https://www.usi.gov.au/training-organisations/training-organisation-requirements/organisation-terms-and-conditions> to give the student a **privacy notice** explaining how their personal information will be used.
- When actioning the DVS override, RTOs are to review the <https://www.usi.gov.au/documents/guidance-note-DVS%20override%20alternative%20proof%20of%20identity%20guidelinesdvs-override>.
- When keying the DVS override decision in the *USI Organisation Portal*, the following details must be recorded in the 'Evidence of identity' section:
 - Document type: **DVS Override**
 - Non-DVS Document Type: **Other**
 - Description: **NCOV**

Further information

- Fact sheets for students, parents, schools, early childhood education, care services and universities are available at: <https://www.dese.gov.au/news/novel-coronavirus-2019-ncov>
- For health advice, please visit <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>.

For more information please visit
usi.gov.au

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