

CSI Education Practice Note

UNIQUE STUDENT IDENTIFIER

The Unique Student Identifier (USI) should be created using approved identification such as a Medicare card, birth certificate, driver licence, Australian passport, citizenship document, Australian entry visa or ImmiCard.

If the inmate does not have approved identification, the USI must be created using the personal details information recorded on the Offender Integrated Management System (OIMS) and/or information provided by the inmate.

Personal details information provided by the inmate must not conflict with the personal details recorded on OIMS.

<p>Step 1</p>	<p><u>Check the USI Register</u></p> <p>Check the USI register to see if the inmate has a USI.</p>	<p>USI Register</p>
<p>Step 2</p>	<p><u>Create the USI</u></p> <ol style="list-style-type: none"> 1. Inmates with approved identification The personal details on the approved identification must be used to create the USI. Any additional personal details must be the personal details recorded on OIMS Intake – Personal Information screen. 2. Inmates without approved identification The personal details recorded on OIMS via the Intake - Personal Information screen must be used to create the USI 3. Required personal details not available on OIMS If personal information details required to create the USI are not available on OIMS the EESP is required to collect the information from the inmate. 	<p>EESP User Guide Creation of USI</p>
<p>Step 3</p>	<p><u>Provide the USI update</u></p> <p>Complete the USI Update Form and email to CSIEducation@justice.nsw.gov.au who will add the USI to the register.</p>	<p>EESP - USI Update Form</p>