

## Revision History

Date	Review by	Comment
19/03/18	Emma Rose	Initial draft
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## Table of Contents

1.	<b>SCOPE AND PURPOSE</b> .....	2
2.	<b>ACCESSING THE USI REGISTER</b> .....	2
3.	<b>ACCESSING INMATE PERSONAL INFORMATION DETAILS FROM OIMS</b> .....	2
4.	<b>PROVIDING THE USI DETAILS TO CSI EDUCATION</b> .....	3

## 1. Scope and Purpose

The EESP is responsible for creating the Unique Student Identifier (USI) in line with the *Student Identifiers Act 2014*.

USI created for inmates in Correctional Centres may be created using

1. approved identification
2. personal details information recorded on Offender Integrated Management System (OIMS)
3. information provided by the inmate

This user guide links to the Unique Student Identifier Practice Note.

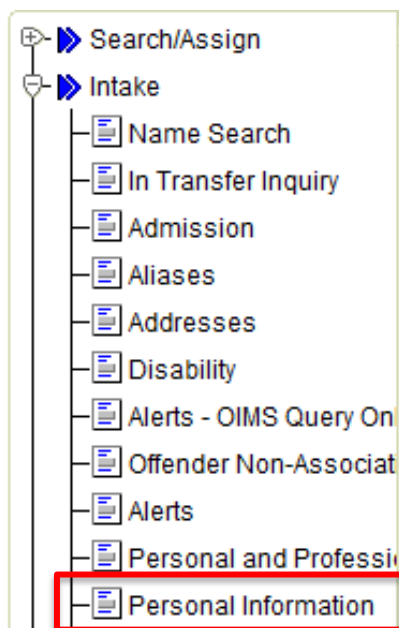
## 2. Accessing the USI Register

The USI Register is available on the External Education Service Provider (EESP) Intranet.

<http://intranet.internal.justice.nsw.gov.au/Divisions/Pages/divisions/corrective-services-nsw/secure/offender-management-and-policy/education-and-vocational-training/eesp.aspx>

## 3. Accessing inmate personal information details to create the USI

In OIMS select Intake – Personal Information.



Enter MIN and then select perform the query

This Booking/Contact	Last Edit
ABORIGINAL OR TSI	NO
ABORIGINAL RELEASE PROGR	
CULTURAL BACKGROUND	
CITIZENSHIP	
YEAR OF ARRIVAL	
NATURALISED (AUST)	
LANGUAGE (HOME)	
MARITAL STATUS	NEVER MARRIED
RELIGION	No Preferred Religion

#### 4. Providing the USI details to CSI Education

The details of the USI created for inmates must be provided to CSI Education so the USI Register can be updated.

The USI Update Form is available on the EESP Intranet.

Complete the form and email to [CSIEducation@justice.nsw.gov.au](mailto:CSIEducation@justice.nsw.gov.au)