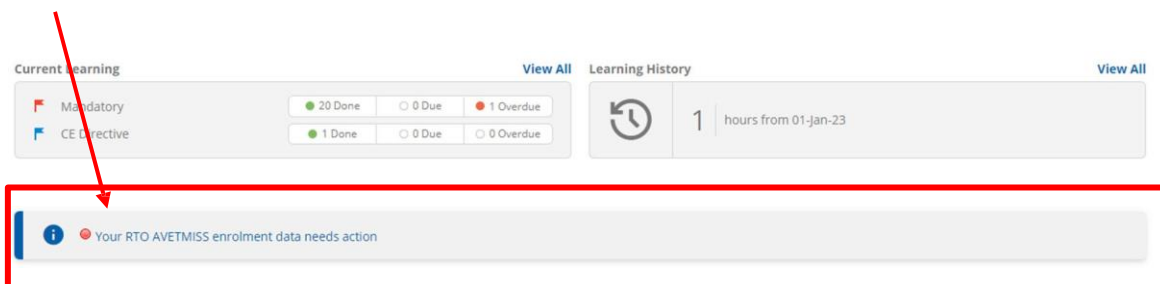


How to complete AVETMISS and USI data in My Health Learning

1. Log into [My Health Learning](#)
2. Make sure your role is "Learner" (you can find this below your name in the top right hand corner)
3. Click on the AVETMISS message. If the AVETMISS message is missing, please contact your Program Manager to check that you are enrolled into the program.



4. An AVETMISS form will open, read the privacy notice then scroll down to complete your AVETMISS Data.

The screenshot shows the 'AVETMISS' form. The form status is indicated by a red dot. The form contains the following text:

IMPORTANT INFORMATION - Please read carefully before completing this form.
If this information is not complete you will not be able to enrol in your course.

The minimum mandatory content for inclusion in a Privacy Notice as at Schedule 1 of the National VET Data Policy, is provided below and also available on the Department of Education, Skills and Employment's website:

<https://www.dese.gov.au/national-vet-data/vet-privacy-notice>

Privacy Notice

Why we collect your personal information
As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

Failure to fully complete this form, including provision of a Unique Student Identifier (USI) means that NSW Health RTO will be unable to enrol you in your proposed program.

How we use your personal information
We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information
We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET

Make sure you tick the declaration at the bottom and save.

If the form is completely filled in, the dot at the top will go green

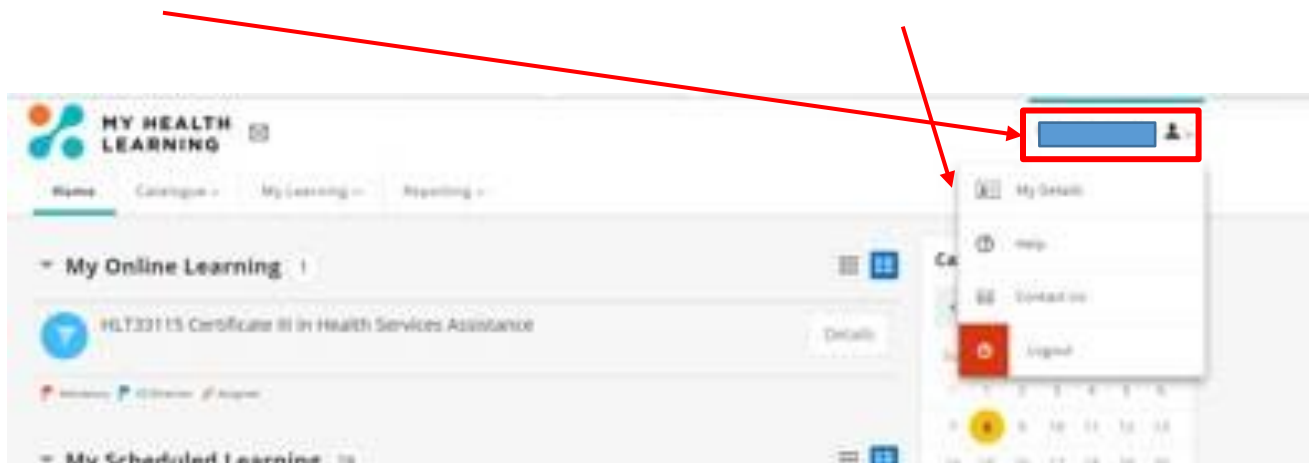
The screenshot shows the 'AVETMISS' form. The form status is indicated by a green dot. A red arrow points from the text above to the green dot. The form contains the following text:

AVETMISS

IMPORTANT INFORMATION - Please read carefully before completing this form.

TO ENTER YOUR UNIQUE STUDENT IDENTIFIER (USI)

1. If you already have a USI, log into [My Health Learning](#).
2. In the top right hand corner, ensure that you have the role of “Learner”. (Some individuals working with NSW Health can have access to other roles.)
3. Hover your mouse over your name in the top right hand corner and a drop down box will appear. Then click on “My Details”



4. Click on the “My USI” tab

A screenshot of the 'My Details' page in the My Health Learning application. The page title is 'My Details'. Below the title, there are three tabs: 'My Details', 'My USI', and 'My Emails'. The 'My USI' tab is selected and highlighted with a red rectangle. Below the tabs, there are links for 'Change your password' and 'Set secret questions'. A warning message states: 'The below information is directly sourced from Stafflink. For any changes/updates to this data please contact your Stafflink representative or your Manager. You may change your password and set secret questions by using the links below'. Below this, there are input fields for 'Username', 'First Name', 'Last Name', 'Alternate Email*', and 'Date of Birth'. Each of these fields is partially filled with a blue bar.

5. Enter your USI into the box then click on “Verify USI”

My Details ☰ ✕

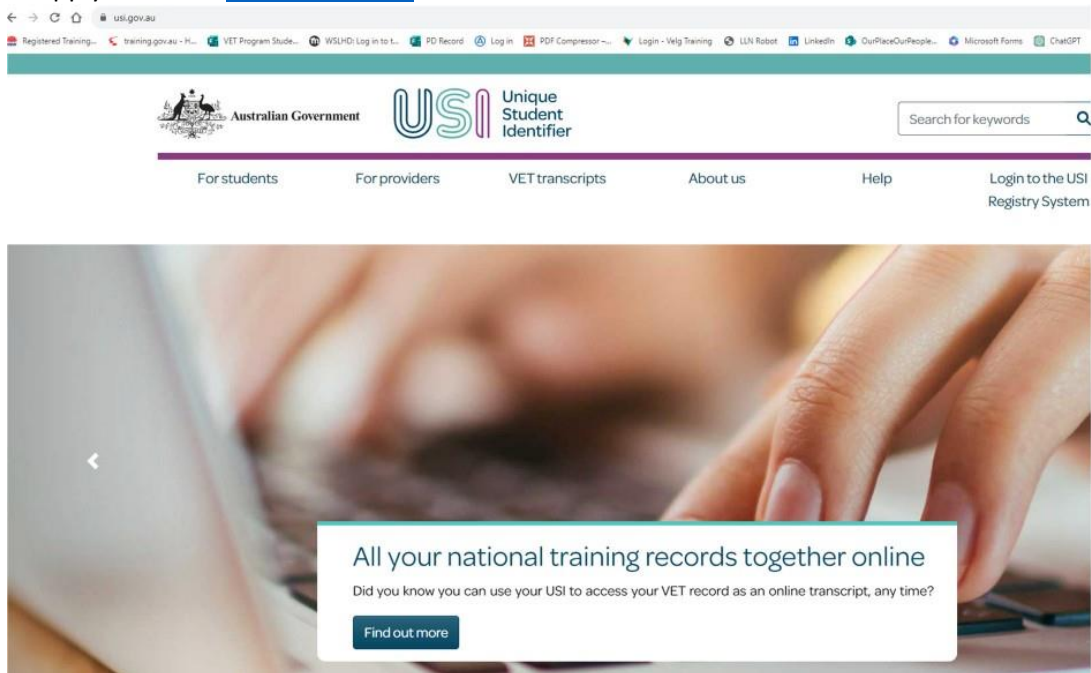
My Details **My USI** My Emails

If you are on Stafflink:
 First Name, Last Name and Date of Birth you enter on the USI Webpage must match the information on Stafflink.
 If there is a mismatch: Please contact your local Stafflink representative to request for an update of your details.

If you are Not on Stafflink (External Learner):
 First Name, Last Name and Date Of Birth you enter on the USI Webpage must match the information you provided on HETI Online .
 If there is a mismatch: Please email EHNSW-LMSinfo@health.nsw.gov.au to request for an update of your details.

Verify your existing USI: OR

6. If you do not have a USI, you will need to go to the following website to apply for a USI: www.usi.gov.au



Scroll down until you see the below

What is a Unique Student Identifier (USI)?

A USI is your individual education number for life. It also gives you an online record of your vocational education and training (VET) undertaken in Australia.

If you're at university, TAFE or doing other nationally recognised training, you need a USI. Without one, you can't get Commonwealth financial assistance or your qualification or statement of attainment.

1 Create a USI > 2 Keep a record of your number > 3 Enrol with a provider > 4 Access your VET transcript

7. Click on "Create a USI" and follow the instructions.
8. Once you have your USI, you can then enter it into the system as in step 3 above.
9. If your USI will not verify, there may be a mismatch between the name you have used to create your USI and your name in StaffLink. You have three options:
 - a) Update StaffLink to reflect your current legal name; or
 - b) Update the USI register to reflect your name as it is in StaffLink.
 - c) Or, if you do not wish to change your name in either system, please contact your Program Manager.

You will need identification for whichever option you choose. If you will be using two identities, you will be required to show identification that links the two identities e.g. marriage certificate, or change of name certificate.

It is important to note that certificates and statements of attainment will be issued in your legal name. It is important that your legal name is displayed on the certificate/statement of attainment, so that you don't have issues in the future when another educational institution or workplace is trying to verify the authenticity of your document.