

# ASP General Information

## People & Culture



**Alert Number: GI25\_18**

**28 September 2018**

### **Subject: Training at Ausgrid is undergoing changes**

If you work on or near Ausgrid's network, you must have completed the relevant training and maintain compliance of this training to undertake your work. To assist in delivering a better service, Ausgrid has partnered with a Registered Training Organisation (RTO), Aurecon, who will manage our compliance requirements going forward, including issuing Statements of Attainment.

This change requires all personnel who undertake training with Ausgrid to register in Aurecon's system as a student. This enrolment is a one-off activity, and should occur before training starts. ASP personnel can register with Aurecon now, even if they have no training planned as yet.

#### **What do ASP personnel need to do?**

- Pre-enrol in the Aurecon Student portal, by copying and pasting or typing this link into your browser to start the process:

<https://enrol.vetenrol.com.au/?clientID=VT-AURECON>

**(NOTE: clicking on the link directly from this email will take you to a "session expired page". You MUST copy and paste or type the link into your browser to access the page)**

- As part of the registration process you need to provide your Unique Student Identifier (USI). Aurecon's site provides instructions on how to obtain your USI if you have forgotten it. If you don't have a USI, you can have Aurecon create one for you as part of the registration process.
- The attached User Guide walks you through the registration process.

#### **Please note there is no change to the process of requesting and attending training with Ausgrid.**

- ASPs will continue to email [training@ausgrid.com.au](mailto:training@ausgrid.com.au) requesting the course/s you require.
- Ausgrid will continue to manage training requirements and conduct training for ASPs as they currently do.
- Once training has been completed, Statements of Attainment will be issued by Aurecon via email.

If you have additional questions, contact Ian Malcomson at [ian.malcomson@ausgrid.com.au](mailto:ian.malcomson@ausgrid.com.au) or via phone at (02) 9269 2146.

#### **People & Culture - Ausgrid**



**Ausgrid** Better Together

## USER GUIDE

# Enrolling into Aurecon's Student portal

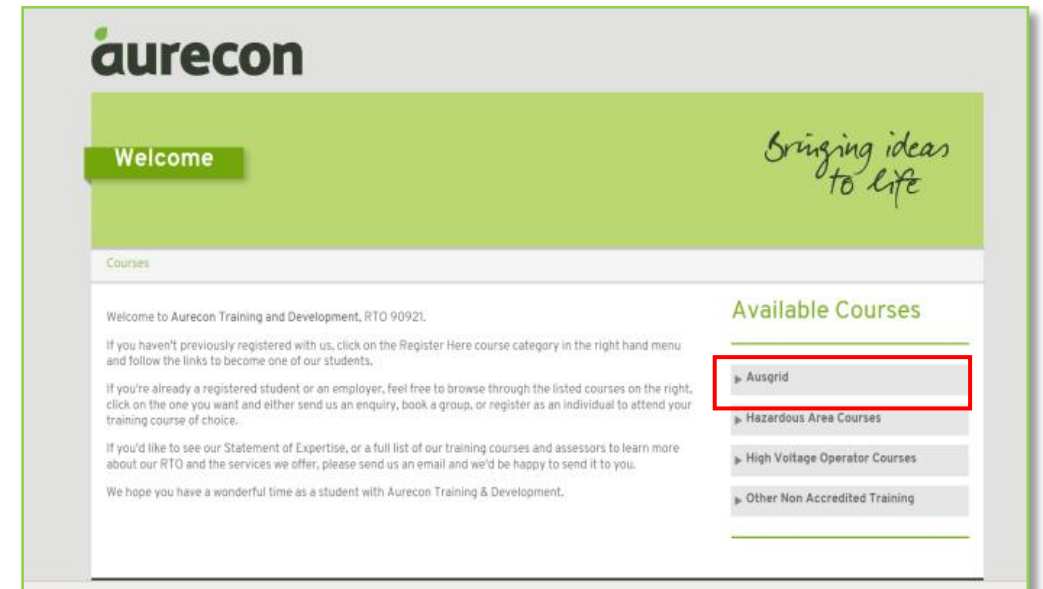
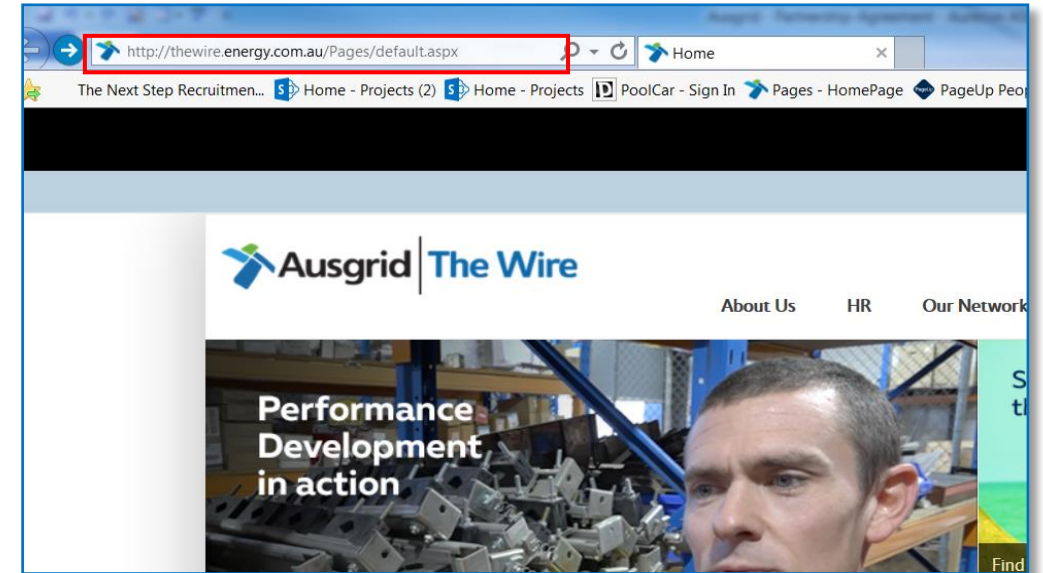
Use the following link to access Aurecon's Student Portal.

<https://enrol.vetenrol.com.au/?clientID=VT-AURECON>

**Important note:** the link has a limited time usage so you can't save it to your favourites. To overcome this issue, copy and paste the link into your browser.

This takes you to Aurecon's Welcome Page.

Click on 'Ausgrid' to begin the enrolment process.



Three options under 'Ausgrid' in 'Available Courses' as follows will then be displayed:

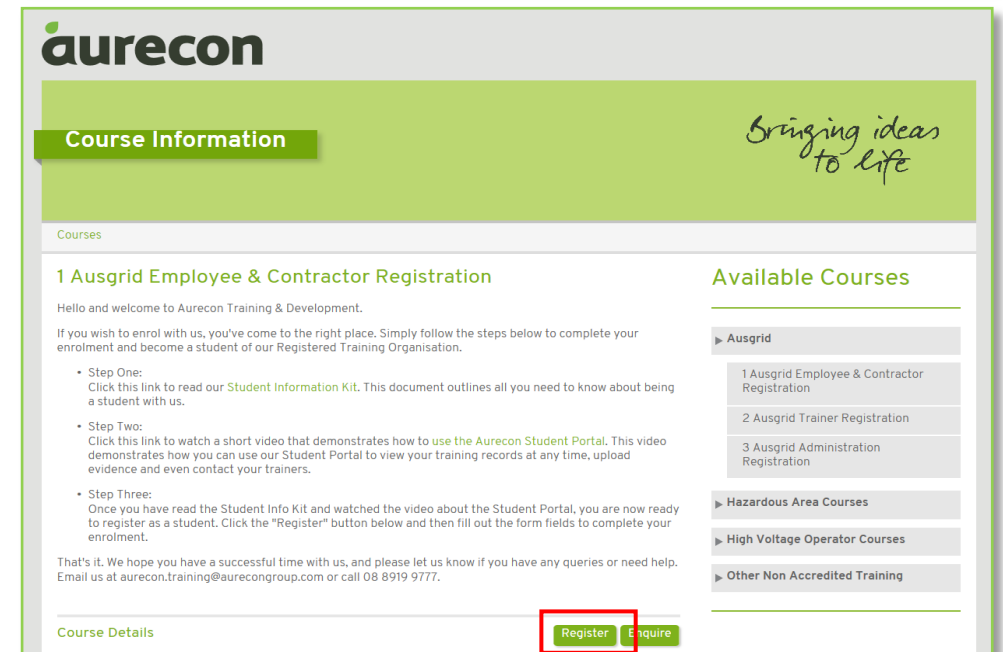
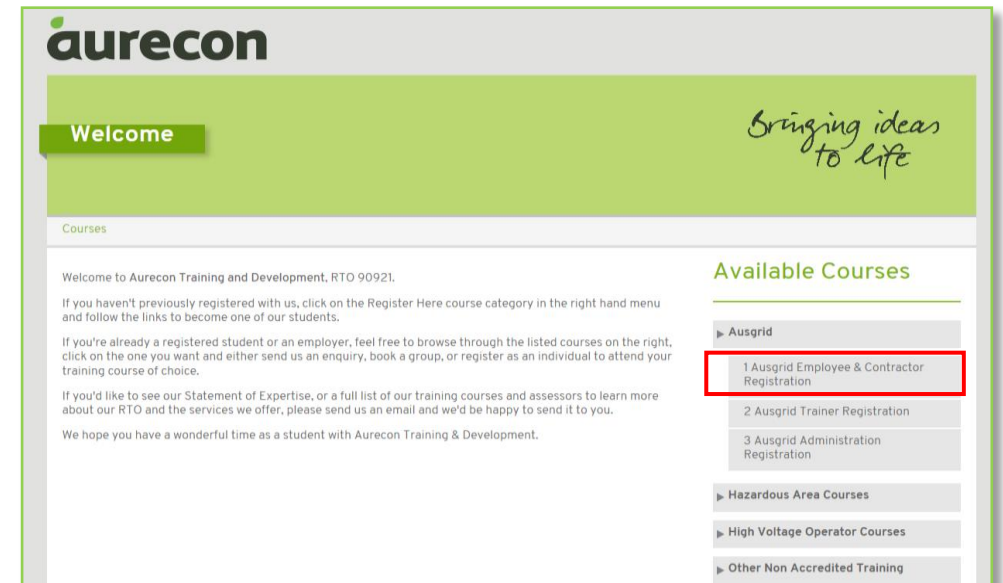
1. Ausgrid Employee and Contractor Registration - used by learners who will undertake Ausgrid training
2. Aurecon Trainer Registration - used by Ausgrid's trainers/assessors who deliver Ausgrid training
3. Ausgrid Administration Registration - used by Ausgrid's Organisational Capability staff in the management of Ausgrid's training.

Click 'Ausgrid Employee and Contractor Registration'.

When you click on 'Ausgrid Employee and Contractor Registration' this page is displayed. As instructed:

- Download and read Aurecon's student information kit
- Watch a short video explaining how to use the Aurecon Student Enrolment portal
- Start the registration process

Click 'Register' at the bottom of the page to begin the registration process



The first page of the student enrolment process will be displayed.

- A red asterisk displayed to the left of the box indicates that this is mandatory information
- Insert your given name, family name and date of birth (DOB)
- If you have selected the wrong registration type, click 'Back' to return to the previous page

Once the information has been inserted [click 'Next'](#)

The screenshot shows the Aurecon Register page. The header includes the Aurecon logo and the tagline "Bringing ideas to life". The page is titled "Register" and shows the user is registering for "1 Ausgrid Employee & Contractor Registration (Sydney)". The "Personal Information" section contains several fields: Title (dropdown), Given Name (with a red asterisk), Other Names, Family Name (with a red asterisk), DOB (with a red asterisk), and Gender (dropdown, currently set to "Not Stated"). A red box highlights the "Next" button at the bottom right of the form.

As requested, enter information about your residential and postal addresses as well as your contact and emergency contact details.

Remember, a red asterisk to the left of the field name indicates that it is a mandatory field. Insert your details in the appropriate fields.

Enter your residential address information in the required fields.

When you have completed this task [scroll down to 'Postal Address'](#).

The screenshot shows the Aurecon Register page, specifically the "Residential Address" section. The header is the same as the previous screenshot. The "Residential Address" section contains several fields: Unit Details (with a red asterisk and a note "e.g. Unit 7"), Building Name, Street Number (with a red asterisk), Street Name & Type (with a red asterisk), Suburb (with a red asterisk), State (dropdown), and Post Code (with a red asterisk). A red box highlights the "Next" button at the bottom right of the form.

If your postal address is the same as your residential address, [click the 'Same as residential address...' box](#).

### Postal Address

Same as residential address...

Unit Details:  e.g. Unit 7

Building Name:

PO Box:  e.g. PO Box 1234

Street Number:

Street Name & Type:

Suburb: \*

State: \*  ▼

Post Code: \*

You will also be required to add a phone contact as well as your email address. Only one phone contact is required.

You will be required to enter your work email address in the 'Email Address' field and then re-enter it in the 'confirm email' field.

Adding your emergency contact details is optional.

Once you have completed entering your details [click 'Next'](#)

### Contact Details

Home Phone: †

Work Phone: †  02 9269 2146

Mobile: †

† At least one contact phone number must be supplied.

Fax:

Email Address: \*

Confirm Email: \*

### Emergency Contact Details

Name:

Relationship:

Phone:

Mobile:

You are now required to enter information about your **Unique Student Identifier (USI)**.

### What is a USI?

- A reference number made up of numbers and letters that creates a secure online record of your nationally recognised training that you can access anytime and anywhere, and it's yours for life.
- Allows your previous and future VET qualifications to be linked into a single authenticated transcript, through the National Vocational Education and Training Data Collection, and prevents the loss of this record.
- Must be recorded with any nationally recognised VET course that you undertake.
- Registered Training Organisations are prohibited from issuing a Statement of Attainment to students if they do not have a verified USI.

If you have your USI **click 'Yes'**, enter it the Unique Student Identifier field **and then click 'Next'**.

If you do not have a USI click **'No'**.

You then have a choice of either creating your USI yourself or requesting that Aurecon create one for you.

If you click 'No' you will be required to access the Unique Student Identifier Portal using the following link, and follow the prompts displayed on that page

<https://www.usi.gov.au/students/create-your-usi>

If you decide to allow Aurecon to create your USI for you, **click 'Yes'**.

The screenshot shows the 'Register' page for Ausgrid. The breadcrumb trail is 'Courses » Personal » Details » USI'. The user is registering for '1 Ausgrid Employee & Contractor Registration (Sydney)'. The 'Unique Student Identifier' section asks 'Do you have a Unique Student Identifier?' with a 'Yes' dropdown menu selected. Below this is a text input field for the USI number, with a note: '(Your USI is 10 digits long and must contain only capital letters (except O and I) and digits 2 - 9)'. A 'Next' button is highlighted with a red box. To the right, there is a list of 'Available Courses' including Ausgrid, Hazardous Area Courses, High Voltage Operator Courses, and Other Non Accredited Training.

The screenshot shows the 'Do you have a Unique Student Identifier?' page. The 'No' dropdown menu is selected. Below this is a text input field for the USI number, with a note: '(Your USI is 10 digits long and must contain only capital letters (except O and I) and digits 2 - 9)'. The 'Would you like us to create a USI for you:' section has a 'Yes' dropdown menu selected. Below this is a 'Privacy Notice' section with a scroll bar, containing text about consent for collection, use or disclosure of personal information.

The **'Privacy Notice'** field will be displayed which you will be required to read and then check the 'agree to the Terms and conditions' box.

Enter your country and town of birth, and preferred contact method.

You will then be required to choose one of the following documents for identification purposes and enter the appropriate details requested:

- Drivers licence
- Medicare card
- Passport (Australian)
- Visa (non-Australian passport)
- Certificate of Registration by descent
- Citizenship certificate
- ImmiCard.

Once this information has been entered [click 'Next'](#)

Do you have a **Unique Student Identifier**?

No ▾

Please enter your Unique Student Identifier:

(Your USI is 10 digits long and must contain only capital letters (except O and I) and digits 2 - 9)

Would you like us to create a USI for you:

Yes ▾

**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:

I agree to the Terms and Conditions

Country of Birth: ▾

Town/City of Birth:

Preferred Contact Method: ▾

Identification Document Type: Driver's Licence ▾

**Driver's Licence Details**

State: ▾

Licence Number:

**Cannot remember your USI?**

If you have a USI but cannot remember it, please visit the [USI Registrar](#) and click on the I have forgotten my USI option. The [USI Registrar](#) will provide instructions for retrieving your USI.

Back Next



The **Employment Details** page will then be displayed.

Click 'Yes I am currently employed and my employer details are as follows.'

Now enter your employment details in the displayed fields. Remember a red asterisk indicates that it is a mandatory field.

In the field 'Contact Number' enter the name of your (Employee / Contractor) Supervisor.

In the last field, 'Payroll ID' insert your T-number if you are an Ausgrid employee. If you are an external contractor insert your H-number in this field.

Then click 'Next'.

The screenshot shows a registration form for '1 Ausgrid Employee & Contractor Registration (Sydney)'. The 'Employment Details' section is highlighted with a red border. It contains a checkbox for 'Yes I am currently employed and my employer details are as follows: (if not employed click on Next to continue)'. Below this are several input fields with red asterisks indicating mandatory fields: Business Name, ABN, Unit Details (with 'e.g. Unit 7' as an example), Building Name, Street Number, Street, City, State (a dropdown menu), Post Code, Phone, and Email. At the bottom of this section are 'Contact Name' and 'Payroll ID' fields, also with red asterisks. A red box highlights the 'Next' button at the bottom right of the form. To the right of the form is a sidebar titled 'Available Courses' with expandable sections for 'Ausgrid', 'Hazardous Area Courses', 'High Voltage Operator Courses', and 'Other Non Accredited Training'. The 'Ausgrid' section is expanded, showing three options: '1 Ausgrid Employee & Contractor Registration', '2 Ausgrid Trainer Registration', and '3 Ausgrid Administration Registration'.

The **Government Data collection Requirements** are displayed on this page.

This information is provided to the National Centre for Vocational Education Research (NCVER), the national professional body which collects, analyses and communicates research and statistics on the Australian vocational education and training (VET) sector.

Only two fields on this page are mandatory:

Have you SUCCESSFULLY completed any of the following qualifications?  
Do you consider yourself to have a disability, impairment or long-term condition?

Click 'Yes' or 'No' as applicable to you. If you click 'Yes' you will be required to provide further information on your Prior Education as follows:

- level
- qualification name in the 'Qualification Name' field
- year completed
- Click on the down arrow to identify the Recognition (Australian qualification, Australian equivalent or International)

You will be required to identify the type of disability, impairment or long-term condition you have by checking the appropriate box.

Once you have entered your information click 'Next' to move to the next page

You are registering for:  
1 Ausgrid Employee & Contractor Registration (Sydney)

### Government Data Collection Requirements

In which country were you born?  
Australia

Do you speak a language other than English at home?  
If yes please specify, and if more than one language, indicate the one that is spoken most often, if no choose English

Are you of Aboriginal or Torres Strait Islander origin?

What is your highest COMPLETED school level?

In which year did you complete that school level?

Are you still enrolled in secondary or senior secondary education?

Have you SUCCESSFULLY completed any of the following qualifications? \*

Yes  No

Prior Education	Qualification Name	Year Completed	Recognition
<input type="checkbox"/> Bachelor Degree or Higher Degree level			None <input checked="" type="checkbox"/>
<input type="checkbox"/> Advanced Diploma or Associate Degree Level			None <input checked="" type="checkbox"/>
<input type="checkbox"/> Diplomas Level			None <input checked="" type="checkbox"/>
<input type="checkbox"/> Certificate IV			None <input checked="" type="checkbox"/>
<input type="checkbox"/> Certificate III			None <input checked="" type="checkbox"/>
<input type="checkbox"/> Certificate II			None <input checked="" type="checkbox"/>
<input type="checkbox"/> Certificate I			None <input checked="" type="checkbox"/>
<input type="checkbox"/> Other education (including certificates or overseas qualifications not listed above)			None <input checked="" type="checkbox"/>

Upload a copy of your certificate (optional)  
Browse...

Of the following categories, which BEST describes your current employment status?  
For casual, seasonal, contract and shift work, use current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

Of the following categories, select the one which BEST describes your main reason for undertaking this course/traineeship/apprenticeship?

Do you consider yourself to have a disability, impairment or long-term condition? \*

Yes  No

If you indicated the presence of a disability, impairment or long-term condition, please select the areas in the following list: (You may indicate one or more areas). Please refer to the disability supplement for an explanation of the following disabilities.

<input type="checkbox"/> Hearing/Deaf	<input type="checkbox"/> Acquired Brain Impairment
<input type="checkbox"/> Physical	<input type="checkbox"/> Vision
<input type="checkbox"/> Intellectual	<input type="checkbox"/> Medical Condition
<input type="checkbox"/> Learning	<input type="checkbox"/> Other
<input type="checkbox"/> Mental illness	<input type="checkbox"/> Unspecified

Available Courses

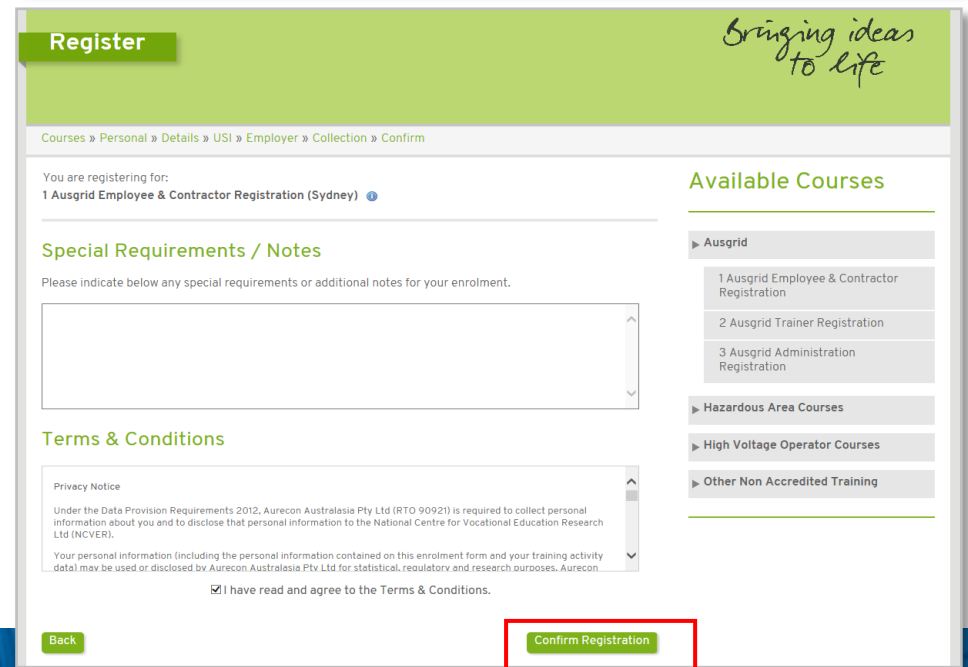
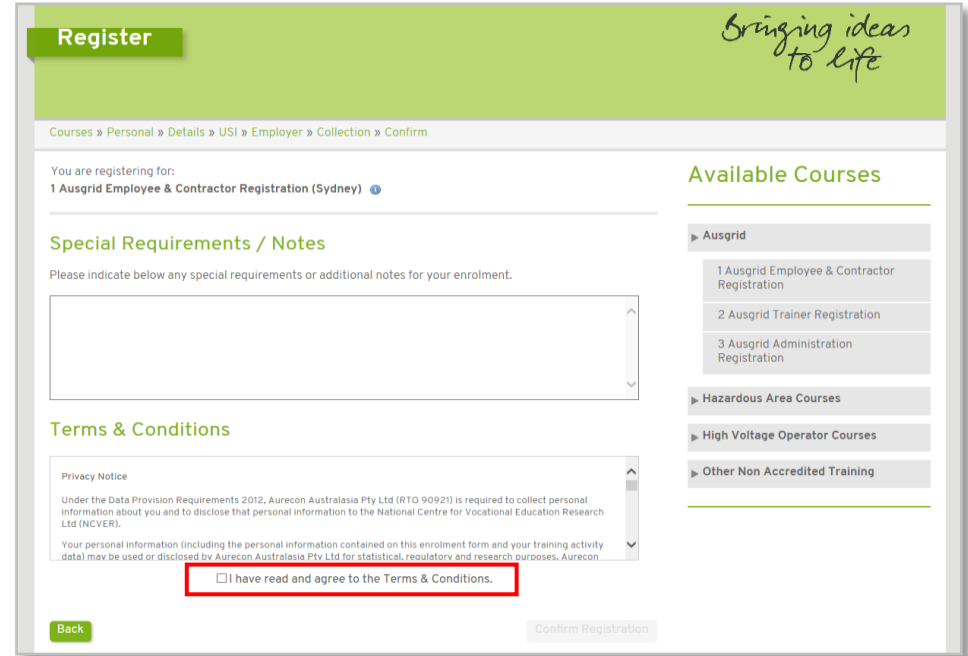
- Ausgrid
  - 1 Ausgrid Employee & Contractor Registration
  - 2 Ausgrid Trainer Registration
  - 3 Ausgrid Administration Registration
- Hazardous Area Courses
- High Voltage Operator Courses
- Other Non Accredited Training

Back Next

You will be directed to the **'Special Requirements/Notes and Terms & Conditions'** page where you will be able to insert additional information.

You will then be required to read the **'Privacy Notice'** and **check the box** labelled **'I have read and agree to the terms and conditions'** to indicate that you understand the 'Privacy Notice' requirements.

Once you have checked the **'I have read and agree to the terms and conditions'** box you will be able to **click 'Confirm Registration'** to finish the registration process.



Clicking 'Confirm Registration' takes you to the '**Registration Confirmation**' page. You will also receive an email from Aurecon confirming your registration.

You will have an opportunity to print your registration confirmation for your records if you wish.

Click 'Close' to complete the process.

**aurecon**

Bringing ideas to life

**Registration Confirmation**

Registration Confirmation

From: Aurecon Australasia Pty Ltd  
RTO Code: 90921  
62 Cavenagh Street  
Darwin, NT  
Australia. 0800  
Ph: (08) 8919 9777  
aurecon.training@aurecongroup.com

Registration Date: 27/08/2018 13:26  
Registration Number: 45638-242555

Registrant Details: Ian Malcomson  
18 Julia Close  
Cherrybrook  
NSW, 2126

Course: Aurecon Student Enrolment  
Occurrence ID: 45638

A confirmation email has been sent to your email address.  
Please print a copy of this page for future reference.

Close Print

**Available Courses**

- ▶ Ausgrid
- ▶ Hazardous Area Courses
- ▶ High Voltage Operator Courses
- ▶ Other Non Accredited Training