



Dear Parent/Guardian

From 1 January 2015, the Australian Government requires all students studying Vocational Education and Training (VET) to have a Unique Student Identifier (USI). This includes students who are studying VET courses in schools. Registered Training Organisations will not be permitted to issue Statements of Attainment or Certificates as of 1 January 2015 unless the student has a USI.

The USI can be created online, at no cost to the student and will stay with the student for life. It is a reference number which will be recorded with any vocational training that is undertaken – making it easier for students to find, collate and authenticate their VET achievements into a single transcript. Students must keep a record of their USI for future reference – see attached Fact Sheet for more information.


In order to obtain a USI students require details from **ONE** form of identification from the following list:


- Australian Birth Certificate (full certificate)
- Medicare Card
- Australian Passport (current)
- Driver's Licence
- VISA (with Non-Australian Passport) for international students
- Certificate of registration by descent
- Citizenship certificate
- ImmiCard

Students will need to apply online at <http://www.usi.gov.au/Students/Pages/steps-to-create-your-USI.aspx>.

Once they have their USI they must provide the number to a staff member in the Senior Schooling office. Similarly, if the student has difficulties applying for their USI number, one of the staff members from the Senior Schooling office can assist.

Please contact Karen Neil, Head of Department Senior School, on 3826 1333 if you have any questions.


Francine Barker
Principal


Karen Neil
Senior Schooling Head of Department



Student Information on the Unique Student Identifier (USI)

USI...bringing your skills together

If you are undertaking nationally recognised training delivered by a registered training organisation you will need to have a Unique Student Identifier (USI). This includes studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course.

A USI gives you access to your online USI account which is made up of ten numbers and letters. It will look something like this: 3AW88YH9U5.

In time, your USI account will contain all your nationally recognised training records and results from 1 January 2015 onwards. Your results from 2015 will be available in your USI account in 2016.

When applying for a job or enrolling in further study, you will often need to provide your training records and results. One of the main benefits of the USI is that you will have easy access to your training records and results throughout your life.

You can access your USI account online from a computer, tablet or smart phone anywhere and anytime.

Do you need a USI?

You will need a USI when you enrol or re-enrol in training if you are a:

- student enrolling in nationally recognised training for the first time, for example if you are studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course;
- school student completing nationally recognised training; or
- student continuing with nationally recognised training.

You are a continuing student if you are a student who has already started your course in a previous year (and not yet completed it) and will continue studying after 1 January 2015.

Once you create your USI you will need to give your USI to each training organisation you study with so your training outcomes can be linked and you will be able to:

- view and update your details in your USI account;
- give your training organisation permission to view and/or update your USI account;
- give your training organisation view access to your transcript;
- control access to your transcript; and
- view online and download your training records and results in the form of a transcript which will help you with job applications and enrolment in further training.

If you are an international, overseas or an offshore student please visit usi.gov.au for more information.

How to get a USI

It is free and easy for you to create your own USI online.

While you may create your own USI, training organisations are also able to create a USI for you. Training organisations should do this as part of the enrolment process when you begin studying. Where this service is provided, training organisations will let you know.

Steps to create your USI

The following steps show how you can create a USI:

Step 1 Have at least one and preferably two forms of ID ready from the list below:

- Driver's Licence
- Medicare Card
- Australian Passport
- Non-Australian Passport (with Australian Visa)
- Birth Certificate (Australian)
- Certificate Of Registration By Descent
- Citizenship Certificate
- Immi Card

IMPORTANT: To make sure we keep all of your training records together, the USI will be linked to your name as it appears on the form of ID you used to create the USI. The personal details entered when you create a USI must match exactly with those on your form of ID.

If you do not have proof of ID from the list above, you can contact your training organisation about the other forms of ID they can accept to help you get a USI.

Step 2 Have your personal contact details ready (e.g. email address, or mobile number, or mailing address).

Step 3 Visit the USI website at: usi.gov.au.

Step 4 Select 'Student Entry' and then Select 'Create a USI' link and follow the steps.

Step 5 Agree to the Terms and Conditions.

Step 6 Follow the instructions to create a USI— it should only take a few minutes. Upon completion, the USI will be displayed on the screen. It will also be sent to your preferred method of contact.

Step 7 You should then write down your USI and keep it handy and safe somewhere, perhaps on your phone.

More Information

For more information please visit: usi.gov.au

Or contact us at Email: usi@education.gov.au

Phone: **1300 857 536**

To view this document online please visit: usi.gov.au