

Unique student identifier information

Dear Parents/Carers and students

Every student who is enrolled in a VET Certificate course and/or School based traineeship/apprenticeship must have a Unique Student Identifier (USI). Below is an extract from the Department of Industry student fact sheet, which explains the purpose of the USI and how you can create your own USI. For more information visit www.usi.gov.au

Student Information for the Unique Student Identifier

From 1 January 2015 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. A USI account will contain all your nationally recognised training records and results from 1 January 2015 onwards. 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.

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
- Visa (for international students)
- Birth Certificate (Australian)
- Certificate Of Registration By Descent
- Citizenship Certificate

IMPORTANT: The personal details entered when you create a USI must match exactly with those on your form of ID.

Go to: <http://www.usi.gov.au>

Step 2. Click on '[Student Entry](#)' from the Homepage.

Step 3. Click on '[Create your USI](#)' at the top of the page.

Step 4. Click '[Continue](#)' at the bottom of the page.

Step 5. Agree to the [terms and conditions](#).

Step 6. Fill in your [personal](#) and [contact](#) details.

Step 7. Enter the requested details as shown on your form of ID (see list above).

Step 8. Set your USI account [password](#) and [questions](#) for security.

Step 9. Your USI will now be displayed on the screen.

Step 10. Your USI will also be sent to you by either your email, phone or by mailing address (which ever you choose as your preferred contact method when creating your USI).

Once you have created your USI you will need to provide the school with a copy of your USI in the format that it was sent to you. This must be handed directly to the staff at the front office. If you cannot create your own USI you will need to see Mrs Riley in H Block regarding this.

Please note that students who do not supply the school with their USI cannot be issued with a nationally recognised VET Qualification or statement of attainment.