

Unique Student Identifier (USI) Numbers

Dear Parent/Guardian

All Senior School students (Year 10-12) must have a USI number on enrolment. Junior School students can also apply for a USI number at the time of enrolment as this number will remain with them into Senior School.

In Year 10 all students will be undertaking nationally recognised training courses delivered by a registered training organization and they will need to have a Unique Student Identifier (USI). This supports studying at TAFE in the future or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course.

A USI gives students access to an 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 nationally recognised training records. When applying for a job or enrolling in further study, students will need to provide training records and results. One of the main benefits of the USI is that students will have easy access to training records and results throughout their life.

Please assist your child in creating a USI number. Data entry ensures students can be entered promptly into their chosen courses. Once students create a USI number, they need to **print a copy of their number and hand it to the Front Office** so it can be entered onto the student's record. Please understand we need to see original documentation so all data is entered accurately and correctly.

How to create a USI Number

It is free and easy to create a USI online.

The following steps allow a student to create a USI:

Step 1: Have at least one (preferably two) form of ID ready from the list below:

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

* 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.

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

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

Step 4: Select the '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: Print a copy of your USI number and hand it to the Front Office.

Step 8: You should then write down the USI and keep it somewhere handy and safe (e.g. mobile phones, diaries).