RE: THE UNIQUE STUDENT IDENTIFIER (USI)

Dear Parent/Caregiver,

The USI (Unique Student Identifier) was introduced nationally on 1 January 2015 for all students studying VET qualifications. **The school has not been permitted to issue Statements of Attainment or Certificates since this date unless students have a USI. Students cannot be enrolled in VET certificates without a USI.** Your student will need to have a USI number verified and recorded in their school records.

A USI is effectively an account or 10 character alpha-numeric reference which will allow all your student's individual training records to be entered in the National Vocational Education and Training (VET) data base. The USI will make it easier for students to find, collate and authenticate their VET achievements into a single transcript. It will also ensure that students' VET records are never lost.

The USI will be available online and at <u>no cost</u> to the student. It will stay with the student for life and be recorded with any nationally-recognised VET course they undertake.

In order to obtain a USI using the website given below, students are required by the Federal Government to provide one of the following forms of identification, such as:

- Australian Birth Certificate (full certificate)
- Medicare Card
- Australian Passport
- VISA (for international students)
- Certificate of Registration by Descent
- Citizenship Certificate

In order to obtain a USI, students need to log on to http://usi.gov.au and click on the "Create USI" icon. They should have one of the above identifications on hand, then click "Create your USI now" and follow the directions.

Once the application is complete, and a USI has been obtained, students need to fill out the section below, detach and return it to the school office for verification.

If you have any question please feel free to contact me for clarification.

Kind regards,

Jodie Beauchamp
HOD: Senior Schooling

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I have successfully completed the USI registration and I authorise my USI to be entered and stored in school records for VET purposes.

Student Name:_____   Year Level: _____

Student Signature: _____   Date: _____

The USI I have been issued is: *[PLEASE PRINT **CLEARLY**]*

Updated: 13/06/2020