



KAWANA WATERS STATE COLLEGE - 30070 VOCATIONAL EDUCATION AND TRAINING UNIQUE STUDENT IDENTIFIER (USI)

VET is learning which is directly related to work. Nationally recognised qualifications are developed by industry to give people the knowledge and skills they need to work in a particular job.

Students can undertake VET at school:

- as part of their school studies - delivered and resourced by a school registered training organisation (RTO)
- by enrolling in a qualification with an external RTO - funded either by the Department of Education and Training's VET investment budget or through fee-for-service arrangements i.e. where the student or parent pays for the qualification such
- as a school-based apprentice or trainee.

A **Unique Student Identifier (USI)** is a reference number made up of numbers and letters that gives students access to their USI account. This account allows students to be linked to the National Vocational Education and Training (VET) Data collection allowing an individual to see all of their training results from all providers including training units and qualifications. The USI will make it easier for students to find and collate their VET achievements into a single authenticated transcript. It will also ensure that students' VET records are not lost. The USI is available on line and at no cost to the student. This USI will stay with the student for life and be recorded with any nationally recognised VET course that is completed from 1 January 2015 Students are not permitted to commence training until they have created and submitted their USI.

Please note

- No certification can be issued unless the student has provided a verified USI
- The VET Liaison Officer ensures the security of USIs and all related documentation with storage in a secure location with both hard copy and electronic documents and data.

Creating a USI (Before students begin, ensure they have their form of identification):

- **Driver's Licence (learners is ok)**
- **Medicare Card**
- **Australian Passport**
- **Visa (with Non-Australian Passport) for international students**
- **Birth Certificate (Australian) *please note a Birth Certificate extract is not sufficient**
- **Citizenship Certificate.**

Also ensure that students have a valid email address. This is VERY IMPORTANT as once the application is completed their USI number will be sent to them via email (use their school email address).

Students go to website <http://www.usi.gov.au>

Complete the steps below

Once you have received your USI please ensure you give it to the Main Administration Officer your name and USI number is recorded

<u>YOUR</u>										
<u>NAME</u>										

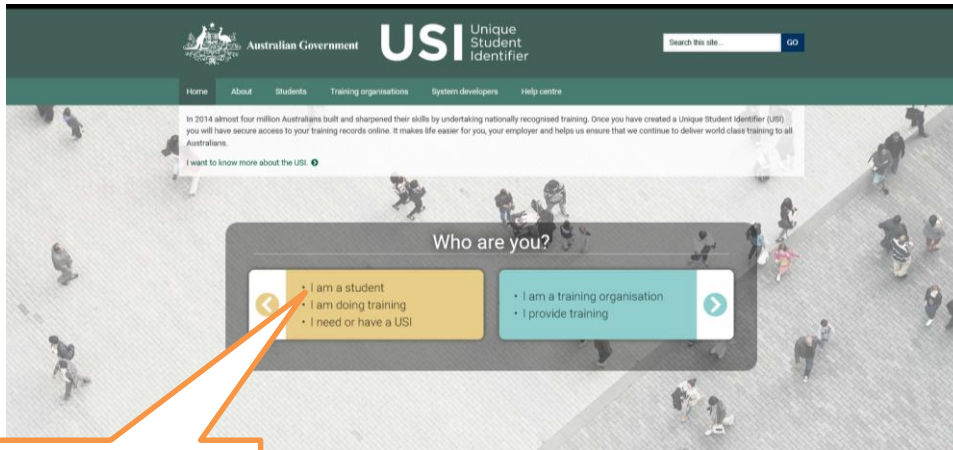
OR

I AM UNABLE TO CREATE A USI AND AM AUTHORISING KWSC TO DO IT ON MY CHILDS BEHALF

Signature of Parent/Care giver

Photocopy of birth certificate of Medicare card is attached

STEP ONE



STEP ONE

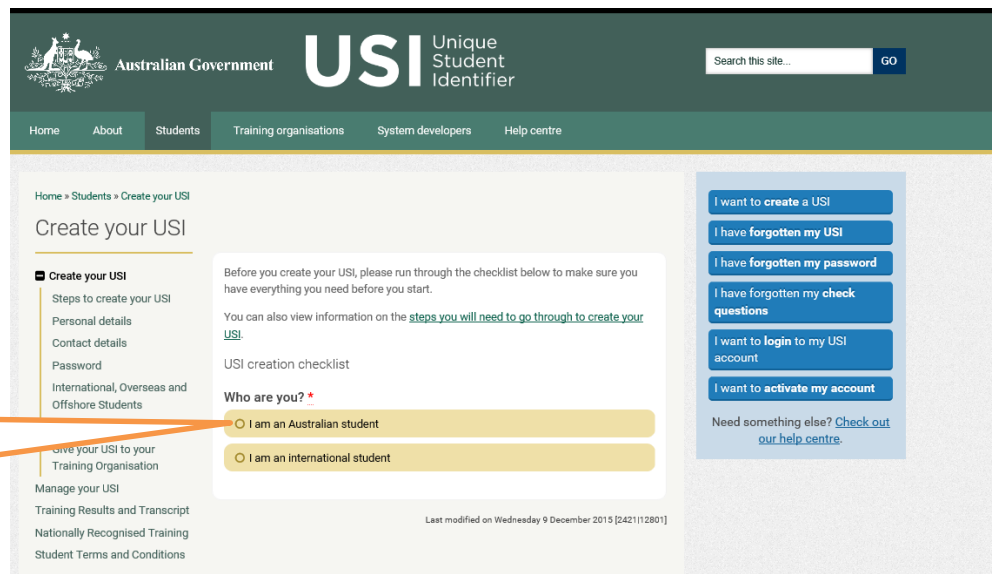
Click on CREATE YOUR USI

STEP TWO



STEP TWO

Click on CREATE YOUR USI



STEP THREE

Click on I am an Australian Student

Manage your USI
 Training Results and Transcript
 Nationally Recognised Training
 Student Terms and Conditions

Verify your identity

In order to create a USI, we need to verify your identity. You can use one of the following forms of ID.

⚠ Queensland Driver's Licences can sometimes cause problems with our verification process. If you have access to a Birth Certificate or an Australian Passport we recommend you use one of those instead.

What form of ID do you want to use? *

- Australian Passport
- Australian birth certificate
- Australian Driver's Licence
- Medicare Card
- Certificate Of Registration By Descent
- Citizenship Certificate
- ImmiCard

Create your USI now

You have everything you need to create your USI, click on the button below to get started.

[Create your USI now](#)

STEP FOUR
 SELECT the form of
 identification you will use

STEP FIVE
 Click on CREATE YOUR USI

TERMS AND CONDITIONS

IT IS IMPORTANT THAT YOU UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS BEFORE USING THIS WEBSITE.

The USI website [Terms and Conditions](#) define our shared responsibilities in regards to:

- Your personal information and privacy;
- Information Security;
- Accessibility.

If you are applying for a USI on behalf of another person, as their parent, legal guardian or carer, you **must** have the consent of that individual.

Registered Training Organisations (RTOs) must **not** use this process. RTOs can only apply on behalf of a student through the USI Registry System **Training Provider Login** or their integrated student management system.

I confirm that I have the consent of that individual.

By agreeing to the terms and conditions I acknowledge that giving of false or misleading information is a serious offence.

I agree to the [Terms and Conditions](#). *

More information in regards to the USI website terms and conditions can be found [here](#).

[Next](#)

STEP SIX
 Click box to agree
 then click NEXT

You will now be asked to enter your:

1. Personal and contact details
2. Confirm details
3. Evidence of identity
4. Password/Check questions

STEP SEVEN
 Complete your
 personal details

Please keep the below for your records and hand in the front page to the Main Administration office block.

1. Personal Details > 2. Confirm Details > 3. Evidence of Identity > 4. Password/Check Questions >

CREATE USI - PERSONAL DETAILS

i You are now going to create your USI. Before you commence, please ensure you have a form of ID such as a Driver's Licence. Please complete the following details matching your form of ID and select Next.

* Indicates a mandatory field

PERSONAL DETAILS

Name Details

Do you have a First Name and Family Name e.g. John Smith?

Yes No, I only have one name

First Name *

Middle Name

Family Name *

Date of Birth *

Confirm Date Of Birth *

Country of Birth *

Town/City of Birth *

Gender *

HELP

Personal Details
 Personal Details are your name, gender, date of birth and where you were born. These must match the details on the form of ID.
[More Help...](#)

Contact Details
 Contact Details include your preferred contact method, eg email address, phone number and address. It is important that these details are up-to-date and correctly entered. The contact details will be used by the USI Registrar to:

- advise you if your USI account details are changed
- reset and advise you of a new password if you requested one
- respond to your enquiries and help requests.

You may complete all fields or just the preferred contact method chosen.

If you change your contact details in the future please ensure you update your USI account.
[More Help...](#)

STEP EIGHT
 RECORD YOU USI HERE

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