



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

A Unique Student Identifier (USI) is a reference number made up of numbers and letters that give students access to their USI account. A USI will allow an individual's USI account 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.

Prior to commencing delivery of training, the trainer is to facilitate for student/s to create their USI and submit the printed copy from the USI registration site, to the school VET Liaison Officer at the office. Students are not to be permitted to commence training until they have created and submitted their USI. The school VET Liaison Officer is responsible for entering the student's verified USI on to the One School system.

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 please 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>


You are here: Home

## Welcome to the Unique Student Identifier




### Create your USI

Select this if you are a student (or a parent/guardian) and want to create a USI. This function is NOT for training providers.




### Student Login

Students select here:  
- Forgotten your USI?  
- Forgotten password?  
- Update your details  
This function is NOT for training providers.



### Training Organisation Login

Training Providers select here to:  
- Create a USI on behalf of a student  
- Verify a student's USI

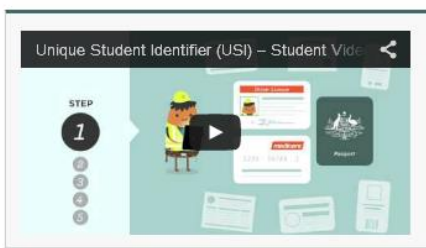


**STEP ONE**  
Click on CREATE YOUR USI

Want the basic steps to create a USI?


How to create your USI

◀ 1 2 3 4 5 6 7 ▶▶ ||



Unique Student Identifier (USI) - Student Video

STEP 1



### Need help? Visit the Help Centre

## Create your USI

### For students (parents, guardians or carers) to create a USI

Please make sure you have one form of ID from the list below ready.

Examples of acceptable forms of ID:

- > Driver's Licence
- > Medicare Card
- > Australian Passport
- > Visa (with Non-Australian Passport) for international students
- > Birth Certificate (Australian) \*please note a Birth Certificate extract is not sufficient
- > Certificate Of Registration By Descent
- > Citizenship Certificate
- > ImmiCard

[Read more](#) about the forms of ID needed to create a USI.

**Important: The details you enter MUST match the details shown on your form of ID**

[Continue](#)

**STEP TWO**  
Click on Continue

## 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 THREE

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

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 FIVE

Create your USI