



**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
- 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):

- Australian Passport
- Non-Australian Passport (with Australian Visa)
- Australian Birth Certificate
- Australian Driver's Licence
- Medicare Card
- Certificate of Registration by Decent
- Citizenship Certificate
- ImmiCard

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

USI website <http://www.usi.gov.au>

**Once you have received your USI, please ensure you give it to Mrs Austin (Senior School Placement Officer) in the Senior Learning Hub or email ([aaust18@eq.edu.au](mailto:aaust18@eq.edu.au)) . Your USI will then be recorded in One School and on your QCAA Learning Account.**

### Privacy Notice

Under the *Data Provision Requirements 2012*, **Kawana Waters State College** is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research (NCVER).

Your personal information (including the personal information contained on this form and your training activity data) may be used or disclosed by **Kawana Waters State College** for statistical, regulatory and research purposes. **Kawana Waters State College** may disclose your personal information for these purposes to third parties, including:

- school — if you are a secondary school student undertaking VET, including a school-based apprenticeship or traineeship
- employer — if you are enrolled in training paid for by your employer
- Commonwealth and State or Territory government departments and authorised agencies
- NCVER
- organisations conducting student surveys
- researchers.

**Personal information disclosed to NCVER may be used or disclosed for the following purposes:**

- issuing a VET statement of attainment or qualification, and populating authenticated VET transcripts
- facilitating statistics and research relating to education, including surveys
- understanding how the VET market operates, for policy, workforce planning and consumer information
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. You may opt out of the survey at the time of being contacted.

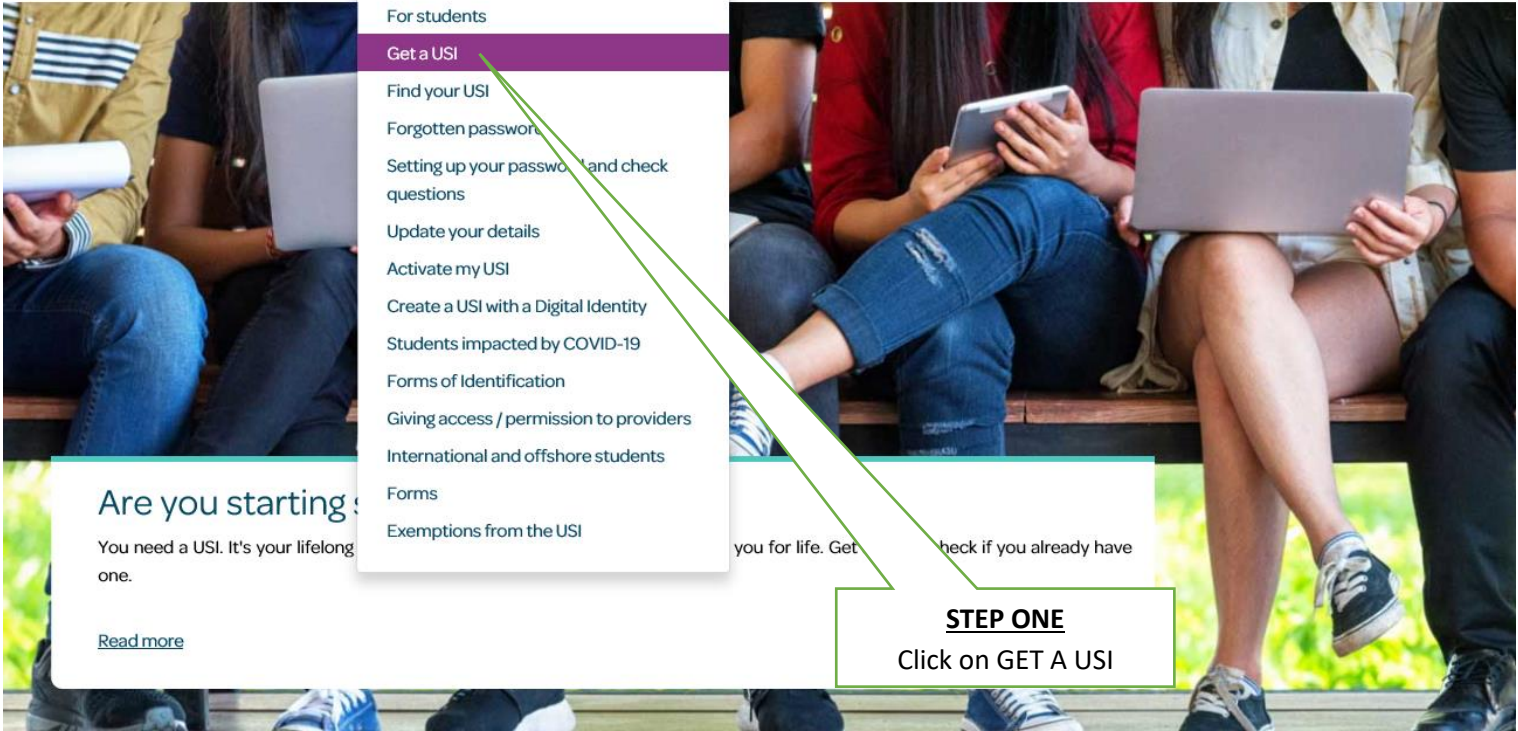
NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

# HOW TO CREATE A USI

[www.usi.gov.au](http://www.usi.gov.au)

## STEP ONE

- For students
- Get a USI**
- Find your USI
- Forgotten password
- Setting up your password and check questions
- Update your details
- Activate my USI
- Create a USI with a Digital Identity
- Students impacted by COVID-19
- Forms of Identification
- Giving access / permission to providers
- International and offshore students
- Forms
- Exemptions from the USI



**STEP ONE**  
Click on GET A USI

## STEP TWO

[Home](#) / [For students](#)

### Get a USI

A USI is your lifelong education number – you only need to create it once.

#### Already have a USI?

If you have undertaken any VET training since 2015, you may already have a USI. [Find it now.](#)

#### Identification requirements

You need **one** form of identification to create a USI.

Acceptable forms of ID:

- [Australian passport](#)
- [non-Australian passport \(with Australian visa\)](#)
- [Australian birth certificate](#)
- [Australian driver's licence](#)
- [Medicare card](#)
- [certificate of registration by descent](#)
- [Centrelink concession cards](#)
- [citizenship certificate](#)
- [ImmiCard](#)

Creating your USI should take less than 5 minutes

[Get your USI now](#)

**STEP TWO**  
Click on GET YOUR USI NOW

## STEP THREE



Australian Government

**USI** Unique Student Identifier

STUDENT PORTAL

You are here: [Home](#) > [Terms and Conditions](#)

### 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.

Education or training providers **must not use this portal** (Student Portal) to create, view, or update student USIs. Organisations can only operate on behalf of a student through their integrated student management system or via the [USI Organisation Portal](#).

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

[Disclaimer](#) [Security](#) [Accessibility](#) [Privacy](#) [Copyright](#) [Terms and Conditions](#)

Times are shown in Canberra, Australia time.

Version: 2020.12.21.1

### STEP THREE

Click on I AGREE TO THE TERMS AND CONDITIONS AND CLICK NEXT

## STEP FOUR



Australian Government

**USI** Unique Student Identifier

STUDENT PORTAL

You are here: [Home](#)

**i** We keep your information safe and secure! Find out how we [protect your privacy](#)

If you are experiencing problems accessing our portals please clear your cache or try another internet browser.

Some users may experience short intermittent outages between 7:00pm and 11:00pm AET Thursday, 21 January 2021 while Microsoft patches are applied.

We apologise for any inconvenience.

### USI STUDENT PORTAL

On this page you can:

1. Create a USI account (if you don't already have one)
2. View your application status
3. Login to your USI account
4. Retrieve your USI
5. Reset your password
6. Activate your USI account.

#### CREATE USI

If you do not have a USI account, you can create one now.

You only need to fill in a few details and have one form of ID to verify who you are. It should only take you about 5 minutes. Please select Create USI.

Create USI

You can verify your Digital Identity with two forms of ID or use your existing Digital Identity. Please select Create USI by Digital Identity.

Create USI by Digital Identity **Beta**

#### PASSWORD LOGIN

Please enter your USI or Email and Password, and select **Login** to access your USI account.

Login

[Forgotten your password?](#)  
[Forgotten your USI?](#)

#### DIGITAL IDENTITY LOGIN

Your Digital Identity email must match your USI account email

Login by Digital Identity **Beta**

### STEP FOUR

Click on CREATE USI



You are here: [Home](#) > Create USI

- 1. Create USI
- 2. Personal Details
- 3. Contact Details
- 4. Evidence of Identity
- 5. Password/Check Questions

### CREATE USI

\* Indicates a mandatory field

**i** Are you applying for a USI on behalf of another person? If you are providing assistance and the person is with you, select No. If you are applying for a USI on behalf of another person who is not currently with you, select Yes.

\* Are you applying for a USI on behalf of another person?  Yes  No

[Cancel](#) [Next](#)

### HELP

#### Applying on behalf of another person

If you are applying for a USI on behalf of another person, the details entered on this screen will be included in the notification to the student and when they access their USI account. The details will also be visible to USI Office staff when they

**STEP FIVE**  
Click NO if you are applying for your USI and click Next

Organisation Name

## STEP SIX



You are here: [Home](#) > Create USI

- 1. Create USI
- 2. Personal Details
- 3. Contact Details
- 4. Evidence of Identity
- 5. Password/Check Questions

### CREATE USI - PERSONAL DETAILS

**i** Before you begin you must select the evidence of identity document you will be using to create the USI.

Please enter your full name details into the Personal Details section below. Some forms of ID have special name formats:

- if your first/given name and middle name/s both appear on your form of ID as first/given names you must enter your first/given name in the First/Given Name field and your middle name/s into the Middle Name/s field.

Once you have completed the following details select Next.

\* Indicates a mandatory field

#### EVIDENCE OF IDENTITY

Document Type \*

#### 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/Given Name \*

Middle Name/s

Family/Last Name \*

For business or official purposes are you known by any other name that is not on your form of ID?

### HELP

#### Evidence of Identity

Evidence of Identity is the form of ID you need to select from the document list. The details of the form of ID will be checked electronically through the Document Verification Service which verifies common Australian forms of ID.

The Document Verification Service can immediately verify the form of ID using one of the following:

- [Driver's Licence](#)
- [Medicare Card](#)
- [Passport \(Australian\)](#)
- [Non-Australian Passport \(with Australian Visa\)](#)
- [Birth Certificate \(Australian\)](#)
- [Certificate Of Registration By Descent](#)
- [Citizenship Certificate](#)
- [ImmiCard](#)
- [Centrelink Concession Card](#)

#### Personal Details

Given Name/s, Family Name/s and Date of Birth have been entered as part of your Digital Identity check and cannot be updated on this screen.

[More Help...](#)

**STEP SIX**  
Complete your personal details

You will now be asked to enter your:

- Personal and Contact Details
- Confirm Details
- Evidence of Identity
- Password/Check questions

## You will receive an email from the USI Office with your USI.