

Vocational Education and Training Unique Student Identifier RTO # 30245

Dear Parents of Senior Students

The USI (Unique Student Identifier) was introduced nationally on 1 January 2015 for all students studying VET qualifications. The school will not be permitted to issue Statements of Attainment or Certificates after this date unless students have a verified USI. This year, your student will be studying a VET qualification.

A USI is effectively an account or 10 character alpha-numeric reference which will allow all of an individual’s training records, entered in the National Vocational Education and Training (VET) data collection, to be linked. 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 not lost.

The USI will be available online and at no cost to the student. It will stay with the student for life and be recorded with any nationally-recognised VET course that is undertaken.

In order to obtain a USI, 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

Students should note that they will be unable to undertake a VET qualification without a USI, so it is critical that they register for one as a matter of urgency. 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. The student details entered must match the form of identification exactly or the USI will not be verified.

Once the application is complete, and a USI has been obtained, students need to fill out the section below, detach and return it to their VET teacher, , within three school days. Students should also keep a copy of their USI in their records at home.

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 issued is: [PLEASE PRINT CLEARLY]

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