

Unique Student Identifier (USI) Vocational Education and Training (VET)

From 1 January 2015 the Australian Government requires all students undertaking vocational training (VET) to have a **Unique Student Identifier (USI)**. Vocational training includes VET courses studied whilst at school in addition to any vocational courses provided by other Registered Training Organisations (RTOs) such as Responsible Service of Alcohol, Asbestos Awareness Training or First Aid. This 10 number and letter identifier will allow students to access their VET training records and results as a transcript from 2016 and beyond from their online USI account. Students often need to provide evidence of their academic achievements when applying for a job or to undertake further study so it is important that all students apply for a USI from October 2014. As of 1 January 2015 a student must have a USI prior to a vocational qualification or statement of attainment being issued.

What will happen to my USI?

VET Staff at Erindale College will enter the USI into MAZE the ACT Education and Training Directorate student management system. It will also be accessible by the ACT Board of Senior Secondary Studies who issue vocational certificates and Statements of Attainment for all ACT colleges and report to the Australian Government on vocational outcomes.

How do students apply for a USI from October 2014?

METHOD 1

Go to the USI website usi.gov.au and follow the steps below:

Step 1 – Have at least one and preferably two forms of ID ready.

- Birth Certificate (Australian)
- Driver's Licence
- Medicare Card
- Australian Passport
- Visa (with Non- Australian Passport) for international students
- Certificate of Registration by Descent
- Citizenship Certificate
- Immi Card

Step 2 – Have preferred contact details ready (e.g. email address, mobile number or home address).

Step 3 – Select the ‘Create a USI’ and ‘Create your USI now’ links and follow the steps.

Step 4 – Agree to the Terms and Conditions.

Step 5 – Follow the instructions. Upon completion the USI will be displayed on the screen and it will also be sent to the preferred contact method (e.g. email address, mobile number or home address).

Step 6 – You should write down, print off or save the USI and keep it handy and safe. This will be your USI forever and you will need it when undertaking any vocational education and training in the future so ensure that you can locate it when required.

Step 7 – Forward your USI to **Erindale College by email to info@erindalec.act.edu.au** (please put USI in the subject box) . **Staff will need to verify your USI.** Once you have forwarded your USI please bring a copy of the ID forms you used to apply for this number to student services. This can then be entered into the MAZE student management system. If you require assistance please see the VET co-ordinator or staff in e-knex (student services).

METHOD 2

Erindale College can assist you to apply for a USI. More details on procedures for this will be provided at a later date.

Contact Lyndall Henman (VET Coordinator) on 62056073 or lyndall.henman@ed.act.edu.au should you have any questions or concerns.

YOU CAN WATCH A SHORT YOUTUBE VIDEO WHICH EXPLAINS THE USI

<http://www.youtube.com/watch?v=HRYaaF-B7Ho>