FACT SHEET FOR STUDENTS AND PARENTS

Narrabundah College RTO 88013

Unique Student Identifier (USI)

From 1 January 2015 the Australian Government requires all students undertaking vocational training (VET) to have a Unique Students Identifier (USI). This 10 number and letter identifier will allow student 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 this year.

What will happen to my USI?

Vet Staff at Narrabundah 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 certificate and Statements of Attainment for all ACT colleges and report to the Australian Government on Vocational outcomes.

How do students apply for a USI this year.

METHOD

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

Step 1 – Have at least one and preferable 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, or mobile or address).

Step 3 – Select the ‘Create a USI’ Link 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, or mobile or address).

Step 6 – The student should write down their USI and keep it handy and safe.

Step 7 – The students should provide their USI and personal details on attached form to the front office ASAP.

Contact Jodie Dehelean - VET Coordinator should you have any question or concerns.

YOU CAN WATCH A SHORT YOUTUBE VIDEO WHICH EXPLAINS THE USI
https://www.youtube.com/watch?v=HRYaaF-B7Ho
Unique Student Identifier (USI) Consent Form

We supply Narrabundah College Registered Training Organisation with the following information:

USI Code: ___________________________ (ten digit code) (please print clearly)

Name of student: ___________________________ (please print clearly)

Year: 11  12 (please circle)

Student’s email address: __________________________________________________________

Name of Parent or Guardian: ___________________________ (please print clearly)

Signature of Parent or Guardian: ___________________________

Date: ___________________________

This completed consent form is to be returned to:

Front Office at Narrabundah College

If you have any questions contact Jodie Dehelean on 61423225 or via email

jodie.dehelean@ed.act.edu.au