FACT SHEET FOR STUDENTS AND PARENTS

Unique Student Identifier (USI)

From 1 January 2015 the Australian Government requires all students undertaking vocational training (VET) to have a Unique Student Identifier (USI). This 10 number and letter identifier will allow students to access their VET training records and results as a transcript from 2015 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.

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 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

Narrabundah College Registered Training Organisation (RTO) can apply for a USI for you. The Vet Coordinator at Narrabundah College can apply for a USI on behalf of students with their consent and the consent of their parents or guardians.

Students will need to provide access to one of the following eight documents so that the student’s personal details can go through a Document Verification Service:

- 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

For students who do not have any of these documents there is an alternate process. Ask VET Co and VET staff for more details.
METHOD 2

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 give their USI to VET Staff / or VET Co at Narrabundah College so they can verify it and enter the details into the MAZE students management system.

Contact Celia Stott- 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