



Dear Students and Parents/Carers

RE: Unique Student Identifier (USI)

A USI is a personal education number required for all nationally recognised study, including university and vocational education and training (VET).

Throughout the senior phase of learning students at Proserpine State High School will have the opportunity to engage in a range of qualifications - certificate courses and/or parts of certificate courses. A certificate course is considered VET.

All students undertaking nationally recognised study must have a USI which will allow students to access their enrolment and achievement record online for all learning. As a legal requirement, Registered Training Organisations (RTOs) must have a verified USI recorded for a student before issuing a qualification or statement of attainment; this includes our school who is an RTO.

If your child does not have a USI, students have the choice of applying for a USI at home or applying at school with the support of school personnel. Students are required to have suitable identification and apply for their USI at the **Australian Government USI website** – www.usi.gov.au. For further information on obtaining a USI please refer to the *Unique student identifier: Factsheet – Information for parents and students*.

Once a student has completed their USI registration, students must then provide their USI details to their training provider. To ensure your child is prepared for senior school, please register your child for a USI, complete the form below and return to the school Administration Office or email to seniorschooling@proserpineshs.eq.edu.au.

By registering for a USI as a matter of priority your child will be best positioned to receive their certificate at completion of their course whether that be in Year 10, 11 or 12.

Kind regards

Bec Watts
**HEAD OF DEPARTMENT –
SENIOR SCHOOLING**

Shirley Holcombe
**DEPUTY PRINCIPAL –
SENIOR SCHOOLING**

Don McDermid
PRINCIPAL

✂.....

UNIQUE STUDENT IDENTIFIER (USI) NUMBER	
IMPORTANT: please ensure all details are written <u>clearly</u> and <u>accurately</u> .	
Student Name:	
Care Group:	
USI Number:	

Note: Please return completed form to the school. Thank you.

Unique student identifier

Factsheet – Information for parents and students

All students undertaking nationally recognised training must have a [Unique Student Identifier](#) (USI). This includes students who are undertaking Vocational Education and Training (VET) while at school.

The USI will allow students to access their enrolment and achievement record online through the USI Transcript Service for all VET learning completed from January 2015 onwards.

As a legal requirement, Registered Training Organisations (RTOs) must have a verified USI recorded for a student before issuing a qualification or statement of attainment. This includes school RTOs.

In limited circumstances, including where the student has declared they have a genuine personal objection to being assigned a USI, an [exemption](#) from applying for the USI may be requested.

What is a USI?

- A USI is a reference number made up of numbers and letters.
- The USI gives students access to training records and transcripts.
- The USI stays with a student for life and allows a student to see their training results from all providers. This includes all nationally recognised VET courses and qualifications.

Why do students need a USI?

- So that an RTO is able to issue a statement of attainment, or certificate, for nationally recognised training.
- For online access to their record of enrolment and achievement for VET learning.
- To provide evidence of their VET learning, for example, when applying for a job or further study.

Who applies for a USI?

- A student can apply for their own USI.
- The school may apply for a USI on behalf of a student with the student's permission, as long as they have been set up to do so.

What do students need to do?

A student can apply for a USI at the [Australian Government USI website - Get a USI](#). The student must then provide the USI details to their training provider (school RTO, TAFE or other training provider) or they will not receive a statement of attainment or qualification certificate.

To apply for a USI, the student must have suitable identification through one of the following:

- a. Australian Driver's licence
- b. Medicare card
- c. Australian Passport
- d. Non-Australian Passport (with Australian Visa)
- e. Australian Birth Certificate — please note a Birth Certificate Extract or Commemorative Birth Certificate is not sufficient
- f. Certificate of Registration by Descent

- g. Citizenship Certificate
- h. ImmiCard.

Students without any of these forms of identification are still able to obtain a USI and should contact their RTO for assistance.

Students should record their USI and keep it in a safe place so that they can access their USI Transcript.

If students have further questions about the USI, or would like to request the school apply for the USI on their behalf, they should contact their VET Teacher, VET Coordinator, Head of Department VET/Senior School or Deputy Principal Senior School at the school. Students can also find further information at the [Australian Government USI website - student information](#).

What if a student forgets or loses their USI?

The USI can be retrieved online at [Australian Government USI student portal](#). If their RTO is their school, students can also ask the school for their USI as the school RTO will have a record of it.

What if a student needs support during this process?

Students and families can let school staff know that they need reasonable adjustments and/or tailored support to complete the USI process. For example, the school can support a student to access the [Australian Government USI website](#).

What is an RTO?

A Registered Training Organisation (RTO) is any organisation that is registered to deliver nationally recognised training and qualifications. There are approximately 4000 RTOs in Australia including:

- high schools that provide nationally recognised training
- TAFEs and other government training organisations
- private/non-government training organisations
- employers and other organisations that provide nationally recognised training.

RTOs can offer qualifications at the level of:

- Certificates I, II, III and IV
- Diploma
- Advanced Diploma.

Useful website links

Further information on the USI can be accessed on the [Australian Government USI website](#) and at the following links:

- About the USI and training <http://www.usi.gov.au/About/Pages/default.aspx>
- Create your USI step by step <https://www.usi.gov.au/students/get-a-usi>
- Exemptions from the USI <https://www.usi.gov.au/students/individual-exemptions>
- VET transcripts student FAQs <https://www.usi.gov.au/transcripts/student-faqs>
- USI Student portal <https://portal.usi.gov.au/student>

