28th January, 2016

Dear Parent / Guardian,

As your son / daughter has or will be undertaking training for certificates at Mirani State High School, it is important that they are register to obtain a Unique Student Identifier (USI) number. Registering and providing your students USI number is required so certificates and points towards their Queensland Certificate of Education can be issued or banked.

Please assist this process by having your student create a USI number and return the form below back to the school’s office or alternatively email me directly sgrac13@eq.edu.au

Attached are the instructions on how to apply.

If assistance is required in obtaining this please do not hesitate to seek assistance either with myself or Deb Francis on 49667111 or email directly.

Yours faithfully

Sandy Grace      Mari Simmonds
HOD – Senior School    Deputy Principal – Senior School

Please use BLOCK LETTERS

STUDENT NAME: ____________________________________________________________
(This needs to be their full name matching the identification document used)

YEAR LEVEL: ______________________________________________________________

USI NUMBER: _____________________________________________________________

PARENT/GUARDIAN NAME: _________________________________________________

PARTENT/GUARDIAN SIGNATURE: ____________________________________________
Unique Student Identifier

From 1 January 2015 if you are undertaking nationally recognised training delivered by a registered training organisation you will need to have a Unique Student Identifier (USI). This includes studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course.

A USI gives you access to your online USI account which is made up of ten numbers and letters. It will look something like this: 3AW88YH9U5.

A USI account will contain all your nationally recognised training records and results from 1 January 2015 onwards. Your results from 2015 will be available in your USI account in 2016.

When applying for a job or enrolling in further study, you will often need to provide your training records and results. One of the main benefits of the USI is that you will have easy access to your training records and results throughout your life.

How to get a USI

It is free and easy for you to create your own USI online.
While you may create your own USI, training organisations are also able to create a USI for you. Training organisations should do this as part of the enrolment process when you begin studying. Where this service is provided, training organisations will let you know.

Steps to create your USI

The following steps show how you can create a USI:

Step 1 Have at least one and preferably two forms of ID ready from the list below:
- Driver’s Licence
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport) for international students
- Birth Certificate (Australian)
- Certificate Of Registration By Descent
- Citizenship Certificate
- Immi Card

IMPORTANT: To make sure we keep all of your training records together, the USI will be linked to your name as it appears on the form of ID you used to create the USI. The personal details entered when you create a USI must match exactly with those on your form of ID.

If you do not have proof of ID from the list above, you can contact your training organisation about the other forms of ID they can accept to help you get a USI.

Step 2 Have your personal contact details ready (e.g. email address, or mobile number, or address).

Step 3 Visit the USI website at: usi.gov.au.

Step 4 Select the ‘Create a USI’ link and follow the steps.

Step 5 Agree to the Terms and Conditions.

Step 6 Follow the instructions to create a USI – it should only take a few minutes. Upon completion, the USI will be displayed on the screen. It will also be sent to your preferred method of contact.

Step 7 You should then write down the USI and keep it somewhere handy and safe.

Provide school by filling form above or (email sgrac13@eq.edu.au or dfran38@eq.edu.au) with your USI number.

For more information please visit: usi.gov.au or see Deb in A Block