07 March 2022

Dear Parent/Guardian,

As part of a federal government initiative all learners in Australia are now required to have a USI Number. This is a unique student identifier that will link all training undertaken by a particular person. This number stays with the student in their training journey post-secondary school.

Please find attached an information sheet that explains the process of obtaining such a number.

To facilitate our requirements all students in year 10 are to supply me with their unique identifier.

Can you please assist this process by having your student create a USI and return the form below to the office **ASAP**. Alternatively, you can email directly using this email address: mmitc94@eq.edu.au

Please note that I cannot issue any vocational certificates that the students have undertaken without this number being provided.

If you have any problems in completing the process, do not hesitate to contact me on 49667111 or email me directly.

Yours faithfully

Sandy Grace   Matthew Horton
HOD – Senior School   Principal

Please use **BLOCK LETTERS**

STUDENT NAME: _____

(This needs to be their full name matching the identification document used)

YEAR LEVEL: _____

USI NUMBER   _____ (Please print clearly)

PARENT/GUARDIAN NAME: _____

PARENT/GUARDIAN SIGNATURE: _____

For more information please visit: *usi.gov.au or call 49667111 and ask to speak to Sandy Grace.*

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 with your USI number to mmitc94@eq.edu.au