

UNIQUE STUDENT IDENTIFIER (USI)

As a student entering Caboolture State High School your child will be required to obtain and verify a Unique Student Identifier (USI). The information below aims to inform you about the USI and what is involved in obtaining and verifying a USI now and for all future Vocational Education and Training (VET). For more information regarding VET at Caboolture State High School go to our website link <https://cabooltureshs.eq.edu.au/curriculum/vocational-education>

General Information About the USI:

A Unique Student Identifier (USI) is a reference number made up of numbers and letters that allows students access to their USI account. It links to the National Vocational Education and Training (VET) data collection register, allowing an individual to see all of their training results from all providers. The USI makes it easier for students to find and collate their VET achievements into a single authenticated transcript. It will also ensure that students' VET records are not lost. It is a requirement of enrolment into any VET qualification in Australia, that students provide their USI number otherwise they cannot be issued a certificate or statement of attainment for that course or qualification.

A USI is created online and is free of charge. Please refer to the document below which provides a link and a guide to the steps for creating a USI for your child.



**TO BE AWARDED A VOCATIONAL QUALIFICATION
YOU MUST HAVE A USI (UNIQUE STUDENT IDENTIFIER)
A USI IS FOR LIFE AND IT'S FREE !!
YOU ONLY CREATE IT ONCE AND IT TAKES LESS THAN 5 MINUTES**

Follow these how to steps to Create your USI.

GO TO – <https://www.usi.gov.au/students/create-usi>

(You can also do a google search – create USI number – select the site at the top of the search list.)

Key points for creating a USI

- Make sure you have an accepted form of ID to create a USI ready before you start – see 'Before you start on the USI Website'.
- The details you enter must match your form of ID.
- **Legal names must be used** (exactly as they appear on your Birth Certificate, Medicare card etc.).
- You need to enter a password (so think of one beforehand, that you **WILL** remember).

Click on  to begin creating your USI.

Click on  to start your application then follow the instructions on the screen.

Once you have created your USI number

- Print, take a screen shot or photo of your statement.
- A copy of your USI will be displayed on the screen and sent to your preferred contact.
- Please record your USI number below and return with your enrolment paperwork



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Having Problems?

If required the school can also assist you or your child to create a USI. You or your child will need to bring a copy or photo of one of the accepted forms of ID documents and Ms Long, the school's Senior Secondary Administration Officer, will assist you in creating a USI. Ms. Long can be reached through our administration office or via email llong28@eq.edu.au.

STUDENT NAME:		USI NUMBER:	
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