



Australind Senior High School  
Principal: Domenic Camera  
12 Break O' Day Drive,  
Australind, WA 6233  
P: 08 9797 4400  
E: australind.shs@education.wa.edu.au  
[www.australind.wa.edu.au](http://www.australind.wa.edu.au)  
**GROWING REMARKABLE PEOPLE**

## Unique Student Identifier Information

Dear Parent/Guardian

All students undertaking Vocational Education and Training in Australia are required to have a Unique Student Identifier (USI). This applies to all Vocational Pathway students at Australind Senior High School.

### About the Unique Student Identifier (USI)

A Unique Student Identifier (USI) is a reference number made up of numbers and letters that gives students access to their USI account. A USI will allow an individual's USI account to be linked to the National Vocational Education and Training (VET) Data Collection database allowing an individual to see all of their training results from all providers including all completed training units and qualifications.

The USI makes it easier for students to find and collate their VET achievements into a single authenticated transcript. It also ensures that students' VET records are not lost.

The USI is available online and at no cost to students. This USI will stay with the student for life and will be recorded with any nationally recognised VET course that is completed with any Registered Training Organisation (RTO) in Australia.

### Do you need a USI?

All Year 11 Vocational Pathway Students will need a USI if they are enrolling in nationally recognised training for the first time, for example if they are studying a certificate course at Australind Senior High School; SRTAFE; Bunbury Regional Trade Training Centre (BRTTC) or any other Registered Training Organisation (RTO).

### How do I get a USI

The attached Information Sheet "Steps to Create Your USI" provides details of how you can quickly and easily obtain a USI for your child. It is free and easy for you to create online.

You will require two forms of ID for each child and the USI must be created at home under supervision of a parent. Once completed -- the USI should be entered into the attached "Return to School Form" and given to the school via the front office.

Thank you for your continued support of your child's educational journey and this important step towards Senior School achievement. If you have any questions or concerns please feel free to contact the school.

## 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:** 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 the school 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](http://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.

Step 8 Record the USI on the attached "USI Return to School Form" and

For more information, please visit: [usi.gov.au](http://usi.gov.au)

Or contact them at Email: [usi@industry.gov.au](mailto:usi@industry.gov.au)

Phone: Skilling Australia Information line – 13 38 73

## USI RETURN TO SCHOOL FORM

Once the USI has been created please complete this form and return it to the front office staff at Australind Senior High School.

**PLEASE NOTE: Once a USI is created, students will be sent a link (using the preferred contact method). DO NOT DELETE THE TEXT OR EMAIL AND ITS CONTENTS. You will need to follow a link in the text or email to set your password, security questions and answers.**

Student First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Surname: \_\_\_\_\_

USI Number: \_\_\_\_\_ **(Print in large bold clear letters and numbers)**

**Please make sure a "Z" looks like a "Z" not a "2."**

**Please make sure a "5" looks like a "5" not an "S"**

### USI PERMISSIONS

I give Australind Senior High School permission to provide the above USI to the RTO's the above named student enrolls with for the purpose of resulting and issuing of certificates gained by the student.

Parent/Guardian name: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

### USI INFORMATION COLLECTION

If you are having some difficulties in obtaining a USI for your child. Please complete the information in below and return to administration at Australind Senior High School to enable us to create a USI on your behalf. Incomplete forms will be returned.

I, .....(Parent / Guardian name) give permission for Australind Senior High School to create a USI on my child's behalf using the details in the table below. The school requires permission from student and parents / guardian and details of your Medicare card to create this USI. Once the USI is created these details will be destroyed.

Student name as it appears on the Medicare Card	
Address	
Student date of Birth	
Country of Birth	
City /Town of Birth	
Preferred contact <b>(email and mobile phone – correspondence will be sent to these contacts)</b>	E: M:
Medicare Number <b>(the 10 digit number at the top of the card)</b>	
Student reference number on the Medicare Card <b>(ie person number 3)</b>	
Colour of Medicare card <b>(green, blue or yellow)</b>	
Expiry date on the Medicare card	
Student Signature: Date:	Parent / Guardian Signature: Date: