



USI Procedures

(Unique Student Identifier)

Information for parents and students

From 1 January 2015, the Australian Government requires all students studying Vocational Education and Training (VET) to have a Unique Student Identifier (USI). This includes students who are studying VET in schools.

There is no cost to the student. The USI will allow students to access their enrolment and achievement record for all VET learning online (from 1 January 2015); and no VET records will be lost.

Registered Training Organisations (RTO) must have a valid USI for a student before issuing a qualification or statement of attainment. This includes school RTOs.

What is a USI?

- A USI is a reference number. It is made up of numbers and letters.
- The USI gives students access to their USI account.
- The USI account allows a student to see all their training results from all providers. This includes all completed training units and qualifications.

Why do students need a USI?

Students will need a USI:

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

Who applies for a USI?

- A student can apply for a USI – check with their VET Teacher on how to apply or at the [Australian Government USI website - create your USI](#).
- The student must then provide the USI details to their school or they will not receive a statement of attainment or qualification.

RPSHS Procedures

- *All Students on enrolment to the school will create a USI with the enrolling officer (GO/DP)*

1. Information regarding USI and where to find website placed in student hand book or equivalent (fact sheets).
2. Senior enrolment forms will include statement to be ticked by student allowing Redbank Plains State High access to student USI.
3. VTAs on induction process with their students will explain USI and students to sign and give permission to use USI as needed by school. Copy to be found:
<G:\Coredata\Curriculum\Vocational Education and Training\VET USI>
4. Trainers to assist students to acquire their USI at school and give directions as to how to complete at home.
5. Student to inform school of their USI, by emailing (or showing digital acknowledgement), VET HOD, SDCS Operator/supervisor.
6. Newly enrolled VET students need to produce USI to be added to data collection and for verification.
7. Periodic checking to occur to determine all information is added/verified on One School, and corrected by VET HOD/SDCS Operator/SDCS Supervisor.
8. During subject selection process VET HOD (or designated person) to meet with new students and parents and assist with USI application, recording result onto One School- limited Access.