Dear Parent/Guardian

The USI (Unique Student Identifier) was introduced nationally on 1 January 2015 for all students studying VET qualifications. The school is not permitted to issue Statements of Attainment or Certificates unless students have a USI recorded with Mackay State High School. VET courses that are offered to students include Certificate 2 in Workplace Practices, Certificate 2 in Business, Certificate 2 in Information, Digital Media and Technology, Certificate 1 in Construction, Certificate 1 in Engineering, Certificate 1 in Manufacturing Pathways, Certificate 2 in Sport and Recreation and Certificate 3 in Fitness.

A USI is effectively an account or 10 character alpha-numeric reference which will allow all of an individual’s training records, entered in the National Vocational Education and Training (VET) data collection, to be linked. The USI will make it easier for students to find, collate and authenticate their VET achievements into a single transcript. It will also ensure that students’ VET records are not lost.

The USI is available online and at no cost to the student. It will stay with the student for life and be recorded with any nationally-recognised VET course that is undertaken.

In order to obtain a USI, students are required by the federal government to provide one of the following forms of identification, such as:

- Australian Birth Certificate (full certificate)
- Medicare Card
- Australian Passport
- VISA (for international students)
- Certificate of Registration by Descent
- Citizenship Certificate
- Driver’s License

In order to obtain a USI, students need to log on to http://usi.gov.au and click on the “Create USI” icon. They should have one of the above identifications on hand, then click “Create your USI now” and follow the directions. A separate handout has been provided with more detailed instructions.

Once the application is complete, and a USI has been obtained, students need to fill out the section below, detach and return it to Mrs Sharon Barnard in E02 ASAP. Students should also keep a copy of their USI in their records at home.

If you have any questions about the Unique Student Identifier, please contact Sharon Barnard on 49579134.

Yours faithfully

Steve Paulger    Sharon Barnard
Principal    HOD Senior Schooling

I have successfully completed the USI registration and I authorise my USI to be entered and stored in school records for VET purposes.

Student Name: ________________________________ Year Level 2017: __________
Student Signature: ________________________________ Date: __________
Parent Name: ________________________________ Parent Signature: ________________________________

The USI I have been issued is: [PLEASE PRINT CLEARLY]