USI Unique Student Identifier

Australian Government

CHURCHLANDS SENIOR HIGH SCHOOL

In 2015 a new Federal Government initiative was introduced to create a database where all training is consolidated in one place, including some training that will take place at Churchlands Senior High School in later years. The Unique Student Identifier (USI Number) may be required when applying for a job, carrying out training programs, such as First Aid and Try-A-Trade and for Senior Secondary Programs.

As part of the enrolment, you are required to create a USI number for your child. The instructions on how to do so are found below.

A USI gives your child access to their online USI account, which is a 10 Alpha numeric digit, made up of ten numbers and letters. It will look something like this: 3AW88YH9U5.

In time, your USI account will contain all your child's nationally recognised training records. One of the main benefits of the USI is that your child will have easy access to their training records and results throughout their life.

STEPS TO CREATE YOUR CHILD'S USI NUMBER

Step 1 Have at least **one** and preferably **two** forms of your child's ID ready from the list below:
- Driver's Licence (for Senior students)
- Medicare Card
- Australian Passport
- Non-Australian Passport (with Australian Visa)
- Birth Certificate (Australian)
- Certificate Of Registration By Descent
- Citizenship Certificate
- Immi Card

IMPORTANT: The USI will be linked to your child's 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*.

Step 2 Have your child's personal contact details ready; for example private email address *(Do not use their school email, as they will need access to this account after school)*, or mobile number, or mailing address).

Step 3 Visit the USI website at: www.usi.gov.au

Step 4 Select *'I am a student'* and then Select *'I want to create a USI'* link at the bottom of the page 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 Record your child's USI number in the space below.

Student Name: _____ **Form:** _____

USI Number: ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

PLEASE EMAIL or GIVE THIS FORM BACK TO MRS LEBIHAN SO WE CAN RECORD THE NUMBER ON THE SCHOOL SYSTEM

If you have already created your child's USI number, you can go the USI website and click on "Check if I have a USI" option. All you need to do is enter either your Email, phone number or answer your security questions.