From 1 January 2015 the Australian Government requires all students undertaking vocational training (VET) to have a Unique Student Identifier (USI). This 10 number and letter identifier will allow students to access their VET training records and results as a transcript from 2016 and beyond from their online USI account. Students often need to provide evidence of their academic achievements when applying for a job or to undertake further study so it is important that all students apply for a USI from October 2014.

**What will happen to my USI?**
VET Staff at Youth Plus will enter the USI into the student management system and report to the Australian Government on vocational outcomes.

**How do students apply for a USI from October 2014?**

Go to [www.usi.gov.au](http://www.usi.gov.au) to get a USI

**Step 1** – Have at least one and preferably two forms of ID ready.
- Birth Certificate (Australian)
- Driver’s Licence
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport) for international students
- Certificate of Registration by Descent
- Citizenship Certificate
- Immi Card

**Step 2** – Have preferred contact details ready (e.g. email address, mobile or street address).

**Step 3** – Select the ‘Create a USI’ link and follow the steps.

**Step 4** – Agree to the Terms and Conditions.

**Step 5** – Follow the instructions. Upon completion the USI will be displayed on the screen and it will also be sent to the preferred contact method (e.g. email address, mobile or street address).

**Step 6** – The student should write down their USI and keep it handy and safe.

**Step 7** – The students should give their USI to VET staff at Youth Plus so they can verify it and enter the details into the student management system.

Contact the RTO Operations Manager should you have any questions or concerns.

**YOU CAN WATCH A SHORT YOUTUBE VIDEO WHICH EXPLAINS THE USI**

[http://www.youtube.com/watch?v=HRYaaF-B7Ho](http://www.youtube.com/watch?v=HRYaaF-B7Ho)
PERMISSION FORM

Youth Plus 31330 can apply for a USI for you, VET Staff at Youth plus can apply for a USI on behalf of students with their consent and the consent of their parents or guardians.

Students will need to provide access to one of the following eight documents so that the student’s personal details can go through a Document Verification Service:
- Birth Certificate (Australian)
- Driver’s Licence
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport) for international students
- Citizenship Certificate
- Immi Card

For students who do not have any of these documents there is an alternate process. Ask VET staff for more details.

Please complete the following information and hand back this form to your trainer with your ID document.

First Name ................................................................. .................................................................

Middle Name ................................................................. .................................................................

Surname ................................................................. .................................................................

Date of Birth ☐☐/☐☐/☐☐☐☐

Gender ☐ Male ☐ Female

Country of Birth ...........................................................................................................................

Town/City of Birth ........................................................................................................................

Email address ...........................................................................................................................

Mobile Number ................................................................. Home Phone ....................................................

Address ........................................................................................................................................

Suburb ...........................................................................................................................................
State .............................................................................................................................................
Postcode ........................................................................................................................................

Student Signature: .........................................................................................................................
Date: .............................................................................................................................................

Office Use Only – Trainer to complete
☐ Student has signed the form
☐ Student has provided 1 type of ID
☐ Student has completed ALL sections

Once complete Please return to RTO email training@youthplus.edu.au, or PO Box 498 Red Hill QLD 4059

USI Permission form V2 160516