



USI

The Federal Government have a database where all training is consolidated in one place, this may include some training that will take place at Ashdale Secondary College 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.

A USI gives your child access to their online USI account, a ten (10) alphanumeric digit comprising ten (10) 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.

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.*

STEPS TO CREATE YOUR CHILD'S USI NUMBER

Step 1 Have at least one and preferably two (2) 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

Step 2 Have your child's personal contact details ready; for example private email address (*do not use their College 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 the '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*

PLEASE EMAIL YOUR USI WITH YOUR ENROLMENT DOCUMENTATION

If you have already created your child's USI number, you can go the USI website and click on "Not sure if I have a USI/find my USI" option. All you need to do is enter either your Email, phone number or answer your security questions.