

ALL students need a USI

What is a USI? A USI is a **Unique Student Identifier** which follows the person who it belongs to and is necessary for all Karratha Senior High School students who **WILL** be completing a Certificate II as part of their Year 11 and 12 studies. It is also necessary for everyone who undertakes a traditional 'TAFE' qualification, a traineeship or an apprenticeship.

What's that? Your child isn't in Year 11 or 12? The process takes 10 minutes, and once it has been created, you can provide the school with a copy to place on our database for safe keeping. If your child moves schools, the USI follows them.

What is a USI? A USI is needed for every student undertaking nationally recognised training, which includes a 'TAFE' certificate, a traineeship, an apprenticeship and it also includes school aged students when they are completing a certificate as part of their studies. The identifier will be a combination of 10 numbers and letters.

To create a USI, go to:

<https://www.usi.gov.au/>

You will need one form of ID:

- Driver's Licence
- Medicare Card
- Australian Passport
- Visa (with non-Australian passport) for international students
- Australian Birth Certificate (not extract from birth)
- Certificate of Registration by Descent
- Citizenship Card
- ImmiCard

Tips on creating a USI:

- Your child needs their own email address as part of the USI creation process
- Use your child's legal name
- Store a copy of the USI in a safe place
- Provide the school with a copy of the USI

Why does my child require a USI? The USI is needed to enrol students with an RTO (TAFE as it is commonly known) and needed to issue the Certificate which a student has completed. If this is not done, students do not receive credit for the Certificate towards their WACE which can place them at risk of not meeting graduation requirements.

My child has a USI, what do I do with it? The final screen in the USI creation process allows you to enter the email address of anyone that you would like to send the USI to. You can send it directly to jane.errey@education.wa.edu.au or tracey.stewart@education.wa.edu.au

EMAIL YOUR USI

The USI Office can send an email containing your USI verification details to your training organisation on your behalf. **Please note** the email will include personal information about you including your USI, your name and your date of birth. Please enter the email address or addresses (separated by a comma) in the box below then select **Send**.