Dear Parent/Guardian

RE: Senior School & Unique Student Identifier (USI) Requirements

As part of the curriculum at Corinda State High School, every student in the Senior School will access Vocational Education and Training (VET) courses within their chosen programme of study. In our school, these compulsory VET courses provide students with:

- Additional learning credits towards the attainment of their Queensland Certificate of Education (QCE);
- Access to education and training that develops employability skills and ability, and;
- A nationally recognised qualification that can be used to transition to further education, training or employment.

As part of the Australian Government compliance framework for VET, all students who are studying a VET course are required to register for a Unique Student Identifier (USI). The purpose of the USI is to provide students with a central register for all VET study undertaken including completed training units and qualifications. It is necessary that each student has a USI so that the school and/or other VET providers can issue these certifications to students and allow this learning to be recognised for QCE attainment.

Students have been provided with an information factsheet regarding the USI that outlines a number of Frequently Asked Questions during their VET Induction with Angela Raven (HOD – Senior Schooling).

In order to efficiently obtain and collate a USI for each student in the Senior School, we are asking students to complete the USI application process online at home and provide the USI to the school. This prevents the need of student to bring important identification such as Passports, Birth Certificates or Medicare Cards to school.

Attached to this letter is a series of instructions to create a USI in addition to a return slip that will need to be completed after the USI has been registered for your student. Students must return their completed slip to their Form Room teacher by Friday the 12 March 2015. Students or families who require additional assistance are encouraged to contact the school.

If you have any further questions or queries, please contact Tim Barraud on 3379 0222 or via email (sat@corindashs.eq.edu.au).

Thank you in advance for your support.

Helen Jamieson
Principal
Instructions for Registering for a Unique Student Identifier (USI)

1. Enter the website address http://usi.gov.au/Pages/default.aspx into your web browser.

2. Select “Create Your USI” by clicking within the shaded box. This will navigate you to the website ‘Terms and Conditions’.

3. Click on two (2) radio buttons that relate to individual consent and the terms and conditions. These are indicated by a red asterisk (*). Click ‘Next’.

4. At the “USI Student Portal”, click the ‘Create USI’ button located on the page to commence the registration process.

5. The “Create USI – Personal Details” page will ask for the identifying details for your student. **It is essential that your student’s Legal Name is used in this process.** Additionally, the school recommends that the student uses their EQ email address for this process.

6. The “Create USI – Evidence of Identity” will ask for an identifying document to verify the identity of your student. The Legal Name given in Step 5 must correspond with the Document Type used. **Please note Corinda SHS will not have access to the details of the document used.**

7. You will need to create two (2) verification questions with answers that should your student forget their USI and need to recover their information.

8. At the completion of this process, you will be directed to a page titled “Create USI – Success”. This will have a dialogue box with a green tick. Your USI will be listed in **BOLD TYPE** and consist of a combination of Letters and Numbers (i.e. 3AW88YH9U5)

9. Copy your completed USI in the space provided below and have your student return this to their Form Room teacher no later than Friday March 12, 2015.

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Cut off this section and return your Unique Student Identifier (USI) to your Form Teacher by Friday March 12 2015.

Student Name: ___________________________________________ Form Class: __________

Unique Student Identifier (USI) – please print in capital letters: ________________________________________________________

_I acknowledge that Corinda State High School is collecting my Unique Student Identifier (USI) to add to my OneSchool Student Profile. This will allow my Vocational Education and Training (VET) results to be recorded by the school to contribute to my Queensland Certificate of Education (QCE)._

Parent/Guardian Signature: ____________________________ Student Signature: ____________________________