USI (Unique Student Identifier) Creation

At Kenmore SHS, all students undertake a range of learning including Vocational Education and Training (VET). These courses are provided by the school who is a Registered Training Organisation (RTO) and students will be issued with a Certificate of Completion in addition to a report card. Whilst Junior Secondary students will not be engaging in VET courses, applying for the USI now allows for administrative ease while all of the relevant documentation is assembled for enrolment.

All students undertaking nationally recognised training delivered by a registered training organisation will need to have a Unique Student Identifier (USI). A USI gives students access to their online USI account which records nationally recognised training records and results. When applying for a job or enrolling in further study, students will often need to provide their training records and results. One of the main benefits of the USI is that students will have easy access to their training records and results throughout their life.

Kenmore SHS requires a USI from students upon enrolment. Follow the steps below to create a USI for your child. **If you have difficulty**, please **call the USI office** on 130 857 536 or **seek assistance** from an office administrator **on the day of your enrolment**.

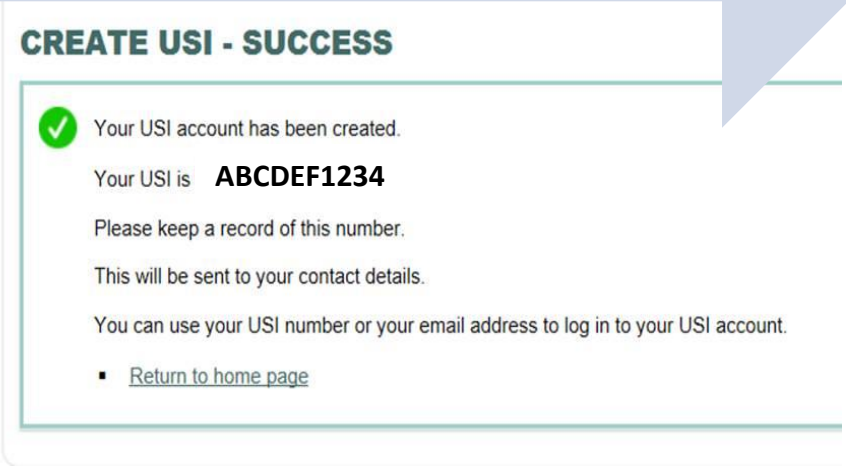
Steps to Create a USI

Step 1:
Have your Medicare card, child's Australian Birth Certificate or child's Non-Australian passport with Australian Visa

Step 2:
Log on to
www.usi.gov.au

Step 3:
Under **'Who are you?'**, select **'I am a Student'** then **'I want to create a USI'** and follow the steps

Sample



Print a screen shot of your USI and bring to interview or
Record it clearly in BLOCK LETTERS below and bring to interview

Student Name: _____

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐