



All students who are undertaking a Qualification from 2015 are required to obtain a USI number. Without this number, students will not receive the recognition for any work they complete toward a Qualification. Not having a number can have a detrimental impact on a student’s ability to achieve their WACE.

All students are required to have a USI number to complete the Subject Selection process via SSO (Subject Selection Online). This will also be linked to Qualifications that students complete at Churchlands Senior High School, through TAFE, with a private training organisation or completing an school based apprenticeship or traineeship.

A USI gives you access to your online USI account which is made up of ten numbers and letters. It will look something like this: 3AW88YH9U5. It is a 10 Alpha numeric digit.

In time, your USI account will contain all your nationally recognised training records.

When applying for a job or enrolling in further study, you will often need to provide your training records and results. One of the main benefits of the USI is that you will have easy access to your training records and results throughout your life.

STEPS TO CREATE YOUR USI NUMBER

Step 1 Have at least **one** and preferably **two** forms of ID ready from the list below:

- Driver’s Licence
- Medicare Card
- Australian Passport
- Non-Australian Passport (with Australian Visa)
- Birth Certificate (Australian)
- Certificate Of Registration By Descent
- Citizenship Certificate
- Immi Card

IMPORTANT: The USI will be linked to your 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.**

If you do not have proof of ID from the list above, you can contact Mrs Ingleson.

Step 2 Have your personal contact details ready; for example private email address (**Do not use your school email, as you 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 ‘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.**

Step 7 Record your USI number in the space below and keep this with your Subject Selection Information.

You will need your USI Number to complete the Subject Selections Process.

USI Number:

If you have already created a 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.

Should you have any questions about the USI number, please contact Mrs Ingleson, the VET Coordinator, via email cingleston@churchlands.wa.edu.au or on 08 9441 0499