Unique Student Identifiers

New Australian Government requirements

From January 1, 2015 it will become an Australian Government requirement that anyone undertaking a VET course, including a Food Safety Supervisor Course has a Unique Student Identifier (USI).

Prior to completing your Food Safety Supervisor Course with NAQ Nutrition Training you must obtain a Unique Student Identifier (USI) and provide it to us so that we can issue your Statement of Attainment.

Creating your Unique Student Identifier (USI)

If you do not already have a Unique Student Identifier (USI) you can create one online at www.usi.gov.au.

If you are attending a face to face course with NAQ Nutrition Training, we will have facilities available on the day of your course to allow you to obtain your Unique Student Identifier (USI) while at our training venue. If you choose to take up this option, it is very important that you bring your driver's license to the training day.

Please refer to pages 2 - 5 for a step by step guide to creating a Unique Student Identifier (USI) online.

Matching your Unique Student Identifier (USI) and enrolment information

It is very important that the personal details you supply on your NAQ Nutrition Training enrolment form, match the personal details you supply when creating your Unique Student Identifier (USI). Most importantly, it is essential that you use exactly the same name and date of birth. Providing different personal information on your enrolment form, to what you have provided when creating your Unique Student Identifier (USI) may result in delays when we are issuing your Statement of Attainment.
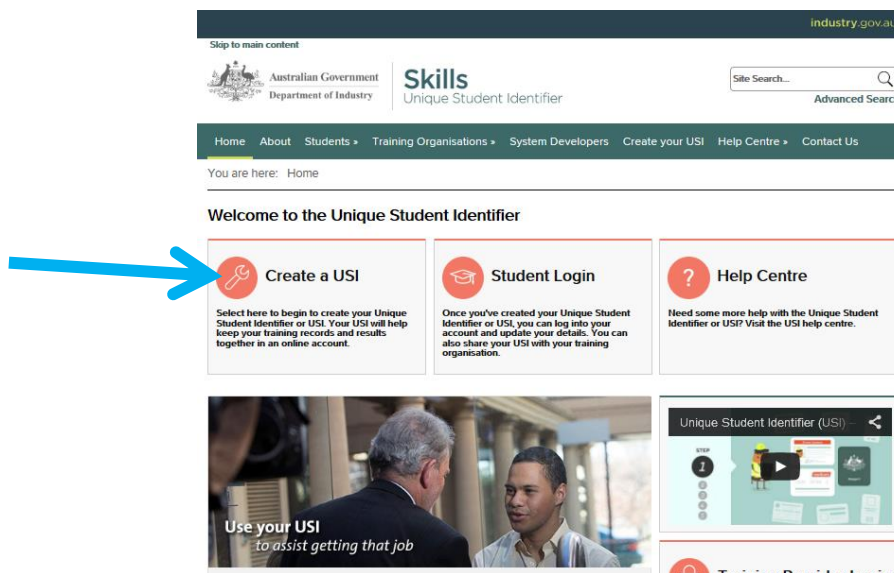
Web: http://training.naqnutrition.org

Head Office
6/100 Campbell Street, Bowen Hills 4006
Phone: (07) 3257 4393
Fax: (07) 3257 4616
Email: training@naqld.org

Qld & NT Enquiries
Phone: (07) 3257 4393
Email: training@naqld.org

ACT Enquiries
Phone: (02) 6162 2583

Step-by-step guide to creating your Unique Student Identifier (USI)

Step 1

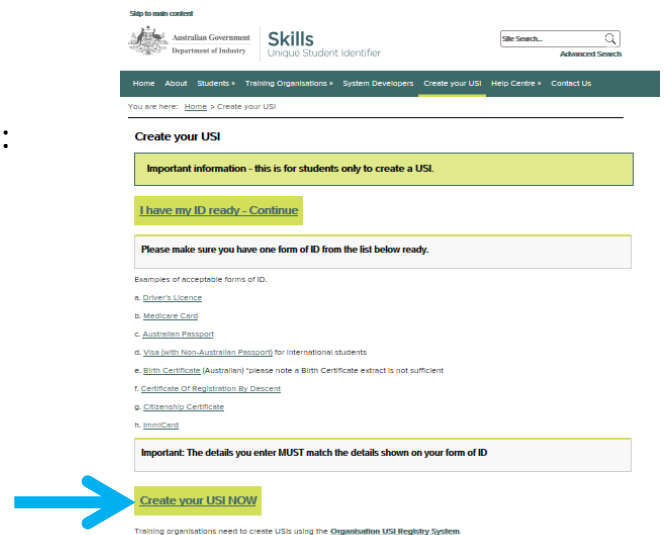Visit http://www.usi.gov.au

Step 2

Select the *Create a USI* option.

Step 3

Ensure you have an appropriate form of ID with you.
One of the following can be used as ID:
- Driver's licence
- Medicare card
- Australian passport
- Full birth certificate
- Citizenship certificate
- ImmiCard

If you are ready to progress, click *Create your USI NOW.*

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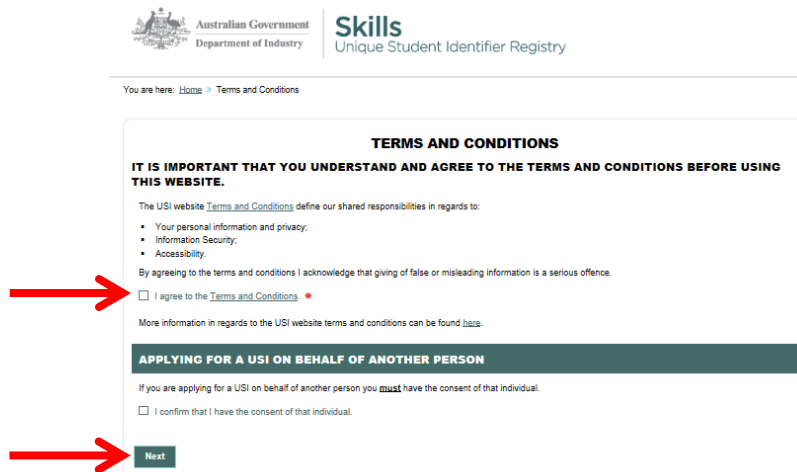
ACT Enquiries
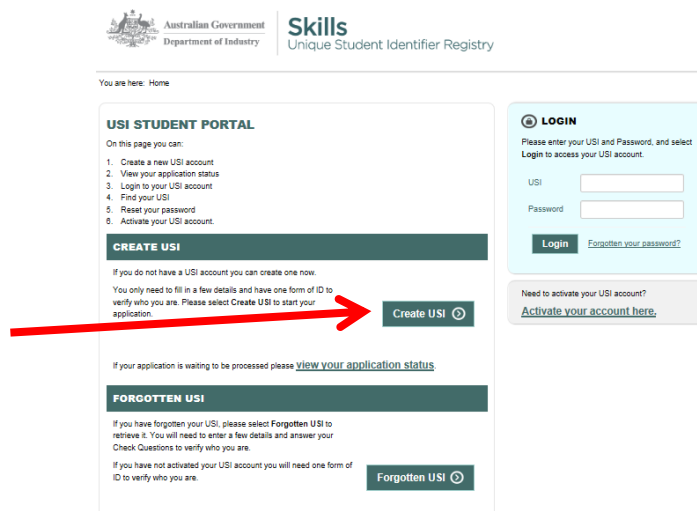Phone: (02) 6162 2583

Step 4

View the terms and conditions.
If you agree, accept the terms and conditions by ticking the box next to
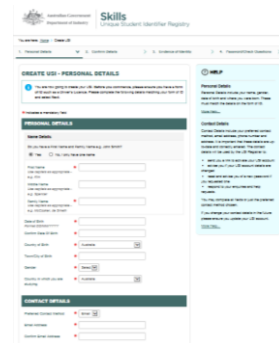*I agree to the Terms and Conditions*.
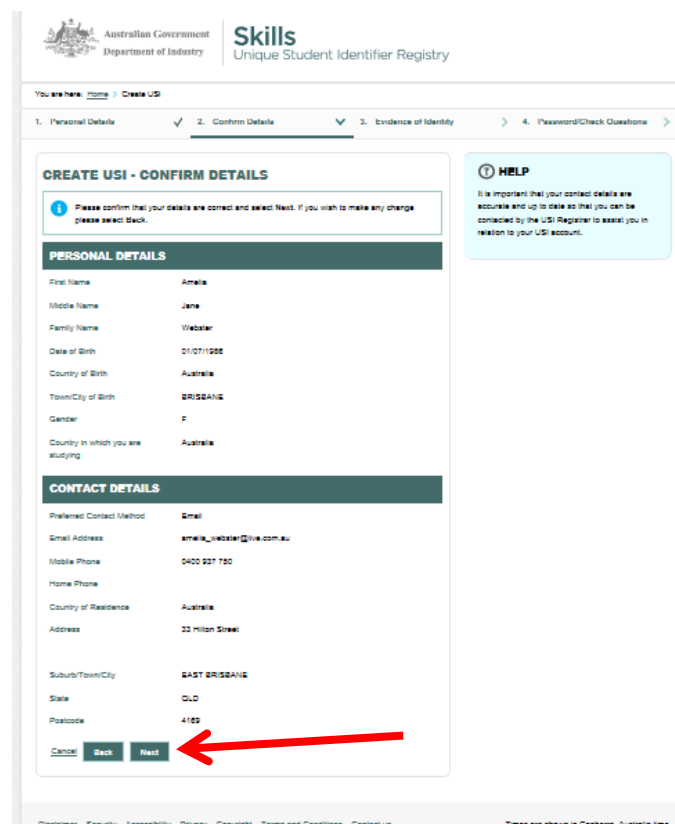Click *Next*.

Step 5

Click on *Create USI*.

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Step 6

Enter your personal details.

It is important that these personal details match the details on the identification you are using and the details you put on your NAQ Nutrition Training Enrolment form.
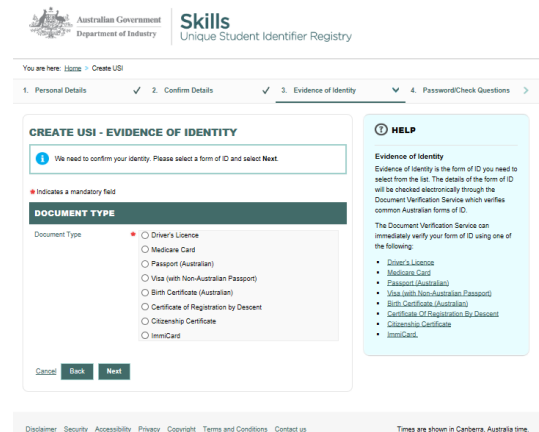

Step 7

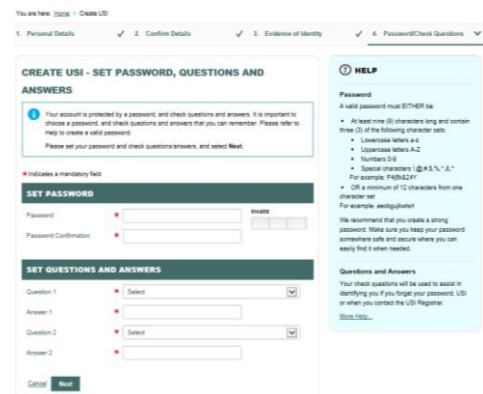Check your personal details are correct and click *Next*.

Step 8

Select which form of identification (evidence of identity) you will use.
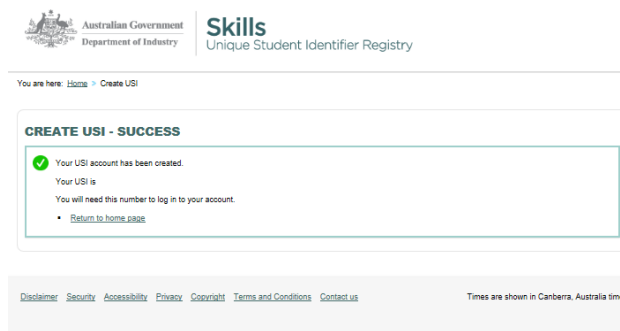Click *Next*.
Enter details requested.

Step 9

Set your password and security questions.

Step 10

Your Unique Student Identifier (USI) should appear in the screen. Record this Unique Student Identifier (USI) in a safe place. It is an Australian Government requirement that you provide us with this number before we issue you with you Statement of Attainment.

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Need help?

The Unique Student Identifier (USI) system (managed by the Australian Government Department of Industry) is new and we recognise most students will be using the system for the first time. If your are experiencing difficulties obtaining your Unique Student Identifier (USI) please contact us and we will work with you to assist you in navigating the process.

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Australian Capital Territory Office
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