

## **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 <u>www.usi.gov.au</u>.

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 <u>driver's license</u> 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.



Head Office 6/100 Campbell Street, Bowen Hills 4006 Phone: (07) 3257 4393 Fax: (07) 3257 4616 Email: training@naqld.org <u>Qld & NT Enquiries</u> Phone: (07) 3257 4393 Email: training@naqld.org

ACT Enquiries Phone: (02) 6162 2583



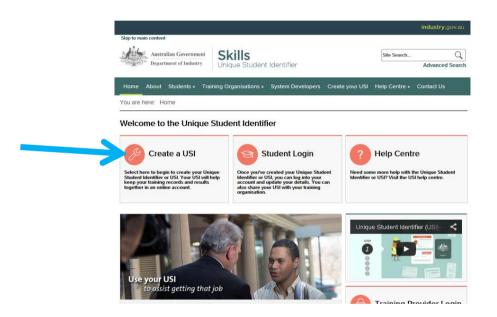
# Step-by-step guide to creating your Unique Student Identifier (USI)

#### 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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#### Step 4

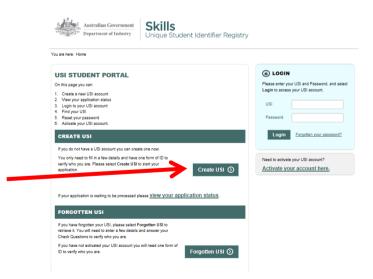
View the terms and conditions.

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

You are here: <u>Home</u> > T	erms and Conditions
	TERMS AND CONDITIONS
IT IS IMPORTA THIS WEBSITE	NT THAT YOU UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS BEFOR
The USI website Ten	ns and Conditions define our shared responsibilities in regards to:
<ul> <li>Your personal in</li> <li>Information Secu</li> <li>Accessibility.</li> </ul>	ormation and privacy; rby;
By agreeing to the te	ms and conditions I acknowledge that giving of false or misleading information is a serious offence.
I agree to the Te	ms and Conditions. 🔶
More information in r	agards to the USI website terms and conditions can be found here.
APPLYING FO	R A USI ON BEHALF OF ANOTHER PERSON
If you are applying fo	a USI on behalf of another person you must have the consent of that individual.
L confirm that I have	ve the consent of that individual.

#### 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.

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#### Step 7

Check your personal details are correct and click Next.

are here: <u>Home</u> > Create USI		
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Please confirm that your details are correct and safed Next. If you wish to make any change please safed tack.		It is important that your contact details are accurate and up to date so that you can be contacted by the USI Registrar to assist you relation to your USI account.
PERSONAL DETAILS	3	
First Name	Amelia	
Middle Name	Jane	
Family Name	Webster	
Date of Sinh	01/07/1556	
Country of Birth	Australia	
Town/City of Birth	PRISEANE	
Gender	÷	
Country in which you are studying	Australia	
CONTACT DETAILS		
Preferred Contact Method	Small	
Email Address	amelia_webster@ive.com.au	
Mobile Phone	0400 937 750	
Home Phone		
Country of Residence	Australia	
Address	33 Hilton Street	
Suburb/Town/City	EAST BRISBANE	
Siste	010	
Postcode	4169	

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#### Step 8

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

Enter details requested.

Personal Details	vate USI √ 2. Confirm Details √ 3. Evidence o	of Identity V 4. Password/Check Question
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Indicates a mandatory	feld	select from the list. The details of the form of will be checked electronically through the
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Document Type	O Driver's Licence	The Document Verification Service can
boomen: Type	O Univer's Licence     Medicare Card	immediately verify your form of ID using one of the following:
	O Passport (Australian)	Driver's Lipense
	O Visa (with Non-Australian Passport)	Medicare Card     Passport (Australian)
	<ul> <li>Birth Certificate (Australian)</li> </ul>	<ul> <li><u>Visa (with Non-Australian Passport)</u></li> <li>Birth Certificate (Australian)</li> </ul>
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	O ImmiCard	<ul> <li>immulate.</li> </ul>
Cancel Back	Next	
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sclaimer Security Ac	zessibility Privacy Copyright Terms and Conditions Contact us	Times are shown in Canberra, Austra
and a second the	CALLER COMPANY AND A CALLER CONTRACT SCHOOL OF	

#### Step 9

Set your password and security questions.

REATE USI - SI	ET PASSWORD, QUEST	T HELP	
choose a password. Help to create a valid	ethed by a password, and check questions and check questions and answers that yo I password, word and check questions browers, and t	A valid password must ETHER ba: • At least nine (R) characters long and contail mise (3) of the following character sets: • Lowerscale Network 3-2 • Upperssa Matrix A-2 • Nomens 0-9	
Indicates a mandatory field			Special characters 1.@.KS.%.1.8.* For example: P40x8247
SET PASSWORD			<ul> <li>OR a minimum of 12 characters from one character set</li> </ul>
'assured		invalid	For example aeobpajkarisit
assessed Confirmation			We recommend that you create a strong password. Make sure you keep your password somewhere safe and secure where you can easily find it when needed.
ET QUESTIONS	AND ANSWERS		Questions and Answers
Suestion 1	• Select		Your check questions will be used to assist in identifying you if your triget your password, US/ or when you contact the USI Registrar.
krower 1	•		More Help
Juestion 2	Select		
frequent 2			

#### <u>Step 10</u>

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.

Australian Government "Comparison" Department of Industry Unique Student Identifier Registry					
You are here: Home > Create USI					
CREATE USI - SUCCESS					
Your USI account has been created.					
Your USI is					
You will need this number to log in to you	r account.				
<ul> <li>Return to home page</li> </ul>					
Disclaimer Security Accessibility Privacy Co	pyright Terms and Conditions Contact us	Times are shown in Canberra, Australia time			



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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.

**Queensland & Northern Territory Office** Phone: (07) 3257 4393 Email: <u>training@naqld.org</u>

Australian Capital Territory Office Phone: (02) 6162 2583



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