

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> or passport or Immicard 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.



Phone: (07) 3257 4393 Email: training@naqld.org



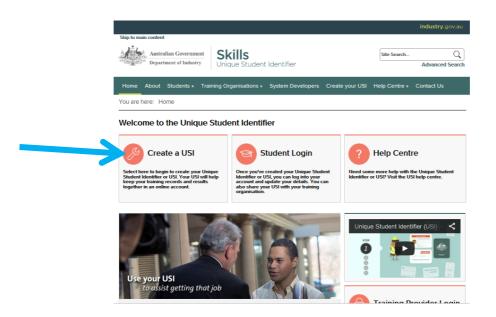
Step-by-step guide to creating your Unique Student Identifier (USI)

Step 1

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

Step 2

Select the Create a USI option.



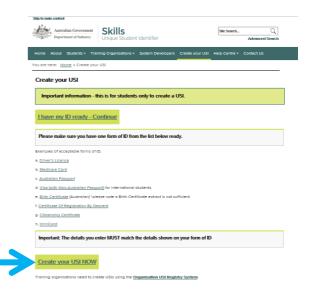
Step 3

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

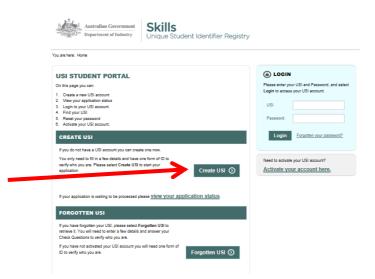
View the terms and conditions.

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: Hon	e ⇒ Terms and Conditions
	TERMS AND CONDITIONS
IT IS IMPO THIS WEB	RTANT THAT YOU UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS BEFORE (SITE.
The USI webs	te Terms and Conditions define our shared responsibilities in regards to:
Your pers Informatic Accessibil	
By agreeing to	the terms and conditions I acknowledge that giving of false or misleading information is a serious offence.
I agree to	he Terms and Conditions. •
More informat	on in regards to the USI website terms and conditions can be found here.
APPLYIN	3 FOR A USI ON BEHALF OF ANOTHER PERSON
If you are app	ving for a USI on behalf of another person you must have the consent of that individual.
	hat I have 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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<u>Step 7</u>

Check your personal details are correct and click Next.

are here: Home > Create USI			
Personal Details	V 2. Contrim Details V 3. Evidence of Identity	> 4. Password/Chack Question	
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Please confirm that your please select black.	details are correct and select Next. If you wish to make any change	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	;		
First Name	Amelia		
Middle Name	Jane		
Family Name	Websier		
Date of Sirth	01/07/1506		
Country of Birth	Australia		
Town/City of Birth	PRISEANE		
Gender	F		
Country in which you are studying	Australia		
CONTACT DETAILS			
Preferred Contact Method	Small		
Email Address	amelia_webster@tve.com.au		
Vobile Phone	0400 937 750		
tome Phone			
Country of Residence	Avatralia		
Address	23 Hilton Street		
Suburb/Town/City	EAST BRISBANE		
State	olo		
Postcode	4169		



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Step 8

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

Enter details requested.

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<u>Step 9</u>

Set your password and security questions.

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NSWERS		Password
choose a password, Help to create a vali	nected by a password, and check questions and answers. It is important to and check questions and answers that you can remember. Please refer to id password. sword and check questions/answers, and select Next.	A valid password must EITHER ba: At least nine (0) characters long and contain three (3) of the following character sets: Lovercase letters a-z Uppercase letters A-Z
idicates a mandatory fiel	d	 Numbers 0-9 Special characters 1,@,A,S,%,^,8,* For example: P48k824Y
ET PASSWORD		 OR a minimum of 12 characters from one character set
assword	Invalid	For example: aeobgujkwtsrt We recommend that you create a strong
ssword 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
estion 1	Select	Your check questions will be used to assist in identifying you if you forget your password, USI or when you contact the USI Registrar.
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vestion 2	Select	
iswer 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.

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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

