

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 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.

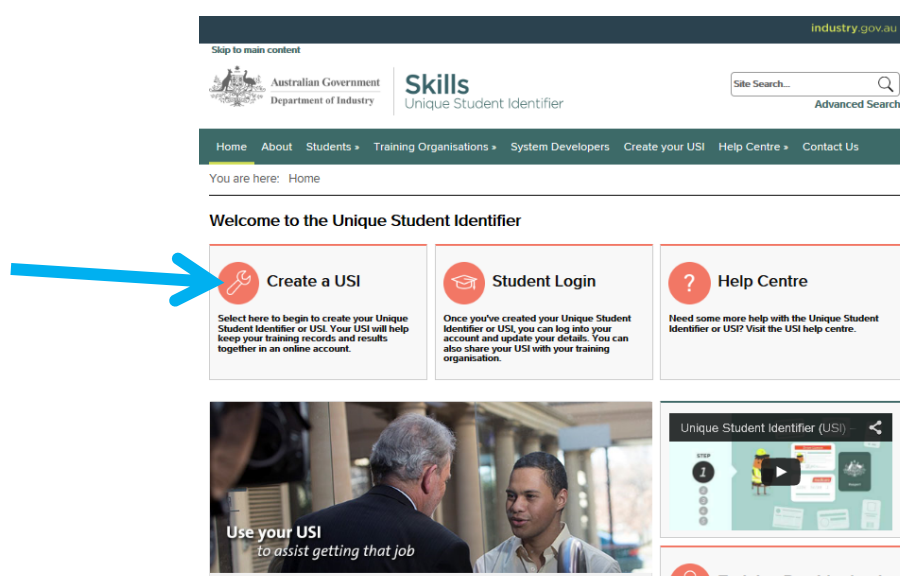
Step-by-step guide to creating your Unique Student Identifier (USI)

Step 1

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

Step 2

Select the *Create a USI* option.



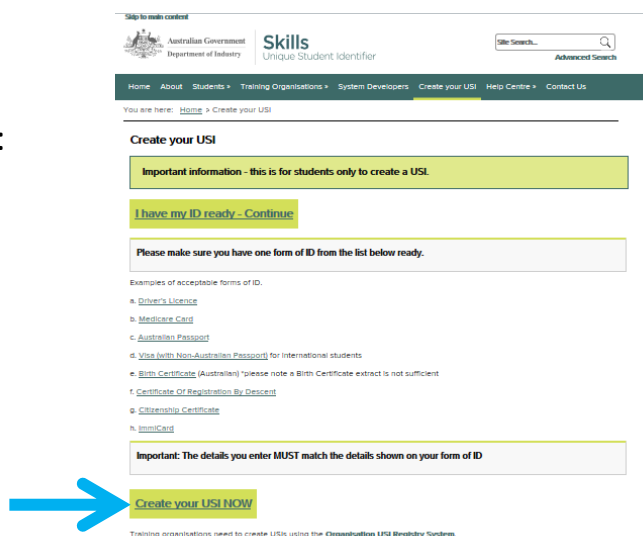
Step 3

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*.



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**.



Australian Government
Department of Industry

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Unique Student Identifier Registry

You are here: [Home](#) > Terms and Conditions

TERMS AND CONDITIONS

IT IS IMPORTANT THAT YOU UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS BEFORE USING THIS WEBSITE.

The USI website [Terms and Conditions](#) define our shared responsibilities in regards to:

- Your personal information and privacy;
- Information Security;
- Accessibility.

By agreeing to the terms and conditions I acknowledge that giving of false or misleading information is a serious offence.

☐ I agree to the [Terms and Conditions](#).

More information in regards to the USI website terms and conditions can be found [here](#).

APPLYING FOR A USI ON BEHALF OF ANOTHER PERSON

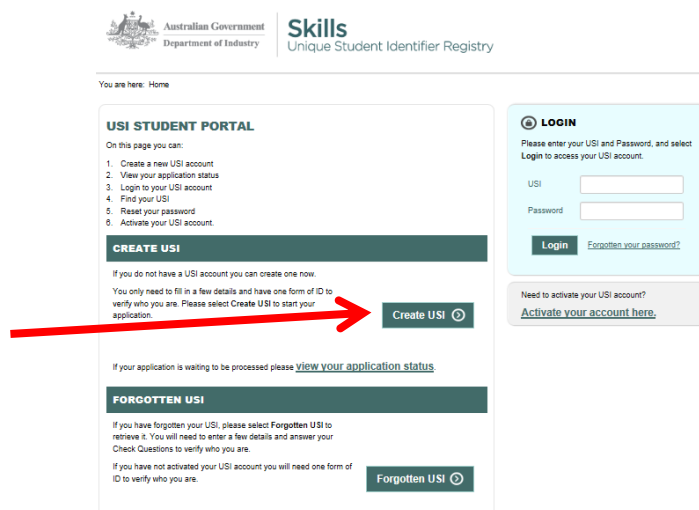
If you are applying for a USI on behalf of another person you **must** have the consent of that individual.

☐ I confirm that I have the consent of that individual.

Next

Step 5

Click on *Create USI*.



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You are here: [Home](#)

USI STUDENT PORTAL

On this page you can:

- Create a new USI account
- View your application status
- Login to your USI account
- Find your USI
- Reset your password
- Activate your USI account.

CREATE USI

If you do not have a USI account you can create one now.

You only need to fill in a few details and have one form of ID to verify who you are. Please select **Create USI** to start your application.

Create USI

If your application is waiting to be processed please [view your application status](#)

FORGOTTEN USI

If you have forgotten your USI, please select **Forgotten USI** to retrieve it. You will need to enter a few details and answer your Check Questions to verify who you are.

If you have not activated your USI account you will need one form of ID to verify who you are.

Forgotten USI

LOGIN

Please enter your USI and Password, and select **Login** to access your USI account.

USI:

Password:

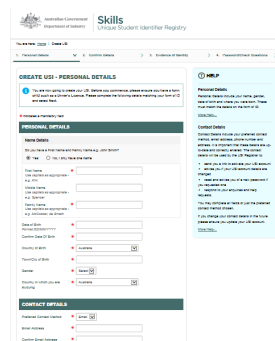
Login [Forgotten your password?](#)

Need to activate your USI account?
[Activate your account here.](#)

Step 6

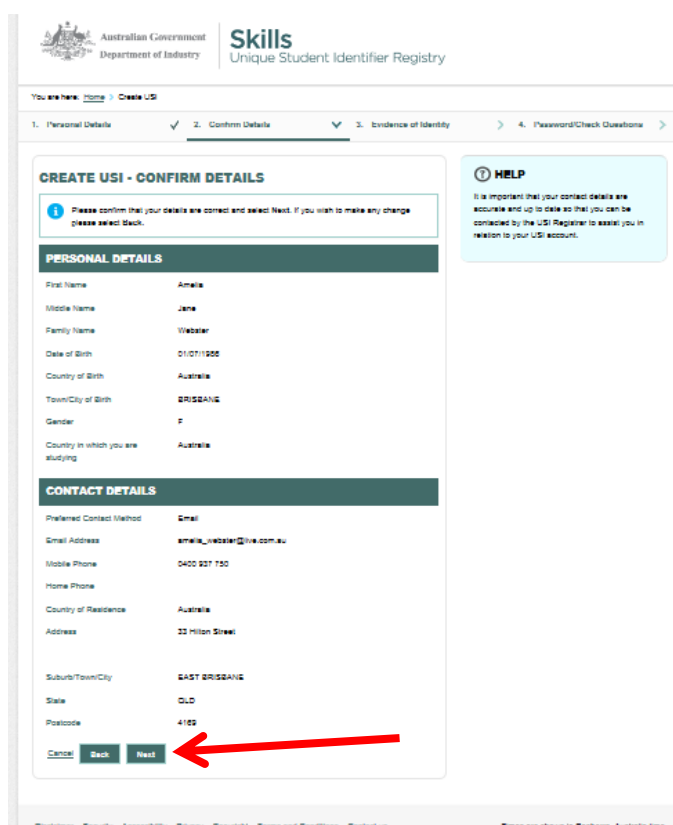
Enter your personal details.

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.



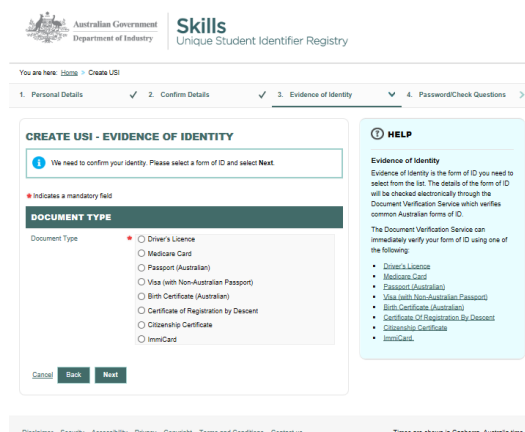
Step 7

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



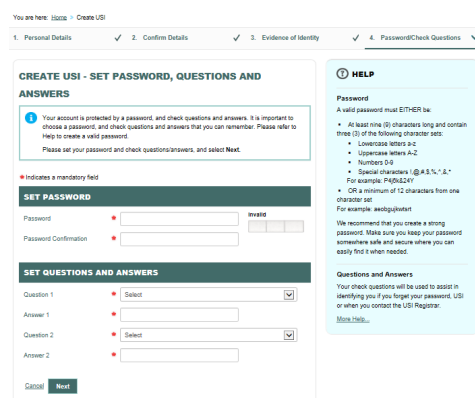
Step 8

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



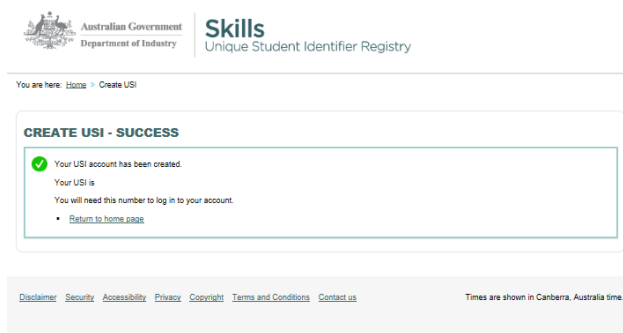
Step 9

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 your Statement of Attainment.



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 you 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: training@naqld.org

Australian Capital Territory Office

Phone: (02) 6162 2583