

POLYWELD TECH ACADEMY UNIQUE STUDENT IDENTIFIER (USI) REQUIREMENTS.

Information for Students on the new Unique Student Identifier

Bring your skills Together

From January 2015, each student will need a Unique Student Identifier (USI) when studying nationally recognised training to obtain their certificate or qualification from Polyweld Tech Academy.

A USI gives you access to your online USI account which will help keep all your training records together. Made up of 10 numbers, your USI will look something like this: 3AW88YH9U5.

Your USI account will contain all your nationally recognised training records and results from January 2015 onwards which will be available in your USI account in 2016.

Accessible online from a computer, tablet or smart phone anywhere and anytime, your USI will ensure you have easy access to your training records and results when applying for a job or enrolling in further study.

Do you need a USI?

Yes when you are a student enrolling or re-enrolling in nationally recognised training from January 2015:

- For the first time - eg if you are studying, completing an apprenticeship or skill set, certificate or diploma course.
- Student completing nationally recognised training at Polyweld Tech
- Student continuing with nationally recognised training Polyweld Tech
- An international student studying in Australia OR an Australian student studying offshore.

You are a continuing student if you have already commenced your course in a previous year (and not yet completed it) and will continue studying after January 2015.

After creating your USI, you will need to give it to Polyweld Tech Academy so your training outcomes can be linked and to enable you to:

- View and update your details in your USI account.
- Give Polyweld Tech permission to view and/or update your USI account.
- Give Polyweld Tech view access to your transcript.
- Control access to your transcript and view online, and download a transcript of your training records and results to use for job applications and enrolment in further training.

How to get a USI

A USI is free and easy to create online. You can create your own USI

Alternatively, Poly Weld tech can create one for you as a part of the enrolment process for the administration cost of \$50.00 per person.

Follow these steps to create your USI:

Step 1

Have two forms of identification (ID) ready from the list below:

- Driver's Licence
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport) for international students
- Birth Certificate (Australian)
- Certificate Of Registration By Descent
- Citizenship Certificate or immi card

IMPORTANT: To make sure we keep all of your training records together, 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.

Step 2

Have your personal contact details ready (e.g. email address, or mobile number, or address).

Step 3

Visit the USI website at: www.usi.gov.au.

Step 4

Select the 'Create a USI' link 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

Write down the USI and keep it somewhere handy and safe.

The USI number must be provided to Polyweld Tech on the enrolment day, or before the end of the completion of the training course. Polyweld Tech cannot issue the training certificate until the USI number is provided.

For more information please don't hesitate to contact Chris Turner or Jessica Gaff.

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