Unique student identifier (USI)

*Strategies to support schools*

Schools have developed highly successful strategies to support students to create USIs. Here are some additional ideas for managing the USI process in your school to ensure students have a verified USI on, or before enrolment in a Vocational Education and Training (VET) course.

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| Communication with school community |
| * Keep up-to-date with USI developments by subscribing to the [USI RTO Bulletin](https://www.usi.gov.au/subscribe-news). * Use multiple communication strategies e.g. email reminders and text messages to parents, at regular intervals throughout the school year to ensure all VET students have a verified USI. * Include an article in the school newsletter with a link to the Australian Government’s [USI](http://www.usi.gov.au/) website. * Include information on the school’s webpage and in subject selection handbooks. * Include information in the school’s enrolment package. * Send a letter to parents outlining:   + what a USI is   + why students undertaking VET must create one on or before enrolment   + the reasonable adjustments and/or tailored support available to assist students if they have additional needs, e.g. students for whom English is not their first language, students with disability. * Use existing reporting opportunities to communicate with parents, e.g. Year 9 reporting. * Work with relevant teachers to enhance their understanding of the requirement for every VET student to have a verified USI. * Create a whole-of-school strategy by including roll/form/VET teachers in the dissemination of information. * Address students at whole-of-year level parades. |
| Collection of USIs |
| * Consider timing:   + Use Senior Education and Training (SET) plan interviews with Year 10 students and their parents to create USIs.   + Use the first VET lesson of the year to work with students to create their USIs.   + Use discretionary time allocated in Years 11 and 12 to support students to create their USIs, in particular where whole cohorts are undertaking VET.   + Assist students to create a USI on enrolment at school or at subject selection time. * Consider strategies to assist with the collection of USIs:   + Set up a specific USI email address to receive student USIs and to answer queries.   + Nominate one officer to be the contact person for USI queries.   + Develop a step-by-step guide to support students to create a USI.   + Provide students with a form/return slip that includes boxes to record their USI, and a reminder to transcribe letters and numbers accurately and clearly.   + Encourage students to use the Print function on the USI website to obtain a written copy of the USI.   + Encourage students to use their mobile phone to screenshot their USI and email it to school.   + Organise a secure physical inbox for students to return their USIs.   + Generate the OneSchool Dynamic Student List Reportfor VET teachers to use during the first VET lesson of the year and at the commencement of each term to identify students who do not have a verified USI. |
| Verification of USIs |
| * Ask students to provide identification that shows their legal name rather than their preferred name. * Ask students to record their USI and USI account password somewhere safe or enter into their mobile phone for safekeeping. * Provide students with a ‘business card’ to record their USI and keep in their wallet. * Use the SET planning interview to create a USI for each student and verify immediately with identification provided by the student’s parent/carer. * Access the [Help Centre](https://www.usi.gov.au/help) on the Commonwealth Government’s USI website for support. |
| Ensuring data integrity |
| * Record verified USIs in both OneSchool and QCAA’s Student Management application in the QCAA Portal **before** entering any VET learning for students. * Record individual student USIs in QCAA’s Student Management application from OneSchool using the copy and paste function to reduce errors. * Generate the OneSchool Dynamic Student List Report to identify students who have verified USIs. * Generate the Export USI List function in QCAA’s Student Management application in the QCAA Portal to identify students at your school who are enrolled in VET and have an existing USI recorded in Student Management. * Generate the USI report for school RTOs by exit year cohort in QCAA’s Student Management application in the QCAA Portal to identify both students with a USI and those without a USI. * Compare the data in the OneSchool Dynamic Student List Report against the Export USI List to identify students who do not have verified USIs recorded in both systems. * Schedule checks on verified USIs as a component of regular data checking processes. |