ALL SAINTS' COLLEGE

VOCATIONAL EDUCATION AND TRAINING IN SCHOOLS 2024

(VETis)



ALL SAINTS' COLLEGE

All Saints' College Inc. ABN 81627913668
CRICOS Provider Code 02029D

VOCATIONAL EDUCATION AND TRAINING

At All Saints' College

Nothing is more exciting than learning from someone who shares the same passions as you do. Whether you're looking to move straight into the work force or take an initial step in your tertiary education, an Australian VET qualification can take you where you want to go.

VET teaching staff are not just industry-aware, but have actual experience in their fields of expertise – maintaining the currency of their knowledge, and modifying their courses to reflect the changing industry focus and needs. And that means you learn not only the theory, but also the reality of the subjects you are studying.

All Saints' College offers several on-campus, Australian Skills Quality Authority (ASQA) approved Certificates, under an Auspice arrangement with a number of Registered Training Organisations (RTOs).

ASQA promotes quality training so that students, employers, and industry have confidence in Australia's training sector. As such, Industry has created a number of Training Packages that reflect the skills and knowledge that employers expect from their employees. Nationally, only a Registered Training Organisation (RTO) that may be either government or privately owned can conduct nationally Recognised Training (NRT).

Schools that deliver Certificates on campus must have an Auspice relationship with an RTO and Certificate IV Training and Assessor qualified teachers with recognised and approved current industry knowledge, delivering the Certificates. The Auspice RTO ensures that the NRT delivered by schools is according to industry standards and meets ASQA requirements.

The Certificates will be available to Year 10, 11 and 12 students with, in some cases, the Certificate II needing to be completed before embarking on the Certificate III. Listed Units of Competency are subject to change.

NB: Although the above on-campus offerings will be offered in 2024, students will still be encouraged to apply for off campus Certificates that best reflect their post-school career pathways plans. These qualifications may be offered by both North and South Metropolitan TAFE or other Privately Registered Training organisations. Information on Qualifications available can be found on the Pathways page on MyASC; please click on the VETDSS Tab.

At ASC we will be offering the following ASQA approved qualifications in 2024:

- 10949NAT Certificate II in Applied Language (French Context)
- CUA20220 Certificate II in Creative Industries (Year 2 only)
- SIT20316 Certificate II in Hospitality
- SIS20319 Certificate II in Sport Coaching (Year 12 only)
- BSB20120 Certificate II in Workplace Skills (Business)
- 10661NAT Certificate III in Applied Language (French Context)
- BSB30120 Certificate III in Business (Year 12 only)
- CUA31020 Certificate III in Screen and Media Year 1: Year 10 and 11 only
- SIS30122 Certificate III in Sport, Aquatics and Recreation Year 1: Year 10 and 11 only
- CUA20620 Certificate II in Music



School Curriculum and Standards Authority

VET AND THE WACE

What is VET?

Vocational Education and Training (VET) provides you with skills and knowledge to perform effectively in the workplace. A VET qualification prepares you for, or in some instances qualifies you to do, a specific job. VET can contribute directly to your career goals no matter what your destination is. It all counts in some way at different points in your career.

Why would I choose VET?

VET offers many pathways towards your career and vocation aspirations.

VET is nationally recognised which means you can take it anywhere in Australia.

VET contributes significantly towards your Western Australian Certificate of Education (WACE).

Training pathway

A VET qualification provides you with essential skills which are transferable across multiple employment and education pathways. You will find information in the post-secondary pathways brochures.

VET and the WASSA

Completed qualifications recorded as part of your secondary studies are listed on the Western Australian Statement of Student Achievement (WASSA) along with individual units of competency achieved.

How does VET contribute towards the WACE?

VET can contribute towards the WACE as VET credit transfer OR as a VET industry specific course which combines a VET qualification with industry relevant workplace learning. Visit senior-secondary.scsa.wa.edu.au/vet/how-vet-contributes-towards-wace

VET completed as a VET industry specific course gains course unit credit plus unit equivalence for the endorsed program ADWPL. Visit senior-secondary.scsa.wa.edu.au/vet/vet-industry-specific



VET AND THE WACE *Continued*

USI and the WACE

For VET to contribute towards the WACE you need to have been issued with a Unique Student Identifier (USI) and have it added to your student record. Speak to your school's VET coordinator or visit www.usi.gov.au

What is a training package?

A training package is a set of nationally endorsed standards and qualifications for recognising and assessing skills and knowledge in a specific industry, job sector or enterprise.

What is an accredited course?

An accredited course is one that is developed to meet training needs not addressed by existing training packages. See the VET infographic at senior-secondary.scsa.wa.edu.au/vet/all-about-vet

Do accredited courses contribute to the WACE?

In many cases accredited courses provide the same credit towards the WACE as training package qualifications.

Download the Accredited Course Recognition Status List senior-secondary.scsa.wa.edu.au/vet/wace-recognition-of-vet-accredited-courses

What if I don't get my WACE?

VET that is achieved once you are no longer at school may be used towards meeting WACE requirements. Visit senior-secondary.scsa.wa.edu.au/certification/wace-after-year-12

VET awards

The School Curriculum and Standards Authority recognises student excellence in VET through the annual VET Awards for students who have completed a combination of VET and workplace learning by the end of Year 12. Visit senior-secondary.scsa.wa.edu.au/certification/exhibitions-and-awards Awards for Outstanding Achievement in VET.



10949NAT CERTIFICATE II IN APPLIED LANGUAGE

Year 10: Year One

This qualification is delivered in a French context.

Have you always wanted to learn French but didn't want to commit to ATAR level study?

All students can select to do the Certificate even if not attempting ATAR French.

This industry-approved course prepares students for a number of career pathways both nationally and internationally. Numerous industries, across the world, value bi-linguicism, eg Hospitality, Business, Engineering and Medicine.

ATAR French students will study the Certificate in an integrated manner thereby automatically, on successful completion of the course, achieve a Certificate II in Applied Language – French Context. Assessments are designed to address both courses.

This qualification is delivered over one year.

Core units

NAT10949001 Conduct basic oral communication for social purposes in a language other than English

NAT10949002 Conduct basic workplace oral communication in a language other than English

NAT10949003 Read and write basic documents for social purposes in a language other than English

NAT10949004 Read and write basic workplace documents in a language other than English

Elective units

There are no elective units for this qualification.

Ripponlea Institute
a readcloudVET RTO

All Saints' College will partner with Ripponlea Institute (RTO 21230) through an auspice arrangement to deliver this qualification.

Further information

training.gov.au/Training/Details/10949NAT

CUA20220 CERTIFICATE II IN CREATIVE INDUSTRIES

Year 12: Year Two

By studying the Certificate II Creative Industries qualification, students are offered the opportunity to learn and develop skills across a range of creative arts areas.

Students will learn or continue to refine how to use a camera and editing software, how to record sound using microphones and sound recording software, technical theatre and design skills, and photography and social media communication skills. In Year 12 they will specialise in their area of interest to complete a final creative project. Students will work closely with industry professionals, such as filmmakers, music video producers, podcasters, theatre designers, professional photographers, and sound engineers to experience an authentic, industry-connected learning environment. This course is designed for students who enjoy studying media, technical theatre and/or photography who would like to engage with an entirely practical course.

Core units

BSBWOR203 Work effectively with others

CUAIND201 Develop and apply creative arts industry knowledge

CUAWHS302 Apply work health and safety practices

Elective units

BSBDES201 Follow a design process

CUASOU201 Develop basic audio skills and knowledge

CUASOU202 Perform basic sound editing

BSBPEF201 Plan and apply time management

ICTICT215 Operate digital media media technology packages.

ICTWEB306 Develop web presence for social media

CUASTA211 Develop basic staging skills

IVet
RTO # 40548

All Saints' College will partner with IVet (RTO 40548) through an auspice arrangement to deliver this qualification.

Further information

training.gov.au/Training/Details/CUA20220

SIT20316 CERTIFICATE II IN HOSPITALITY

Year 10 or 11: Year One
Year 12: Year Two

The Hospitality Industry is one of the largest and most diverse industries in Australia, providing significant opportunity for employment and/or further study for young people nearing the end of their compulsory schooling.

Whether a long-term career is sought, or as a means to an end, for example, part time employment and income whilst undertaking further vocational or higher education studies, the hospitality industry is one of choice for many young Australians.

This course prepares individuals for any of a number of entry level positions into the hospitality industry through a defined and fundamental range of operational skills, as well as foundational industry knowledge. The Certificate II in Hospitality is a popular course, as it is a door opener to many employment or further study options.

This qualification is delivered over two years.

HOSPITALITY GROUP TRAINING

All Saints' College will partner with Hospitality Group Training (RTO 0386) through an auspice arrangement to deliver this qualification.

Core units

BSBWOR203 Work effectively with others

SITHIND002 Source and use information on the hospitality industry

SITHIND003 Use hospitality skills effectively

SITXCCS003 Interact with customers

SITXCOM002 Show social and cultural sensitivity

SITXWHS001 Participate in safe work practices

Elective units

SITXFSA001 Use hygienic practices for food safety

SITHCCC003 Prepare and present sandwiches

BSBCMM211 Apply communication skills

SITHFAB005 Prepare and serve non-alcoholic beverages

SITHFAB005 Prepare and serve espresso coffee

SITHFAB002 Provide responsible service of alcohol

Further information

training.gov.au/Training/Details/SIT20316

CUA20620 CERTIFICATE II IN MUSIC

Year 9 Specialist Music Elective: Year One
Year 10 Specialist Music Elective: Year Two
Year 11: Year One

This qualification reflects the role individuals who perform a range of routine tasks in the music industry, work under direct supervision, and use limited practical skills and fundamental operational knowledge in a defined context.

They may work in environments that require foundational skills in music performance, music making or composition, sound production, or music business.

This qualification is delivered over two years.

Core units

BSBTWK201 Work effectively with others

BSBWHS211 Contribute to health and safety of self and others

CUAIND211 Develop and apply creative arts industry knowledge

Elective units

CUAMLT202 Apply knowledge of music culture to music making

CUAMLT211 Develop musical ideas and knowledge

CUAMPF111 Develop skills to play or sing music

CUAMPF213 Perform simple repertoire in ensembles

CUASOU213 Assist with sound recordings

COSAMP
a readcloudVET RTO

All Saints' College will partner with COSAMP (RTO 41549) through an auspice arrangement to deliver this qualification.

Further information

training.gov.au/Training/Details/CUA20620

SIS20319 CERTIFICATE II IN SPORT COACHING

Year 12: Year Two

This qualification reflects the role of individuals who apply the skills and knowledge to be competent in delivering a basic instruction session for a sport. Work may be undertaken as part of a team and would be performed under supervision or independently in a structured environment such as a sporting club or school. Individuals wishing to undertake this qualification should be current or past participants in the respective sport specialisation chosen as part of this qualification.

This qualification will provide many opportunities for students to develop and strengthen many soft skills such as project management and communication skills, interpersonal skills, the ability to be flexible and innovative and to work with a variety of people in various contexts. This qualification will empower you to strengthen your organisation and time management skills, as well as an ability to adapt and "think on your feet" in practical situations. These transferable skills will assist you in many projects that you may undertake in the future, will provide a base for you to work with peers, colleagues and younger students and to lead groups of people through activities.

Core units

HLTAID011 Provide first aid

SIRXWHS001 Work safety

SISSSCO002 Work in a community coaching role

Elective units

SISXCAI003 Conduct non-instructional sport, fitness or recreation sessions

SISSSCO001 Conduct sport coaching sessions with foundation level participants

SISSSPT001 Implement sport injury prevention and management strategies

SISXCAI001 Provide equipment for activities

IVet
RTO # 40548

All Saints' College will partner with IVet (RTO 40548) through an auspice arrangement to deliver this qualification.

Further information

training.gov.au/Training/Details/SIS20319

BSB20120 CERTIFICATE II IN WORKPLACE SKILLS

Year 10 or 11: Year One

This qualification reflects the role of individuals in a variety of entry-level Business Services job roles. This qualification also reflects the role of individuals who have not yet entered the workforce, and are developing the necessary skills in preparation for work.

These individuals carry out a range of basic procedural, clerical, administrative or operational tasks that require self-management and technology skills. They perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision.

This qualification is delivered over one year.

Core units

BSBCMM211 Apply communication skills

BSBOPS201 Work effectively in business environments

BSBPEF202 Plan and apply time management

BSBSUS211 Participate in sustainable work practices

BSBWHS211 Contribute to the health and safety of self and others

Elective units

BSBXTW301 Work in a team

BSBPEF101 Plan and prepare for work readiness

BSBTEC203 Research using the internet

BSBPEF201 Support personal wellbeing in the workplace

BSBTWK301 Use inclusive work practices

RTO # 40548

All Saints' College will partner with IVet (RTO 40548) through an auspice arrangement to deliver this qualification.

Further information

training.gov.au/Training/Details/BSB20120

10661NAT CERTIFICATE III IN APPLIED LANGUAGE

Year 11: Year One | Year 12: Year Two

This qualification is delivered in a French context.

Have you always wanted to learn French but didn't want to commit to ATAR level study?

All students can select to do the Certificate even if not attempting ATAR French.

This industry-approved course prepares students for a number of career pathways both nationally and internationally. Numerous industries, across the world, value bi-linguicism, eg Hospitality, Business, Engineering and Medicine.

ATAR French students will study the Certificate in an integrated manner thereby automatically, on successful completion of the course, achieve a Certificate III in Applied Language – French Context. Assessments are designed to address both courses.

This is delivered over one year however students must have completed 10949NAT Certificate II in Applied Language.

Core units

CALOCS301 Conduct routine oral communication for social purposes in a language other than English

CALOCW302 Conduct routine workplace oral communication in a language other than English

CALRWS303 Read and write routine documents for social purposes in a language other than English

CALRWW304 Read and write routine workplace documents in a language other than English

Elective units

There are no elective units for this qualification.

Ripponlea Institute
a readcloudVET RTO

All Saints' College has partnered with Ripponlea Institute (RTO 21230) through an auspice arrangement to deliver this qualification.

Further information

training.gov.au/Training/Details/10661NAT

BSB30120 CERTIFICATE III IN BUSINESS

Year 12 Only

This qualification reflects the role of individuals in a variety of Business Services job roles. It is likely that these individuals are establishing their own work performance.

Individuals in these roles carry out a range of procedural, clerical, administrative or operational tasks that require technology and business skills. They apply a broad range of competencies using some discretion, judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.

This qualification is delivered over one year, however, students must have completed BSB20120 Certificate II in Workplace Skills.

Core units

BSBCRT311 Apply critical thinking skills in a team environment

BSBPEF201 Support personal wellbeing in the workplace

BSBSUS211 Participate in sustainable work practices

BSBTWK301 Use inclusive work practices

BSBWHS311 Assist with maintaining workplace safety

BSBXCM301 Engage in workplace communication

Elective units

BSBXTW301 Work in a team

BSBPEF101 Plan and prepare for work readiness

BSBTEC203 Research using the internet

BSBPEF201 Support personal wellbeing in the workplace

BSBTWK301 Use inclusive work practices

IVet
RTO # 40548

All Saints' College will partner with IVet (RTO 40548) through an auspice arrangement to deliver this qualification.

Further information

training.gov.au/Training/Details/BSB30120

CUA31020 CERTIFICATE III IN SCREEN AND MEDIA

Year 10 or 11: Year One

This qualification reflects the role of a skilled operator in digital video, radio and online content creation, or a skills assistant in the film and television and television production services who applies a broad range of competencies in a varied work context, using some discretion and judgement and relevant theoretical knowledge.

This qualification is delivered over two years.

Core units

BSBCRT311 Apply critical thinking skills in a team environment

CUAWHS312 Apply work health and safety practices

CUAIND311 Work effectively in the creative arts industry

Elective units

CUADES201 Follow a design process

CUACAM211 Assist in basic camera shoots

ICTWEB306 Develop web presence using social media

CUAANM301 Create 2D digital animations

CUAWRT301 write content for a range of media

CUAPOS211 Perform basic vision and sound editing

CUACAM211 Assist with basic camera shoots

BSBTWK201 Work effectively with others

CUAWRT301 Write content for a range of media

CUADIG311 Prepare video assets

COSAMP
a readcloudVET RTO

All Saints' College will partner with COSAMP (RTO 41549) through an auspice arrangement to deliver this qualification.

Further information

training.gov.au/Training/Details/CUA31020

SIS30122 CERTIFICATE III IN SPORT, AQUATICS AND RECREATION

Year 10 or 11: Year One

This qualification reflects the role of individuals with well-developed skills and knowledge required to deliver recreational services. Using discretion and judgement, they work with some independence and under limited supervision using clearly defined plans, policies and procedures to guide work activities.

This qualification provides a pathway to work for any type of sport, aquatic or recreation organisation including commercial, not for profit, community, and government organisations.

This qualification is delivered over two years.

**Units of Competency (Electives) are subject to change*

***Please be aware that this qualification could change to a Certificate III in Sport Coaching. At time of publication, All Saints' College does not have an RTO available to auspice the Certificate III in Sport Coaching, however, this is the preference if it becomes available.*

RTO # 40548

All Saints' College will partner with IVet Institute (RTO 40548) through an auspice arrangement to deliver this qualification.

Further information

training.gov.au/Training/Details/SIS30122

Core units

HLTWHS001 Participate in workplace health and safety

SISXCCS004 Provide quality service

SISXEMR003 Respond to emergency situations

SISXFAC006 Maintain activity equipment

SISXIND011 Maintain sport, fitness and recreation industry knowledge

Elective units

HLTAID011 Provide First Aid

HLTAID009 Provide cardiopulmonary resuscitation

SISSPAR009 Participate in conditioning for sport

SISSSCO001 Conduct sport coaching sessions with foundation level participants

SISSSOF002 Continuously improve officiating skills and knowledge

SISXCAI001 Provide equipment for activities

SIRXOSM002 Maintain ethical and professional standards when using social media and online platforms

SIRXOSM003 Use social media and online tools

BSBPEF3012 Organise personal work priorities

CHCDIV001 Work with diverse people

School Curriculum and Standards Authority

VET AWARDS

For Outstanding Achievement

General information: eligibility for exhibitions and awards

General criteria

To achieve a VET exhibition or certificate of excellence, a student must:

- be an Australian citizen or a permanent resident of Australia
- be enrolled as a full-time student in a registered secondary school
- have satisfied the requirements for a WACE at the time of the determination of the award/exhibition.

Beazley Medal: VET

The Beazley Medal: VET is awarded for excellence in studies that include VET qualifications. It is awarded to the eligible student who has demonstrated the most outstanding performance in a VET Certificate II or higher and in their other WACE achievements.

Eligibility Criteria

Students eligible for this award will have:

- achieved a WACE, and
- achieved a VET exhibition in one of the industry areas.

Awards for outstanding achievement in VET

Eligibility Criteria

Students eligible for this award will have completed, by the end of Year 12, a nationally recognised VET qualification to a minimum of AQF level II. Students will only be eligible for this award in Year 12, although they may have completed the qualification in Year 10 or Year 11. Students are also required to have completed at least two unit equivalents of workplace learning in Year 10,11 or 12. The workplace learning needs to be undertaken in an industry area that is related to the VET qualification.

VET Exhibitions

A VET exhibition may be awarded to the eligible student who has demonstrated the most outstanding performance in an AQF VET Certificate II or higher. The student who is ranked first in the selection process for a VET certificate of excellence, may be awarded the VET exhibition in that industry area. A maximum of one exhibition is awarded in each VET industry area.

Special VET Awards

A special VET award may be presented to a student not eligible for the VET exhibition because they have not satisfied the general criteria for eligibility but who has otherwise achieved the requirements for a VET exhibition. Only one award will be available in an industry area.

Certificates of Excellence (VET)

Certificates of excellence may be awarded to eligible Year 12 students who complete an AQF VET Certificate II or higher in one of the nine industry areas. The units of competency achieved for the certificate may have been undertaken in VET industry specific courses or VET credit transfer programs.

Special VET Certificates of Excellence

A special VET certificate of excellence may be presented to a student not eligible for the VET certificate of excellence because they have not satisfied the general criteria but have otherwise achieved the requirements for a VET certificate of excellence.

For further information, visit

senior-secondary.scsa.wa.edu.au/certification/exhibitions-and-awards

ENDORSED PROGRAMS

Western Australian Certificate of Education (WACE)

Other Learning for Senior Secondary Students

An endorsed program is a significant learning program that has been developed by a school, community organisation or private provider, and endorsed by the School Curriculum and Standards Authority for students in Years 10, 11 and 12.

These programs offer a range of activities not covered by traditional school courses or vocational education and training.

They include extra-curricular learning and workplace learning.

WACE Recognition

Achievement of endorsed programs can contribute to the Western Australian Certificate of Education (WACE) requirements and will be reported on the student's Western Australian Statement of Student Achievement (WASSA).

Flexible Delivery

Endorsed programs can be delivered in or out of school by schools or private providers such as community organisations, training institutions, universities or workplaces.

Evidence of Learning

Some programs provide a statement of attainment, qualification, academic transcript, certificate or award as evidence of learning. Other programs require the student to create a portfolio of evidence to demonstrate what the student has learnt.

Examples of Endorsed Programs

- Workplace Learning
- Community Service
- Cadets WA (eg Air Force, Army, Navy, Police Rangers, Emergency Services and Bush Rangers)
- Surf Life Saving WA certificates and awards
- Music and Speech and Drama examinations (eg Australian Music Examinations Board, Trinity College London)
- Information Technology programs (eg Cisco, Certiport)
- Service clubs (eg Leos, Interact)
- Diver certificates (eg PADI, Scuba Schools International)
- Awards WA Inc.
- Off-campus enrichment programs (eg international maths or science competitions, intercultural exchange programs, Premier's ANZAC tour)
- University enabling programs

To view the complete list of endorsed programs, go to senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/endorsed-programs

Selecting Programs

Schools may offer students endorsed programs selected from the list on the Authority website. Detailed information about each endorsed program is also provided on the website. Schools can also advise the Authority of student achievement in endorsed programs undertaken outside of school. It may be possible for this achievement to contribute to the student's WACE and be reported on their WASSA.

While most programs can be undertaken by any Year 10, 11 or 12 student, some have been endorsed for a specific group of students, school or education network. Students participating in endorsed programs outside of school should discuss this with their school.

Australian Government

USI Unique Student Identifier



STUDENT QUICK GUIDE

HOW TO CREATE A USI

It should only take less than 5 minutes online!

Go to www.usi.gov.au

Select 'Student Login'

Read and Agree to the Terms and Conditions

Select *'Create USI'*

You will need one of the following forms of ID to create your USI such as a:

- Driver's Licence
- Medicare Card
- Passport (Australian)
- Non-Australian Passport (with Australian Visa)
- Birth Certificate (Australian)
- Certificate of Registration by Descent
- Citizenship Certificate
- Immicard
- Centrelink Concession Card

Follow the steps to create a USI

You're done!

Your USI will now be displayed on the screen and will also be sent to you for your records.

If you are enrolling in training, your training organisation will need to collect and verify your USI. To help your training organisation do this, you can select the 'Print your USI' or 'Email your USI' option from this screen. Click **here** for more information.

USI Creation—Handy Tips

You will only need one USI and it's yours for life!

Your password must be at least 9 characters long, contain a lowercase letter, an uppercase letter and a number or special character

Enter all of your name(s) as they appear on the form of ID you are using to create your USI



If you have been unsuccessful in creating your USI, click on the 'Request Help' link to create a help request and write down your HR number. The USI Office can then provide assistance.

YOU NEED TO ACTIVATE YOUR USI ACCOUNT

If your training organisation created a USI for you, they cannot activate your USI account. You should go online to activate it as soon as possible, as this will make it easier to find your USI again in future. Activating your USI account will also enable you to view your transcript. You can activate your account by:

1. Clicking on the link that was sent to either your email address or mobile number.
2. Set up a password and two check questions.
3. You will then be able to login to your USI account.

HOW TO UPDATE PERSONAL OR CONTACT DETAILS

You can change your personal and contact details by logging in to your USI account and selecting either 'Update Personal details' or 'Update Contact details'. You will need a current form of ID if you want to change your name(s) or date of birth.

If you have given your training organisation permission to update your details, they can make the changes for you.

I FORGOT MY USI OR PASSWORD — HOW DO I LOOK IT UP?

Go to www.usi.gov.au

▼

Select 'Student Login'

▼

Read and Agree to the Terms and Conditions

▼

Select 'Forgotten your USI?'
or 'Forgotten your password?'

▼

Choose One of the following:

- Email address
- Mobile number
- Personal information

▼

- If you select the email option, you will be sent a link to reset your password that will expire after 10 minutes. If you are retrieving your USI, your USI details will be emailed to you.
- If you select the mobile number option, you will also need to include your date of birth. Once matched, you will be sent a pin to reset your password that will expire after 60 seconds. If you are retrieving your USI, your USI details will be sent to you via a text message.
- If you select personal information you will need to either answer your check questions or provide ID.

Handy Tips

When using your e-mail address or mobile phone number it must be the same as the one that is currently in your USI account

Make sure the answers to your check questions are entered exactly as you set them up (e.g. street instead of st)

HOW TO LET MY TRAINING ORGANISATION VIEW MY TRANSCRIPT OR USI ACCOUNT?

A really useful tool that will save both you and your training organisation time

Go to www.usi.gov.au

▼

Select 'Student Login'

▼

Read and Agree to the Terms and Conditions

▼

Login to your USI account

▼

Select 'Provide your USI' tile

▼

Select 'Set up access to your USI Account / Permissions'

▼

Search Organisation by either their Organisation code or name

▼

Set Permissions and expiry date

▼

Transcripts: The training organisation can view your transcript but cannot update it.

View Details: The training organisation will be able to view your personal and contact details.

Note: If you do not want your training organisation to view your contact details, Select 'Update Contact Details' and click on 'Hide Contact Details'.

Update Details: The training organisation will be able to update your personal and contact details.

TRANSCRIPTS

- Training completed before 1st of January 2015 will not appear in your USI transcript.
- Your transcript will show information from the certificates, diplomas or training records issued by your training organisation.

Your transcript does not replace the training certificates, diplomas or training records issued to you by your training organisation, but will come in handy if you misplace your documentation

ED16-0039

Qualifications delivered at All Saints' College are auspiced with IVet, Hospitality Group Training (HGT), Ripponlea Institute and COSAMP Vocational College



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DIVERSITY IS IN OUR DNA

ALL SAINTS' COLLEGE