

COURSE INFORMATION PACK



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MESSAGE FROM THE DIRECTOR

Thank you for your inquiry to train with the CSaT team. We are an Australian Registered Training Organisation accredited to deliver qualifications from the Hairdressing, Beauty, Hospitality and other training packages.

Delivering throughout Central Queensland and the Sunshine Coast, CSaT are specialists in the facilitation of training with over 25 years experience in both government and private sectors. Our educators are professionals with many years experience in their industry.

Our aim is to deliver quality training and to prepare our learner's well for a successful career in their chosen industry. We are passionate about what we do and take great pride in our work to ensure our learner's are trained to industry employable standards.

At CSaT, our training is client focused, where everyone is treated as an individual because we acknowledge people have different needs and commitments. We will work with you to put together the best training plan for you.

Class sizes are kept small so that we are able to give more one on one training to our learner's.

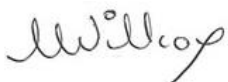
Our company mission is to promote the benefits of training, inspire and motivate learner's and to enhance work related outcomes through quality training and assessment.

WHATS NEXT?

Now that you have received our Information pack, we do encourage you to have a full read of what we offer and contact us on (07) 4927 4586 to discuss any questions you may have about the course, cost and the enrolment process. We also encourage for you to come and tour our facilities and meet our training staff.

We look forward to meeting with you and helping you with your journey to a successful career

Yours truly,

A handwritten signature in cursive script that reads 'Cherie Willcox'.

Cherie Willcox
(Director)

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Payment/Funding options

Several payment or funding options are available to students of CSaT. Prior to enrolling, please enquire as to what Queensland Government funding you *may* be eligible for.

User Choice – Apprentices/Trainees

The User Choice 2017-20 program provides a public funding contribution towards the cost of training and assessment services for eligible Queensland apprentices and trainees. To be eligible to receive a Government Contribution the Apprentice or Trainee must have entered into a Training Contract for a qualification that is funded by the Queensland Department of Education and Training, be registered on DELTA with a commencement date or recommencement date on or after 1 July 2017, and select a training provider who holds Pre-Qualified Supplier status for the nominated qualification.

For more information and fact sheets, visit:
<https://desbt.qld.gov.au/training/apprentices>

Apprentices and trainees can only receive one government contribution for a User Choice funded qualification at any single point in time. In circumstances where a student undertakes more than one apprenticeship or traineeship at the same time, the student will only receive the government contribution for the initial registered training contract.

Part-time apprentices must work no less than 15 hours per week. With full-time apprentices working an average of 38 hours per week.

The Student Contribution Fees are a student's contribution to the cost of training and assessment services provided by CSaT.

The current student contribution fee for apprenticeships/traineeships is **\$1.60** per nominal hour.

The student contribution fee *may* be paid on behalf of the apprentice by their employer or another third party, however cannot be waived by CSaT.

* Partial exemption (Concession) – CSaT will not charge more than 40 per cent of the student contribution fee, where the apprentice:

- (a) was or will be under 17 years of age at the end of February in the year in which the PQS provides training, and the apprentice is not at school and has not completed year 12.
- (b) holds a Health Care Card or Pensioner Concession Card issued under Commonwealth law, or is the partner or a dependant of a person who holds a Health Care Card or Pensioner Concession Card, and is named on the card.
- (c) issues the PQS with an official form under Commonwealth law confirming that the participant, his or her partner or the person of whom the participant is a dependant, is entitled to concessions under a Health Care Card or Pensioner Concession Card.
- (d) is an Aboriginal or Torres Strait Islander person. Acceptable evidence is as stated on the Training Contract and AVETMISS VET Enrolment Form.

CSaT may apply full exemption from the student contribution fee where the apprentice falls into one or more of the following exemption categories:

- (a) where payment of the student contribution fee would cause extreme financial hardship, then the PQS may waive these fees.
- (b) where the Queensland Government, as represented by the departmental officer responsible for the User Choice budget, advises in writing that fees are optional.
- (c) an apprentice or trainee who is under 21, in one of the 139 priority apprenticeship or traineeship qualifications, on or after 1 July 2019.

CSaT will also apply full exemption from the student contribution fee where the apprentice falls into one or more of the following exemption categories:

- (a) where credit transfer/national recognition has been applied to a unit of competency/module
- (b) where the apprentice is a school-based apprentice
- (c) is undertaking a qualification as part of the Skilling Queenslanders for Work's Work Skills Traineeship program.

CSaT will not charge a student contribution fee to a Year 12 graduate who:

- (a) commences an apprenticeship/traineeship within 12 months of completing Year 12 (that is, by the end of the calendar year following completion of Year 12,) and
- (b) meets the participant eligibility in 2.2.2, and;
- (c) enrolls in a high priority qualification identified by the department

Certificate 3 Guarantee program

The Certificate 3 Guarantee supports eligible individuals to complete their first post-school certificate III qualification. It also supports school students to access training and Queensland's Year 12 graduates to transition to employment by providing fee-free training in high priority qualifications.

Under the Certificate 3 Guarantee, the Queensland Government provides a subsidy for a range of certificate III level vocational qualifications. Foundation skills training and lower-level vocational qualifications may also be subsidised in certain circumstances.

Given the benefits that accrue to individuals from training, students undertaking certificate III training and non-concessional students undertaking lower level training, will be required *to contribute to the costs* of their training through a **co-contribution** fee. The fee may be paid on behalf of the student by the employer or a third party, but cannot be paid or waived by CSaT.

The program is open to any Queensland resident aged 15 years or over who is no longer at school (with the exception of VET in Schools students) and is an Australian or New Zealand citizen or Australian permanent resident (including humanitarian entrants), or a temporary resident with the necessary visa and work permits on the pathway to permanent residency. Prospective students must not have or be enrolled in a certificate III level or higher qualification (not including qualifications completed at school and foundation skills training).

It is important that you choose the right course for you to take full advantage of the program.

For more information and fact sheets, visit:

<https://desbt.qld.gov.au/training/training-careers/incentives/certificate3>

VETiS

Vocational education and training (VET) courses are available to students while they are still at school. This is often referred to as VETiS.

You can undertake VET at school:

- as part of your school studies - delivered and resourced by a school registered training organisation
- by enrolling in a qualification with an external registered training organisation - funded either by the Department of Employment, Small Business and Training's VET investment budget or through fee-for-service arrangements i.e. where the student or parent pays for the qualification.
- as a school-based apprentice or trainee.

Current secondary school students, should talk to the school guidance officer, career counsellor, vocational education coordinator or head of senior schooling about the right qualification from the range of programs available at the school.

Fees for this program are listed in individual Course Information Packs and on the CSaT website, www.csat.com.au

For more information on VET delivered in schools, visit:

<https://desbt.qld.gov.au/training/training-careers/incentives/vetis>

Fee-Free training for Year 12 graduates

Fee-free training is available for Year 12 graduates through two Queensland Government VET investment programs - the Certificate 3 Guarantee and User Choice. To be eligible for fee-free training, Year 12 graduates need to commence an apprenticeship, traineeship, or training in a high priority qualification with a pre-approved training provider within the calendar year following their completion of Year 12.

To be eligible to access fee-free training, individuals must:

- have completed Year 12 in Queensland and hold a Senior Statement issued by the Queensland Curriculum and Assessment Authority or equivalent certification
- enrol and start an apprenticeship, traineeship, or training, with an approved training provider in a high priority qualification under the program, by the end of the calendar year following completion of Year 12
- permanently reside in Queensland

For more information on Fee-free training, please visit: <https://desbt.qld.gov.au/training/training-careers/incentives/freetafe>

Fee for Service

Fee for service training is training for which most, or all of the cost is borne by the student or a person or organisation on behalf of the student. Fee for services costs are calculated specifically on the qualification/course you are wishing to undertake.

Course costs are inclusive of the following:

- Tuition
- Resources (where applicable)
- Amenities
- Administration costs

Fee for service students may make payments in instalments or via a payment plan as approved by CSaT administration.

Currently, depending on the unit of competency or qualification to be completed, costs range from \$100.00 to \$3900.00. Please refer to the individual course information packs or flyers for prices or contact us at admin@csat.com.au.

Delivery methods

Work based

A trainer/assessor will visit the workplace throughout the traineeship/apprenticeship to check on the learner's progress along with providing learners with face to face training and practical observation. The trainee/apprentice is required to complete learning and assessment in their designated withdrawal time in the workplace or in CSaT training rooms (*the location of off-the job training will be negotiated at enrolment*). In the workplace, the learners are receiving practical hands on application to support their learning.

Important: A program using work-based delivery, is available only to learner's that currently hold positions within organisations where it is agreed that the learner can gain access to the required resources, facilities and information necessary for their training and assessment as outlined in the training plan and employer resource assessment

Self-paced including on-line delivery

Is learning undertaken at a learner's own pace. This may involve the completion of workbooks or online learning activities and assessment outside of the classroom or workplace training environment. Learner's complete at their own pace and have access to and support from CSaT's qualified trainers and assessors via telephone, email, Skype etc. Once learner's have completed their learning and assessments they forward their completed assessment back to CSaT for judgment on competency.

Classroom

Learner's will be provided with access to CSaT's industry qualified trainers and assessors and a full set of learning and assessment resources. This is a full delivery model whereby the trainer teaches full content to learner's as they progress through the learning of the qualification/ unit of competency, in accordance with learning resources provided and the requirements of the Training Package or VET Accredited Course.

The learning environment is interactive with learner's engaging in group discussions and activities. Learner's are provided with assessments to undertake/complete and submit to demonstrate their competency. This teacher-led delivery mode has the advantage of providing a focussed, controlled environment for acquiring the skills and knowledge necessary. Learner's are given the opportunity to practise the application of knowledge and skills. Group activities allow the application of learning to a variety of situations.

Self-paced research and work gives learner's opportunities to develop and practice their capacity for self-directed work, and make learning very relevant to their particular circumstances and/or workplace.

This mode of delivery suits learner's with limited prior exposure/experience/ knowledge with course content and skills.

SHB20216 Certificate II in Salon Assistant

Qualification information

This is a preparatory qualification which provides a defined and limited range of basic skills and knowledge used in hairdressing salons by individuals who provide assistance with client services. These routine and repetitive tasks are completed under direct supervision and with guidance from hairdressers who manage the client service.

The combined skills and knowledge do not provide for a job outcome as a *hairdresser* and this qualification is intended to prepare individuals for further training.

This qualification provides a pathway to work as a salon assistant.

12 Units

- 8 core
- 4 electives

Entry Requirements

There are no entry requirements for this qualification.

Before commencing in this qualification, the learners proficiency in language, literacy and numeracy will be assessed to determine what level of support may be needed throughout the study program.

Duration

6 - 12 months

Payment options/Funding

User Choice – Traineeship
VETiS
Fee for Service

Delivery method

Classroom delivery – VETiS and Fee for service

Work based delivery - Traineeship

Cost

Dependant on funding eligibility or payment option, the cost of this qualification will vary. Please contact CSaT to confirm your options.

User Choice Traineeship -\$1.60 per nominal hour

Units of competency

Units of competency offered in this qualification are provided in individual Course Information Packs or flyers. Please contact CSaT for a copy.



SHB30416 Certificate III in Hairdressing

Qualification information

This qualification reflects the role of hairdressers who use a range of well-developed sales, consultation and technical skills and knowledge to provide a broad range of hairdressing services to clients. They use discretion and judgement to provide client services and take responsibility for the outcomes of their own work.

This qualification provides a pathway to work as a hairdresser in any industry environment, usually a salon.

28 Units

- 21 core
- 7 electives

Entry Requirements

There are no entry requirements for this qualification.

Before commencing in this qualification, the learner's proficiency in language, literacy and numeracy will be assessed to determine what level of support may be needed throughout the study program.

Duration

24 - 72 months

Payment options/Funding

User Choice – Apprenticeship
Fee for Service

Delivery method

Combination of **work-based** and **classroom** delivery

Cost

Dependant on funding eligibility or payment option, the cost of this qualification will vary. Please contact CSaT to confirm your options.

User Choice Apprenticeship \$1.60 per nominal hour

Units of competency

Units of competency offered in this qualification are provided in individual Course Information Packs or flyers. Please contact CSaT for a copy.



SHB30516 Certificate III in Barbering

Qualification information

This qualification reflects the role of barbers who use a range of well-developed sales, consultation and technical skills and knowledge to provide a broad range of barbering services to clients. They use discretion and judgement to provide client services and take responsibility for the outcomes of their own work.

This qualification provides a pathway to work as a barber in any industry environment, usually a barber shop or salon.

26 Units

- 21 core
- 5 electives

Entry Requirements

There are no entry requirements for this qualification.

Before commencing in this qualification, the learners proficiency in language, literacy and numeracy will be assessed to determine what level of support may be needed throughout the study program.

Duration

24 - 72 months

Payment options/Funding

User Choice – Apprenticeship
Fee for Service

Delivery method

Combination of **work-based** and **classroom** delivery

Cost

Dependant on funding eligibility or payment option, the cost of this qualification will vary. Please contact CSaT to confirm your options.

User Choice Apprenticeship - \$1.60 per nominal hours

Units of competency

Units of competency offered in this qualification are provided in individual Course Information Packs or flyers. Please contact CSaT for a copy.



SHB20116 Certificate II in Retail Cosmetics

Qualification information

This qualification reflects the role of retail sales personnel involved in a defined range of tasks to sell and demonstrate beauty or cosmetic products. They follow known routines and procedures and work under direct supervision.

This qualification provides a pathway to work as a retail sales consultant in any business that sells beauty or cosmetic products and services. This can include beauty and hairdressing salons, retail outlets and department stores.

15 Units

- 10 core
- 5 electives

Entry Requirements

There are no entry requirements for this qualification.

Before commencing in this qualification, the learner's proficiency in language, literacy and numeracy will be assessed to determine what level of support may

be needed throughout the study program.

Duration

6 - 9 months

Payment options/Funding

Fee for Service

Delivery method

Classroom delivery

Cost

Dependant on credit transfers, the cost of this qualification will vary. Please contact CSaT to confirm your options.

Units of competency

Units of competency offered in this qualification are provided in individual Course Information Packs or flyers. Please contact CSaT for a copy.



SHB30115 Certificate III in Beauty Services

Qualification information

This qualification reflects the role of individuals employed as beauticians to provide a range of beauty services including nail, waxing, lash and brow, and basic make-up services.

These individuals possess a range of well-developed technical and customer service skills where discretion and judgement is required and are responsible for their own outputs. This includes client consultation on beauty products and services.

Work is typically conducted in beauty, waxing, brow and nail salons.

This qualification provides a pathway to work as a:

- Beauty therapist
- Nail technician

15 Units

- 11 core
- 4 electives



Entry Requirements

There are no entry requirements for this qualification.

Before commencing in this qualification, learner's proficiency in language, literacy and numeracy will be assessed to determine what level of support may be needed throughout the study program.

Duration

9-12 months

Payment options/Funding

Certificate 3 Guarantee Program
Fee for Service

Delivery method

Classroom and self-paced delivery

Cost

Dependant on funding eligibility, available credit transfers or payment option, the cost of this qualification will vary. Please contact CSaT to confirm your options.

Units of competency

Units of competency offered in this qualification are provided in individual Course Information Packs or flyers. Please contact CSaT for a copy.



AHC21216 Certificate II in Rural Operations

This program is currently offered to school students only



Qualification information

This qualification provides an occupational outcome for industries and agencies in rural and regional Australia.

Depending on the units selected individuals can be employed not only in rural industries but also other rural and regional sectors, such as local government, tourism, hospitality, transport, construction, community services, information technology and metals.

Industry expects individuals with this qualification to carry out routine tasks under general supervision and exercise limited autonomy with some accountability for their own work.

15 Units

- 3 core
- 12 electives

Entry Requirements

There are no entry requirements for this qualification.

Before commencing in this qualification, learner's proficiency in language, literacy and numeracy will be assessed to determine what level of support

may be needed throughout the study program.

Duration

10 -24 months

Payment options/Funding

VETiS
Fee for Service

Delivery method

Classroom and self-paced delivery

Cost

Dependant on funding eligibility or payment option, the cost of this qualification will vary. Please contact CSaT to confirm your options.

Units of competency

Units of competency offered in this qualification are provided in individual Course Information Packs or flyers. Please contact CSaT for a copy.



SIT20316 Certificate II in Hospitality

Qualification information

This qualification reflects the role of individuals who have a defined and limited range of hospitality operational skills and basic industry knowledge. They are involved in mainly routine and repetitive tasks and work under direct supervision.

This qualification provides a pathway to work in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops.

12 Units

- 6 core
- 6 electives

Entry Requirements

There are no entry requirements for this qualification.

Before commencing in this qualification, learner's proficiency in language, literacy and numeracy will be assessed to determine what level of support may

be needed throughout the study program.

Duration

9 - 24 months

Payment options/Funding

VETiS
Fee for Service

Delivery method

Classroom and self-paced delivery

Cost

Dependant on funding eligibility or payment option, the cost of this qualification will vary. Please contact CSaT to confirm your options.

Units of competency

Units of competency offered in this qualification are provided in individual Course Information Packs or flyers. Please contact CSaT for a copy.



SIT30616 Certificate III in Hospitality

Qualification information

This qualification reflects the role of individuals who have a range of well-developed hospitality service, sales or operational skills and sound knowledge of industry operations. Using discretion and judgement, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities.

This qualification provides a pathway to work in organisations such as restaurants, hotels, motels, clubs, pubs, cafés, and coffee shops. This qualification allows for multiskilling and for specialisation in accommodation services, food and beverage and gaming.

15 Units

- 7 core
- 8 electives

Entry Requirements

There are no entry requirements for this qualification.

Before commencing in this qualification, learner's proficiency in language, literacy and numeracy will be assessed to determine what level of support may

be needed throughout the study program.

Duration

12 – 24 months

Payment options/Funding

Certificate 3 Guarantee Program
Fee for Service

Delivery method

Classroom and self-paced delivery

Cost

Dependant on funding eligibility or payment option, the cost of this qualification will vary. Please contact CSaT to confirm your options.

Units of competency

Units of competency offered in this qualification are provided in individual Course Information Packs or flyers. Please contact CSaT for a copy.



Short courses

CSaT are also able to provide both accredited and non-accredited short courses/programs.

Including, but not limited to:

SHBBMUP001 Apply eyelash extensions	Accredited
SHBBBOS001 Apply cosmetic tanning products	Accredited
SHBBHRS002 Provide female intimate waxing	Accredited
Nail art	Non-accredited
Eyelash perming	Non-accredited
How to apply make-up	Non-accredited

These short programs are delivered on demand at various times throughout the year.

Accredited – on successful completion of assessment items, you will receive a Statement of Attainment from a nationally recognised qualification.

Non-accredited – you will receive a statement of attendance for participating in the program.

SITHFAB002 Provide responsible service of alcohol

Unit of Competency information

This unit describes the performance outcomes, skills and knowledge required to clean bars and public areas, clear and clean glasses, and safely dispose of waste. The unit applies to any hospitality organisation that operates a bar, including hotels, restaurants, clubs, cafes and wineries.

It applies to people who work with very little independence and under close supervision, including those commonly known as 'bar usefulness'. The unit can also apply to bar attendants.

Entry Requirements

There are no entry requirements for this unit of competency.

Duration

1 day

Payment options/Funding

Fee for Service

Delivery method

Classroom delivery

Cost

As at 1st January 2020, the cost of this unit of competency will range between **\$50.00¹** and **\$100.00**. Please contact CSaT to confirm your options.

¹ Discounted school student price

SITHGAM001 Provide responsible gambling services

Unit of Competency information

This unit describes the performance outcomes, skills and knowledge required to provide responsible gambling services, and to assist those customers who have issues with problem gambling.

Responsible gambling services must be provided wherever gambling activities are undertaken. In the hospitality industry, the gambling environment is usually referred to as the gaming area and is provided in a range of venues, such as hotels, motels, clubs, pubs and casinos.

The major forms of gambling are wagering (racing and sport) and gaming (gaming machines, table games, Keno and lotteries). Both forms of gambling are relevant to the hospitality industry.

Responsible provision of gambling services is an essential underpinning skill for all hospitality personnel involved in the sale and service of gambling activities in licensed premises, including the licensee, gaming supervisors and gaming managers when involved in operational gambling activities.

Entry Requirements

There are no entry requirements for this unit of competency.

Duration

1 day

Payment options/Funding

Fee for Service

Delivery method

Classroom delivery

Cost

As at 1st January 2020, the cost of this unit of competency will range between **\$50.00²** and **\$100.00**. Please contact CSaT to confirm your options.

² Discounted school student price

HLTAID001 Provide cardiopulmonary resuscitation

Unit of Competency information

This unit describes the skills and knowledge required to perform cardiopulmonary resuscitation (CPR) in line with the Australian Resuscitation Council (ARC) Guidelines.

This unit applies to all workers who may be required to provide CPR, in a range of situations, including community and workplace settings.

Entry Requirements

There are no entry requirements for this unit of competency.

Duration

½ day

Payment options/Funding

Fee for Service

Delivery method

Classroom delivery

Cost

As at 1st January 2020, the cost of this unit of competency is \$50.00. Please contact CSaT to enquire.

HLTAID003 Provide First Aid

Unit of Competency information

This unit describes the skills and knowledge required to provide a first aid response to a casualty.

The unit applies to all workers who may be required to provide a first aid response in a range of situations, including community and workplace settings.

Entry Requirements

There are no entry requirements for this unit of competency.

Duration

1 day

Payment options/Funding

Fee for Service

Delivery method

Classroom delivery

Cost

As at 1st January 2020, the cost of this unit of competency will range between **\$85.00³** and **\$100.00** Please contact CSaT to confirm your options.

³ Discounted school student price

HLTAID004 Provide an emergency first aid response in an education and care setting

Unit of Competency information

This unit describes the skills and knowledge required to provide a first aid response to infants, children and adults.

The unit applies to educators and support staff working within an education and care setting who are required to respond to a first aid emergency, including asthmatic and anaphylactic emergencies.

This unit of competency may contribute towards approved first aid, asthma and anaphylaxis training under the Education and Care Services National Law, and the Education and Care Services National Regulations (2011).

Entry Requirements

There are no entry requirements for this unit of competency.

Duration

1 day

Payment options/Funding

Fee for Service

Delivery method

Classroom delivery

Cost

As at the 1st July 2020, the cost of this unit of competency will range between **\$85.00⁴** and **\$100.00** Please contact CSaT to confirm your options.

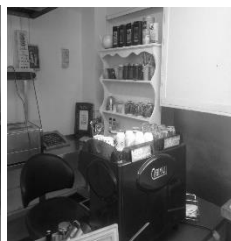
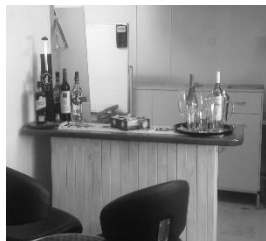
⁴ Discounted school student price

OUR BEAUTY and HAIRDRESSING FACILITIES

We have fully equipped rooms with all the necessary, up to date tools and equipment needed to conduct training.

Students are able to practice on clients in our training fully operating hair salon and use professional products, such as **Jeval** for hairdressing and **Limelily** and **Natural Compatibles** for Beauty.

We are located at 39 Gladstone Road, Rockhampton. Our building is in the Heilbronn's complex.



FURTHER INFORMATION

Credit Transfer

Credit Transfer is the process of recognising a student's learning achieved through the formal education and training process.

Students who already hold relevant qualifications/units of competency from other Registered Training Organisations will have these achievements recognised by CSaT and will receive the appropriate transfer of credit against their enrolled qualification with CSaT.

RPL

Recognition of Prior Learning (**RPL**) is an assessment pathway that can be utilised to recognise the skills, knowledge and experience gained through work experience, life experience, training courses and work based training. This is assessed against the evidence requirements of one or more units of competency

Please speak to your trainer/assessor should you wish to apply for RPL or Credit Transfer.

Support Services

CSaT will support students to make sure everyone has the opportunity to successfully complete their training. Additional support is available to students who have language, literacy and numeracy or disability support needs. Students requiring counselling or welfare support services will be referred to an appropriate support service.

If you feel you need additional help, please speak to a CSaT staff member. Our trainers/assessors or Administrative staff are available 5 days per week in the hours of 8.00 am to 4.00 pm.

You can make contact via phone, email or where required, in person at our office at 39 Gladstone Road, Rockhampton.

Learner Handbook

The CSaT learner handbook is available for download from our website www.csat.com.au or contact the office for a hardcopy.

The learner handbook contains further information on CSaT's Training Policies and Procedures, including our Refund Policy, Student Rights and Responsibilities and information on assessment methods etc.

UNIQUE STUDENT IDENTIFIER (USI)

***The following information is directly from usi.gov.au**

If you are undertaking nationally recognised training delivered by a registered training organisation you will need to have a Unique Student Identifier (USI). This includes studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate, or diploma course.

A USI gives you access to your online USI account which is made up of ten numbers and letters.

It will look something like this: **3AW88YH9U5**.

In time, your USI account will contain all your nationally recognised training records and results from 1 January 2015 onwards. Your results from 2015 will be available in your USI account in 2016.

When applying for a job or enrolling in further study, you will often need to provide your training records and results. One of the main benefits of the USI

is that you will have easy access to your training records and results throughout your life.

You can access your USI account online from a computer, tablet, or smart phone anywhere and anytime.

DO YOU NEED A USI?

You will need a USI when you enrol or re-enrol in training if you are a:

- ❖ student enrolling in nationally recognised training for the first time, for example if you are studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate, or diploma course;
- ❖ school student completing nationally recognised training; or
- ❖ student continuing with nationally recognised training.

You are a continuing student if you are a student who has already started your course in a previous year (and not yet completed it) and will continue studying after 1 January 2015.

Once you create your USI you will need to give your USI to each training organisation you study with so your training outcomes can be linked and you will be able to:

- ❖ view and update your details in your USI account;
- ❖ give your training organisation permission to view and/or update your USI account;
- ❖ give your training organisation view access to your transcript;
- ❖ control access to your transcript; and
- ❖ view online and download your training records and results in the form of a transcript which will help you with job applications and enrolment in further training.

If you are an international, overseas or an offshore student please visit usi.gov.au for more information.



Australian Government

***The following information is directly from usi.gov.au**

HOW TO GET A USI

It is free and easy for you to create your own USI online.

While you may create your own USI, training organisations are also able to create a USI for you. Training organisations should do this as part of the enrolment process when you begin studying.

Where this service is provided, training organisations will let you know.

STEPS TO CREATE YOUR USI

The following steps show how you can create a USI:

Step 1: Have at least one and preferably two forms of ID ready from the list below:

- ❖ Driver's License
- ❖ Medicare Card
- ❖ Australian Passport
- ❖ Non-Australian Passport (with Australian Visa)
- ❖ Birth Certificate (Australian)
- ❖ Certificate Of Registration By Descent
- ❖ Citizenship Certificate
- ❖ 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.

If you do not have proof of ID from the list above, you can contact your training organisation about the other forms of ID they can accept to help you get a USI.

Step 2: Have your personal contact details ready (e.g. email address, or mobile number, or mailing address).

Step 3: Visit the USI website at: usi.gov.au.

Step 4: Select 'Student Entry' and then Select 'Create a USI' link and follow the steps.



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***The following information is directly from usi.gov.au**

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 You should then write down your USI and keep it handy and safe somewhere, perhaps on your phone.

MORE INFORMATION

For more information, please visit: usi.gov.au

Email: usi@education.gov.au

Phone: Skilling Australia Information line—13 38 73

To view this document online please visit: usi.gov.au

****USI must be created and given to CSaT either on or prior to enrolment via email or phone before we can proceed with enrolling you***



Australian Government