

## VOCATIONAL PATHWAYS – APPLICATION PROCESS

Vocational Pathways including a VET Certificate with an external training provider require additional application forms.

Each Registered Training Organisation (RTO) has their own application requirements which can often cause confusion. To simplify this process, I can meet with students to discuss their specific application forms.

*The timeline for applications is VERY tight, so it is essential that students prepare the following information in advance – saved to their laptop for when they complete the application.*

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### **PREPARATION CHECKLIST**

- Create a folder on your laptop titled “**Vocational Pathway Application**”  
All of the following information must be saved into this folder.
- Proof of Citizenship**  
Scan of Australian Birth Certificate, Passport, Citizenship Certificate or Visa.  
(Please note, some courses are only available to Australian citizens due to funding arrangements.)
- USI Number**  
Complete your USI Number application at [www.usi.gov.au](http://www.usi.gov.au)  
Take a screen shot and save to your folder.  
Please email a copy to [usi@norbert.wa.edu.au](mailto:usi@norbert.wa.edu.au)
- Student Statement – Word Document**  
Prepare a written statement of 1000 characters. Briefly explain why you would like to study this course and any personal characteristics/experience that would make you a good candidate.
- Resume – Word Document**  
Save a Word version of your current Resume.  
Resume Templates are available on SEQTA in the Subject Selection Portal, at the bottom left hand corner or via the Application Sway  
<https://sway.office.com/6XN60gK6OAK9Hvcn?ref=Link>
- Report / OLNA**  
Save a PDF of your 1st Semester 2023 Report, 2<sup>nd</sup> Semester 2022 and latest OLNA results.
- Supporting Documents (if appropriate)**  
PDF copies of any certificates or references that might assist with your application.
- Contact Information**  
Parent email address and mobile phone number (if different from school records).

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Please complete the above steps as soon as possible.

If you have any questions or concerns, please email [karen.gonsalves@norbert.wa.edu.au](mailto:karen.gonsalves@norbert.wa.edu.au)

# Unique Student Identifier (USI)


A USI is your individual education number which you have for life (a bit like a Tax File Number but for your education). It also gives you an online record of your VET training undertaken in Australia.

A USI number is required for anyone who is studying a Certificate course, applying to TAFE or planning to attend university – so basically EVERYONE needs a USI.

## CREATING A USI

- Have some formal identification in front of you – Medicare Card, Birth Certificate, Passport etc.
- Visit [www.usi.gov.au](http://www.usi.gov.au) and click on “Create a USI”
- Follow the instructions on the website
- At the end of the process, the website will give you an option to “Email Your USI” – it will look like the image below.  
Please email a copy (or screenshot) to [usi@norbert.wa.edu.au](mailto:usi@norbert.wa.edu.au)

### CREATE USI - SUCCESS

 Your USI account has been created and your USI is  Your USI has been sent to you for your records. Please keep a record of this number.

If you are enrolling in training your training organisation will need to collect and verify your USI. To help your training organisation to do this, you may want to print or email your USI verification details now.

#### PRINT YOUR USI

The print out will include your USI, your name and your date of birth. Take care when using a shared printer if others may see your details.

#### EMAIL YOUR USI

The USI Office can send an email containing your USI verification details to your education or training provider on your behalf. Before including your provider please check that they wish to receive this information by email as they may need you to enter your USI directly into their systems.

**Please note** the email will include personal information about you including your USI, your name and your date of birth. Enter the email address or addresses (separated by a comma) in the box below and then select **Send**.

e.g. name@example.com

Your USI will be visible here.

Please email a copy to the school.