

5. Unique Student Identifier (USI) and tax file numbers (TFN)

Australian blueprint for career development

Career Management Competency											
1	2	3	4	5	6	7	8	9	10	11	12

Learning intention

Students will:

- understand the importance of the Unique Student Identifier (USI) and the process for creating and storing their USI
- understand the need for a tax file number (TFN) and the process for applying for a TFN.

Success criteria

Students can:

- create, send and save their USI
- organise to apply for a TFN.

Resources

USI

- [USI home page](#)
- [USI Information for students](#)
- [Get a USI for students](#) – explanation embedded
- [About the USI](#)

TFN

- [Tax file number home page](#)
- [What is a tax file number?](#)
- [Apply for a TFN](#) – online
- [Apply for a TFN instructions](#) – paper form

Classroom organisation

- Individual

Preparation

- Familiarise yourself with the resources to be able to support students.
- Individual access to computers.
- Communicate with parents, in advance, the intention of this lesson and ask students to bring in a copy or a picture on their phones of relevant documentation. Include the resource link 'About the USI'.

Activity 1

Unique Student Identifier (USI)

- Students studying a certificate course in Year 11 or 12 must have a USI to enrol. Students enrolling in tertiary training or university post school also require a USI for enrolment.
- Students go to [USI Information for students](#). Discuss what a USI is and why they will most likely need it either while at school or post school.
- To create a USI you will need access to your official identification. This may be either a:
 - Medicare card
 - passport
 - birth certificate
 - citizenship certificate.
- It is important you use your official name and birthdate when creating your USI.
- Ensure students have a personal (professional) email that they can use for:
 - resume
 - applications
 - USI
 - Schools Curriculum and Standards Authority (SCSA)
- If students don't have an email that is suitable, they should create one. [Create a Gmail account](#)
- Students must not use a school email as their USI stays with them for life and they will not have access to their school email once they have left. It is also not advised to use a parent or guardian's email.

Activity 2

Tax file number (TFN)

- Everyone must pay income tax. It is a good idea for students to apply for a TFN as soon as they can so when they are ready for a job, or secure one, they have this in place.
- Encourage students to talk to their parents. Schools cannot organise this on a student's behalf but can encourage students to apply and provide information.
- A student can apply for a TFN either online or by using a paper form.
- Depending on your school context you may wish to order several forms and support their completion at school.

Reflection

Students consider their needs in relation to creating a USI or obtaining a TFN. Ensure students are aware of where they can receive support beyond this lesson.