

## **Unique Student Identifier (USI)**

**A new requirement for all courses booked through  
a Registered Training Organisation (RTO) from  
January 1, 2015**

# Unique Student Identifier (USI)

## ➤ What is a USI?

A Unique Student Identifier (USI) is an initiative by the Australian Government Department of Industry, that comes into effect on 1 January 2015. A USI is a reference number that will give students access to a USI account, to view their training records which are held in the National Vocational Education and Training (VET) Data Collection.

The USI is available online at no cost to the student. Once a student has registered their USI, it will stay with them for life and be recorded with any nationally recognised VET course that is completed from 1 January 2015.

## ➤ Who needs a USI and why?

All students studying nationally recognised Vocational Education and Training courses in Australia from 1 January 2015 will be required to have a (USI). Training providers must record a USI for all students under Commonwealth legislation and the conditions of registration for training organisations. A valid USI, will be required to be able to issue a statement of attainment or qualification to a student undertaking nationally recognised training.

## ➤ How do trainees get a USI?

It is free to register a USI, and only takes a few minutes online at [www.usi.gov.au/](http://www.usi.gov.au/)

The trainee must provide the training provider their USI when they enrol for Nationally Recognised Training (NRT) to be delivered from 1 January 2015.

## ➤ What if a trainee does not have a USI, or has not had it verified?

Recognised Training Organisations (RTO) are prohibited by law to issue your Statement of Attainment or Qualification for NRT unless they have verified your USI. RTO's may accept the trainee's enrolment, deliver the training & accept payment from the client or trainee, but must not issue the Statement of Attainment until the trainee's USI has been verified as correct.

# Creating and Managing Your USI

## ➤ Creating Your USI

### 1) Have available at least one form of ID from the list below ready:

- Driver's Licence – current, valid and issued by Australian State or Territory
- Medicare Card (this includes a current family Medicare card where your name is included)
- Australian Passport – must be current or have expiry date within last two years
- Visa (with Non-Australian Passport) for international students – must be current and valid
- Birth Certificate – Australian (a Birth Certificate extract is not sufficient)
- Certificate Of Registration By Descent
- Citizenship Certificate
- ImmiCard

**IMPORTANT:** The details you enter when you create your USI must match exactly with those shown on the form of ID used. If you do not own proof of ID from the list above, please contact the Customer Service Team to request assistance in creating a USI using alternate ID.

### 2) Go to – <http://www.usi.gov.au/Students/Pages/default.aspx> and click on 'Create Your USI'

- Click on either 'I have my ID already – Continue' or 'Create your USI now'
- Agree to the terms and conditions.
- Click 'Create USI'.
- Fill in your personal and contact details.
- Enter the requested details exactly as shown on your form of ID (see list above).
- Set your USI account password and questions for security.
- Your USI will now be displayed on the screen.
- Write down your USI somewhere safe or enter it into your phone for safe keeping.
- Your USI will also be sent to you by either your email, phone or by mailing address (whichever you choose as your preferred contact method when creating your USI).

## ➤ Forgotten USI

- If you forget or lose your USI you can retrieve it online. You will need to enter a few details to verify who you are and these must match the latest updated information in your USI account.

# Creating and Managing Your USI

## ➤ Providing Permission to Access Your USI

- You must give the Registered Training Organisation (RTO) your USI when you enrol for Nationally Recognised Training (NRT) to be delivered from 1 January 2015.
- You must also give RTO access to your USI Account so that we can verify that the USI you have provided is correct.
- Go to <http://www.usi.gov.au/Students/Pages/default.aspx> and log in to your USI Account.
- Under 'Current Permissions' click 'Update' and 'Add Organisation'.
- Search by 'Organisation Name' (*for example – Rho Aviation training Services Pty Ltd or 'Organisation Code – 32005 and 'Add'*)
- Under 'Permissions' check 'View and Update My Details' and choose the 'Expiry Date' from the dropdown menu - 3 months to 5 years and 'Save'.
- RTO are prohibited by law to issue your Statement of Attainment or Qualification for NRT unless we have verified your USI.

**Thank you for your assistance. This is not a company requirement but is a legal requirement across all industries utilising RTOs Australia wide.**