

Unique Student Identifier (USI) — information

The Student Identifiers Act 2014 was passed and proclaimed on 27 June 2014. From 1 January 2015 students undertaking nationally recognised VET courses will need to have a USI to receive their qualification or statement of attainment. This USI number will stay with the student for life and be recorded with any nationally recognised VET course that is undertaken from when the USI comes into effect.

The USI gives you access to your online USI account which is made up of ten numbers and letters. A USI account will contain all your nationally recognised training records and results from 1 January 2015 onwards. It is important to note that the time from when you receive your hardcopy of your certificate to the time you can view it online through your USI account, may vary from 4 months to more than a year.

When applying for a job or enrolling in further study you will often need to provide your training records and results. 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 from 1 January 2015 if you are a:

- Student enrolling in nationally recognised training for the first time.
- 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 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
- 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.

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. Steps to create your USI are as follows:

Step 1

Have at least one and preferably two form of ID ready from the list below:

- Drivers license
- Medicare card
- Australian Passport
- Birth Certificate

Important: To make sure your training records are kept 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.

Step 2

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

Step 3

Visit the USI website at usi.gov.au

Step 4

Select the 'Create a USI' link and follow the steps.

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 the USI and keep it somewhere handy and safe.

For more information on the USI and protection of student privacy, please go to the Australian Government Department of Industry website:

www.usi.gov.au

or usi@industry.gov.au

or Skilling Australia information line — 13 38 73