

# Unique Student Identifier

## Information for parents and students

From 1 January 2015, the Australian Government requires all students studying Vocational Education and Training (VET) to have a Unique Student Identifier (USI). This includes students who are studying VET in schools.

There is no cost to the student. The USI will allow students to access their enrolment and achievement record for all VET learning online (from 1 January 2015); and no VET records will be lost.

Registered Training Organisations (RTO) must have a valid USI for a student before issuing a qualification or statement of attainment. This includes school RTOs.

### What is a USI?

- A USI is a reference number. It is made up of numbers and letters.
- The USI gives students access to their USI account.
- The USI account allows a student to see all their training results from all providers. This includes all completed training units and qualifications.

### Why do students need a USI?

Students will need a USI:

- so that an RTO is able to issue a statement of attainment, or certificate, for nationally recognised accredited training
- for online access to their record of enrolment and achievement for VET learning
- to provide evidence of their accredited VET, for example when applying for a job or further study.

### Who applies for a USI?

- A student can apply for a USI.
- An RTO can apply for a USI on a student's behalf. (This may be a school RTO, TAFE or other external RTO.)

### What do students need to do?

If the RTO does not apply for a USI on behalf of the student, the individual must apply for a USI. A student can apply for a USI at the [Australian Government USI website - create your USI](#). The student must then provide the USI details to their training provider (school RTO, TAFE or external RTO) or they will not receive a statement of attainment or qualification.

If an RTO applies for a USI on the student's behalf, the student must provide permission and suitable identification through one of the following:

- a. driver's licence
- b. Medicare card
- c. Australian passport
- d. visa (with Non-Australian Passport) for international students
- e. birth Certificate (Australian) — please note a birth certificate extract is not sufficient
- f. certificate of registration by descent
- g. citizenship certificate
- h. ImmiCard.

Students without any of these forms of identification are still able to obtain a USI and they should contact their RTO for assistance.

Students should record their USI and keep it handy and in a safe place.

If students have further questions about the USI, they should contact the VET Coordinator or Head of Department Senior School at the school. Students can also find further information at the [Australian Government USI website - student information](#).

#### **What if a student forgets or loses their USI?**

The USI can be retrieved online at [Australian Government USI student portal](#). If their RTO is their school, students can also ask the school for their USI as they will have a record of it.

#### **What is an RTO?**

A Registered Training Organisation (RTO) is any organisation that is registered to deliver nationally recognised training and qualifications. There are approximately 5000 registered training organisations (also known as RTOs) in Australia including:

- TAFEs and other government training organisations
- private/non-government training organisations
- some high schools that provide nationally recognised training
- some employers and other organisations that provide nationally recognised training.

Registered Training organisations can offer qualifications at the level of:

- Certificates I, II, III and IV
- Diploma
- Advanced Diploma
- Vocational Graduate Certificate
- Vocational Graduate Diploma.

#### **Useful website links**

Further information on the USI can be accessed on the [Australian Government USI website and at the following links](#):

- About the USI <http://www.usi.gov.au/About/Pages/default.aspx>
- Students – Create your USI <http://www.usi.gov.au/Students/Pages/steps-to-create-your-USI.aspx>
- Student information <http://www.usi.gov.au/Students/Pages/default.aspx>
- USI Student portal <https://portal.usi.gov.au/student>