UNIQUE STUDENT IDENTIFIER (USI) INFORMATION FOR COURSE PARTICIPANTS

What is a USI?

From 1st January 2015, anyone enrolling in a nationally recognised course will need to obtain a Unique Student Identifier (USI).

The USI is a file number that will link your personal details and your vocational education & training (VET) records. From 1st January, 2015, details of all VET courses that you complete will be collated and held in a national registry.

Why do you need a USI?

It is a Commonwealth Government initiative. You will be able to access your records online, download and share them with other training organisations or employers. This will make it easier for you to provide evidence of completion of training for recognition or employment purposes.

What do you need to do?

From 1st January 2015, new students must obtain and be able to provide your USI to any RTO as part of the enrolment process. Continuing participants will be asked to provide your USI on a progressive basis and prior to completion of your course.

What will we do with your USI?

We will collect and maintain your USI according to privacy legislation. We will verify your USI with the USI National Registry and record the outcomes of your training against your USI. We will not release your USI to any other person unless you have provided permission.

We are NOT allowed to issue any Qualifications or Statements of Attainment

without this number, so it is important for you to take a few minutes

of your time and obtain your USI now.

HOW TO OBTAIN YOUR USI

1. Have one (1) of the following forms of ID handy:

   - *Drivers Licence*

   - *Medicare*

   - *Australian Passport*

   - *Australian Birth Certificate*

   - *Australian Citizenship Certificate*

   - *ImmiCard*

   - *Overseas Passport and Visa*

2. Log in to www.usi.gov.au

3. Click on 'Create USI' icon

4. Click on 'Create your USI Now' box

5. Read Terms & Conditions & tick 'I Agree' box, then click on NEXT

6. Fill in personal and contact details

7. Enter the requested details from your ID

8. Set your USI account password and questions for security

9. Take note of your USI (displayed on the screen), it will also be sent to you by your preferred method (email, phone or mail)

10. Provide your USI to your current or any future training organisation on request