

## *Unique Student Identifier (USI) Factsheet Information for students*

All students undertaking nationally recognised training must have a [Unique Student Identifier \(USI\)](#). This includes students who are undertaking Vocational Education and Training (VET) while at school.

The USI will allow students to access their enrolment and achievement record online through the USI Transcript Service for all VET learning completed from January 2015 onwards.

As a legal requirement, Registered Training Organisations (RTOs) must have a verified USI recorded for a student before issuing a qualification or statement of attainment. This includes school RTOs.

In limited circumstances, including where the student has declared they have a genuine personal objection to being assigned a USI, an [exemption](#) from applying for the USI may be requested.

### **What is a USI?**

- A USI is a reference number made up of numbers and letters.
- The USI gives students access to training records and transcripts.
- The USI stays with a student for life and allows a student to see their training results from all providers. This includes all nationally recognised VET courses and qualifications.

### **Why do students need a USI?**

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

### **Who applies for a USI?**

- A student can apply for their own USI.
- The school may apply for a USI on behalf of a student with the student's permission, as long as they have been set up to do so.

### **What do students need to do?**

A student can apply for a USI at the [Australian Government USI website - Get a USI](#). The student must then provide the USI details to their training provider (school RTO, TAFE or other training provider) or they will not receive a statement of attainment or qualification certificate.

To apply for a USI, the student must have suitable identification through one of the following:

- a. Australian Driver's licence
- b. Medicare card
- c. Australian Passport
- d. Non-Australian Passport (with Australian Visa)
- e. Australian Birth Certificate — please note a Birth Certificate Extract or Commemorative Birth Certificate 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 should contact their RTO for assistance.

Students should record their USI and keep it in a safe place so that they can access their USI Transcript. If students have further questions about the USI, or would like to request the RTO to apply for the USI on their behalf, they should contact the Student admin support staff. 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 RTO for their USI as the RTO will have a record of it.

### **What if a student needs support during this process?**

Students and families can let RTO staff know that they need reasonable adjustments and/or tailored support to complete the USI process. For example, the RTO can support a student to access the [Australian Government USI website](#).

### **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 4000 RTOs in Australia including:

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

RTOs can offer qualifications at the level of:

- Certificates I, II, III and IV
- Diploma
- Advanced 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 and training <http://www.usi.gov.au/About/Pages/default.aspx>
- Create your USI step by step <https://www.usi.gov.au/students/get-a-usi>
- Exemptions from the USI <https://www.usi.gov.au/students/individual-exemptions>
- VET transcripts student FAQs <https://www.usi.gov.au/transcripts/student-faqs>
- USI Student portal <https://portal.usi.gov.au/student>