

# Unique student identifier

## Information for parents and 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.

### 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 a USI.
- In some situations, an RTO can apply for a USI on a student's behalf.

### What do students need to do?

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 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. Driver's licence
- b. Medicare card
- c. Australian Passport
- d. Australian 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 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 their VET Teacher, VET Coordinator, Head of Department VET/Senior School or Deputy Principal 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 the school RTO 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 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.

RTOs 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>

