



National Provider No: 45067

Unique Student Identifier (USI) Information Sheet

INFORMATION FOR STUDENTS

For the first time, every student who undertakes nationally recognised vocational education and training (VET) in Australia (or overseas from an Australian-registered provider) will be able to access their enrolment and achievement record from a single authoritative source. Currently, it is not possible for students to get a complete record of their VET enrolment and achievement history online from one place.

Introduction of the USI

Under the new initiative, students are able to get a full transcript of all of the accredited VET training they have undertaken since 1 January 2015, or an extract of it that shows the particular achievements they want it to.

Anyone undertaking nationally recognised training from 1 January 2015 will need a USI.

Nationally recognised training information

Nationally recognised training includes qualifications from training packages and accredited courses. The process of nationally recognised training ensures that the training meets the standard required by industry. Only registered training organisations (RTOs) can issue nationally recognised qualifications or statements of attainment, meaning students can have confidence that they will attain skills of a high quality, accepted and recognised everywhere in Australia.

All nationally recognised training is listed on www.training.gov.au.

If the training you wish to undertake is not listed on this website, it is not nationally recognised training. Training that was undertaken prior to 2015 cannot, unfortunately at this stage be included in the transcript. However, it's an issue that governments may consider in the future.

Applying for a Unique Student Identifier (usi)

An individual can apply for a USI from October 2014. The USI must be provided to their training provider before the person can receive a statement of attainment or qualification post 1 January 2015.

Protection of student's privacy

The protection of your USI – and the personal and educational data that it links to – is paramount and important safeguards will be in place to protect your privacy. A key principle underpinning the initiative is that individuals will have control over their USI and can determine who can have access to the personal and educational records associated with it.

Under the USI initiative a student's USI must not be collected, used or disclosed by anyone other than the student for a purpose other than those set out in the legislation. There is also a requirement that anyone that has a record of your USI is to protect that record from misuse or unauthorised access.

Your privacy is further protected by the legislation requiring that any personal information collected by a training provider solely for the purpose of applying for the USI on your behalf is to be destroyed after the USI is obtained.

The USI will be stored by the Student Identifiers Agency, along with some personal information about you, such as your name, date of birth and a way of contacting you such as an email address. The USI will also be held by the National Centre for Vocational Education Research in a separate database along with your training records. Your personal information and training record will be linked only when you request a transcript of your achievements using your USI, you authorise someone else to do so or otherwise in accordance with the legislation.

The Australian Information Commissioner will be the key regulator of the privacy and confidentiality aspects of the USI legislation and will have the capacity to investigate and impose a range of sanctions.

How to get a Unique Student Identifier

It is free and easy for you to create your own USI online. While you may create your own USI, The RTO is also able to create a USI for you.

Steps to create your USI

Step 1 Have at least one and preferably two forms of ID ready from the list below:

- Driver's Licence
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport)
- Birth Certificate (Australian)

IMPORTANT: To make sure we keep all of your training records 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.

If you do not have proof of ID from the list above, you can contact The RTO about the other forms of ID they can accept to help you get a USI.

Step 2 Have your personal contact details ready (e.g. email address, or 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.

FURTHER INFORMATION

If you have any questions or need more information, you can visit usi.gov.au