

# USI

Bringing Skills Together

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## What is the Unique Student Identifier (USI)

The Unique Student Identifier and the USI transcript are part of a Council of Australian Governments initiative to improve the collection and use of data on nationally recognised training. They are supported by Commonwealth Legislation, the *Student Identifiers Act 2014*.

Each year, Australian Registered Training Organisations (RTOs) must now submit a record of the nationally recognised training they deliver to the national VET collections. As part of that collection, a USI is assigned to each training recipient and acts to link together their individual training records across different providers, states and years.

## What is the Unique Student Identifier (USI) Transcript

Using your USI, you now have online access to your data from the national VET collections and can download and print this information in the form of a USI Transcript. USI Transcripts display in a single document the outcomes of the nationally recognised training that an individual has completed after 1 January 2015.

USI Transcripts provide evidence of the training you have completed just like training qualifications do. Australian RTOs are required by law to accept as evidence of a person's training, both the qualifications issued by other RTOs and USI Transcripts issued by the Student Identifiers Registrar. It is important to note that USI transcripts do not replace the actual training qualifications, certificates or statement of attainments issued by RTOs but will become an increasingly valuable supplement and backup to your documents over time as records accumulate.

## How to Create a USI

ID required: Driver's Licence, Medicare Card, Passport (Australian / Australian Visa), Birth Certificate (Australian), Certificate of Registration by Decent, Citizenship Certificate, ImmiCard.

1. Go to [www.usi.gov.au](http://www.usi.gov.au)
2. Select **Student Login**
3. Agree to **Terms and Conditions**
4. Select **Create USI** and follow the steps

## Manage Your Account

- Change your personal details by logging in to your USI account. You may grant the RTO issuing your certificate permission to view or update your details. Please add RTO # 45588 if you choose to.
- Generate your USI Transcript (full or partial) to have a summary of all the nationally recognised training you have completed since 2015. Please be advised that due to reporting schedules, training completed in 2017 may only be available on the transcript in 2018.

## Further Information

Please check [www.usi.gov.au](http://www.usi.gov.au) for further information, to retrieve USI numbers or contact the USI office on **1300 857 536**.