



Australian Government
Department of Education and Training

real skills for
real careers



FACT SHEET

UNIQUE STUDENT IDENTIFIER

Introduced in 2015, the Unique Student Identifier (USI) is part of a Council of Australian Governments initiative to improve the collection of nationally recognised training data.

QUICK FACTS

- Students undertaking vocational education and training (VET) need a USI to receive their nationally recognised training qualification
- USIs comprise ten numbers and/or letters and it typically looks something like this:
[3AW88YH9U5](#).
- They are free
- They can be created online in less than 5 minutes
- Students only need one USI and it stays with them for life. The USI allows students access to their personal training records in the National VET Data Collection

UNIQUE STUDENT IDENTIFIER (USI)

The USI is a reference number made up of ten numbers and/or letters, and it typically looks something like this:

[3AW88YH9U5](#).

Students who undertake nationally recognised VET in Australia need a USI to receive their nationally recognised training qualification (including international students studying onshore and secondary students). This allows students to access a secure online record of their accumulated training activity in a single location.

USI TRANSCRIPTS

Through their USI account, students can access an online national training record known as a USI Transcript, which they can use when applying for a job or when enrolling in further training. USI Transcripts contain nationally recognised training from 2015, but do not replace the hardcopy qualifications issued by registered training organisations (RTOs). An online USI Transcript is a valuable supplement to these documents, especially when a student's training activity accumulates over time. Students can download and share a copy of their USI Transcript and they can give an RTO online access to their transcript.



RTOS AND USIS

Before an RTO issues a qualification or statement of attainment to a student, it must either:

- a) Collect and verify the student's USI; or
- b) Create a USI on behalf of the student with their permission.

RTOS are not required to create USIs for students, but they can do so with a student's permission.

CREATING USIS

Most students create their own USI through the online USI Student Portal. However, some students require assistance to create a USI, and some RTOs choose to create USIs on behalf of their students.

RTOS can create USIs for their students through the online USI Organisation Portal (also known as the USI Registry System). Alternatively, RTOs can create USIs through their Student Management System (SMS) using a system-to-system web service connection to the USI Registry System.

USING USIS

Student can use their USI to:

- Update their personal details in their USI account (by logging in to the USI Student Portal)
- View their national training record from 2015 onwards
- Download their USI Transcript
- Allow and manage access by RTOs to their USI account and/or their USI Transcript.

RTOS are required to:

- Collect a USI from each student
- Verify USIs supplied by students
- Ensure students have a valid USI before issuing them with a qualification or statement of attainment
- Report USIs with training information into the National Data Collections according to the *Standards for Registered Training Organisations (RTOs) 2015*
- Ensure the security of student USIs
- Destroy any personal information collected to create a USI on a student's behalf.

KEY WEBSITES

- USI Organisation Portal
<https://www.usi.gov.au/training-organisations>
- USI Student Portal
<https://www.usi.gov.au/students>
- USI Unique Student Identifier.
<https://www.usi.gov.au/students/create-your-usi>

RELATED TOPICS

- Registered Training Organisations.

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FAQS UNIQUE STUDENT IDENTIFIER

WHAT IS A UNIQUE STUDENT IDENTIFIER (USI)?

The USI is a mandatory data element of the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS). It is a reference number made up of ten numbers and/or letters. It is free and it can be created online in less than 5 minutes. Students only need one USI and it remains with them for life.

WHO NEEDS A USI AND WHY?

Every student who undertakes nationally recognised vocational education and training (VET) in Australia must have a USI (including international students studying onshore and secondary students). This allows students to access a secure online record of their accumulated training activity in a single location.

WHO CREATES USIS?

Most students create their own USI through the online USI Student Portal. However, some students require assistance to create a USI, and some registered training organisations (RTOs) choose to create USIs on behalf of their students.

CAN RTOS CREATE USIS ON BEHALF OF STUDENTS?

Yes, but they must have permission from the students to do so.

WHAT HAPPENS IF A STUDENT DOESN'T HAVE A USI?

Unless an exemption applies, RTOs cannot issue nationally recognised training qualifications or statements of attainment to students if they do not have a USI.

WHAT IS A NATIONAL TRAINING RECORD?

A secure online record of their accumulated training activity in a single location, which students can access through their USI account.

WHAT IS A USI TRANSCRIPT?

Through their USI account, students can access an online national training record known as a USI Transcript, which they can use when applying for a job or when enrolling in further training. USI Transcripts contain nationally recognised training from 2015, but do not replace the hardcopy qualifications issued by registered training organisations (RTOs). An online USI Transcript is a valuable supplement to these documents, especially when a student's training activity accumulates over time. Students can download a copy of their USI Transcript and they can give an RTO online access to their transcript.



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