

Unique Student Identifier

Changes for Training Organisations

The introduction of the USI will link the new VET data collection and reporting requirements. The USI is now a mandatory data field for reporting recognised training.

Your USI is a requirement under Commonwealth legislation and conditions of registration for training organisations.

You must have a valid USI for your students before you issue a student with a qualification or statement of attainment. This applies to:

- New students
- Pre-enrolled students
- Continuing students
- School students completing nationally recognised training

What is a USI?

From January 1st 2015 if you are undertaking nationally recognised training by a registered training organisation you will need to have a Unique Student Identifier (USI). A USI gives you access to your online USI account which is made up of ten numbers and letters. Your USI account will contain all your nationally recognised training records and results from the 1st of January 2015 onwards.

How do I get a USI?

It is free and easy to create your own USI online.

Visit www.usi.gov.au and select "Create USI". From here you will need to fill in the questions, follow the instructions and provide one piece of identification (Driver's License, Medicare Card) and your USI will appear on screen.

Your USI will stay with you for life and be recorded with any nationally recognised VET course that is undertaken from the 1 January 2015. You can access your USI accounts online from computers, tablets or smart phones anytime.

If you would like us to create your USI for you, all you need to do is provide us with 2 pieces of information:

1. Your Town of Birth
2. Your Driver's License or Medicare Number

Using this information, we are able to create a USI for you and the number will be emailed straight to you.

If you have any queries regarding this, please do not hesitate to contact our office on rtoadmin@mhr.org.au.