

YOU NEED A USI



What is a Unique Student Identifier (USI)?

All students studying nationally recognised training in Australia from 1 January 2015, will be required to have a Unique Student Identifier (USI). A USI is an account (or reference number) made up of numbers and letters. The USI will allow students online access to their training records and results (transcript) through their online USI account.

- A USI is required for new and continuing students undertaking nationally recognised Vocational Education and Training (VET) courses to receive their statement of attainment or qualification.
- The USI will be available online and at no cost to you.
- This USI will stay with you for life and be recorded with any nationally recognised VET course that is commenced or completed as of 1 January 2015.
- Students can access their USI accounts online from computers, tablets or their smart phones anytime.
- The process is the same for all students to obtain a USI.

Steps to create your Unique Student Identifier

The following steps show how to create your USI

Step 1 - Get at least one form of ID from the list below ready:

- Driver's Licence
- Medicare Card (this includes a current family Medicare card where your name is included)
- Australian Passport
- Visa (with Non-Australian Passport) for international students
- Birth Certificate (Australian) *please note a Birth Certificate extract is not sufficient
- Certificate Of Registration By Descent
- Citizenship Certificate
- ImmiCard

IMPORTANT: The details you enter when you create your USI must match exactly with those shown on the form of ID used.

If you have no proof of ID from the list above, please contact the REIQ Professional Development team at courses@reiq.com.au.

Step 2 – Log onto www.usi.gov.au

The screenshot shows the homepage of the Skills Unique Student Identifier website. At the top right, the URL 'industry.gov.au' is visible. Below it, there is a 'Skip to main content' link. The main header features the Australian Government Department of Industry logo and the 'Skills Unique Student Identifier' branding. A search bar with 'Site Search...' and 'Advanced Search' is located on the right. A navigation menu includes 'Home', 'About', 'Students', 'Training Organisations', 'System Developers', 'Create your USI', 'Help Centre', and 'Contact Us'. Below the menu, a breadcrumb trail reads 'You are here: Home'. The main content area is titled 'Welcome to the Unique Student Identifier' and contains three primary action buttons: 'Create a USI' (with a wrench icon), 'Student Login' (with a graduation cap icon), and 'Help Centre' (with a question mark icon). Each button has a brief description of its function. Below these buttons, there are two video thumbnails. The first video is titled 'New requirements for training organisations' and features a woman speaking. The second video is titled 'Unique Student Identifier (USI) – Student View' and shows a step-by-step process. At the bottom right, there is a 'Training Provider Login' button with a padlock icon.

Step 3 - Click on 'Create your USI'.

This image is a close-up of the 'Create a USI' button from the website. It features a red circular icon with a white wrench. To the right of the icon, the text reads 'Create a USI'. Below this, a paragraph of text states: 'Select here to begin to create your Unique Student Identifier or USI. Your USI will help keep your training records and results together in an online account.'

Step 3- Agree to the terms and conditions.

Step 4 - Fill in your personal and contact details.

Step 5 - Enter the requested details as shown on your form of ID (see list above).

Step 6 - Set your USI account password and questions for security.

Step 7 - Your USI will now be displayed on the screen.

Step 8 - You should write down your USI somewhere safe or enter it into your phone for safe keeping.

Step 9 - Your USI will also be sent to you by either your email, phone or by mailing address (which ever you choose as your preferred contact method when creating your USI).

Step 10 - Be sure to bring your USI with you each time you enrol in VET and provide to REIQ.