

From 1 January 2015 all students undertaking nationally recognised training delivered by a registered training organisation will need to have a Unique Student Identifier (USI). A USI gives students access to their online USI account which is made up of ten numbers and letters. It will look something like this: **3AW88YH9U5**.

A USI account will contain all of a student's nationally recognised training records and results from 1 January 2015 onwards. A student's results from 2015 will be available in their USI account in 2016.

When applying for a job or enrolling in further study, students will often need to provide their training records and results. One of the main benefits of the USI is that students will have easy access to their training records and results throughout their life.

Students can access their USI account online from a computer, tablet or smart phone anywhere and anytime.

Who needs a USI?

Students who need a USI include:

- students who are enrolling in nationally recognised training for the first time;
- school students completing nationally recognised training; and
- students continuing with nationally recognised training.

A student who is continuing study is a student who has already started their course in a previous year (and not yet completed it) and will continue studying after 1 January 2015.

Once a student creates their USI they will be able to:

- give their USI to each training organisation they study with; view and update their details in their USI account;
- give their training organisation permission to view and/or update their USI account; give their training organisation view access to their transcript; and control access to their transcript; and view online and download their training records and results in the form of a transcript.

How to get a USI

It is free and easy for students to create their own USIs online.

While students may create their own USI, **training organisations are also able to create USIs for students**. Training organisations should do this as part of the enrolment process when students begin studying. Where this service is provided, training organisations will let students know.

Steps to create a USI The following steps show how students can create a 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) for international students
- Birth Certificate (Australian)

IMPORTANT: To make sure we keep all a student's training records together, the USI will be linked to the student's name as it appears on the form of ID used to create the USI. The personal details entered when a student creates a USI must match exactly with those on their form of ID.

If a student has no proof of ID from the list above, they will be required to contact their training organisation about other forms of ID they can accept to help a student get a USI.

Step 2 Have 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 the student's preferred method of contact.

Step 7 The student should then write down the USI and keep it somewhere handy and safe.

If you would like ACE Training to create a USI for you or your employee please complete the details below and send back via email to admin3@aceassessment.com.au

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|--|--------|-------------------------------------|--|
| First Name: | | Surname: | |
| DOB: | | Phone: | |
| Country of Birth: | | Town of Birth: | |
| Address: | | | |
| Suburb: | State: | Post code: | |
| Email: | | | |
| Drivers Licence Number: | | Expiry Date: | |
| Issuing State: | | | |
| Medicare Care Number: | | Expiry Date: Line number: | |
| Birth Certificate registration number: | | State Of issue Day Printed Issue | |

IF YOU ALREADY HAVE A USI please still complete this form as we have to verify it.

If you have any concerns please call ACE training on 1800 456 094.