

USI Collection Information Form

Information about the Unique Student Identifier

From 1 January 2015 if you are undertaking nationally recognised training delivered by a registered training organisation you will need to have a Unique Student Identifier (USI). A USI is made up of ten numbers and letters. It will look something like this: 3AW88YH9U5.

Your USI account will contain all your nationally recognised training records and results from 1 January 2015 onwards. This includes records and results from training attended in 2014 where the assessment component has extended into 2015. Your results from 2015 will be available in your USI account in 2016.

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

You can access your USI account online from a computer, tablet or smart phone via the USI website: www.usi.gov.au.

Once you create your USI you will need to give it to each training organisation you study with so your training outcomes can be linked and you will be able to:

- view and update your details in your USI account;
- give your training organisation permission to view and/or update your USI account;
- give your training organisation view access to your transcript;
- control access to your transcript; and
- view online and download your training records and results in the form of a transcript which will help you with job applications and enrolment in further training.

For further information about the USI, please refer to the USI website: www.usi.gov.au.

Providing TSA with your USI

Training Services Australia requests that you provide us with your USI. From 2015, we will only be permitted to issue qualifications or statements of attainment to those whose USI we have recorded in our Student Management System.

If you already have a USI but have forgotten it, you can retrieve it from the USI website. If you do not have a USI, you can create one by going to the USI website (www.usi.gov.au) and following the instructions there. This can be done on your smart phone, tablet or computer. To create your USI, you will need to have a form of identification such as a Driver's Licence, Medicare Card or Australian Passport.

To enable us to record your USI in our Student Management System, please record the details in the specified field on your Student Enrolment Form. If you have previously completed an enrolment form and provided this information, you are not required to complete another enrolment form unless there is change to information you have previously provided.

We will contact you on the telephone number that you have listed on your enrolment form if we are unable to verify the USI that you have provided.