

UNIQUE STUDENT IDENTIFIER (USI)

In April 2012, the Council of Australian Governments (COAG) agreed to the implementation the Unique Student Identifier (USI) to provide all students in Australia with the ability to obtain a complete record of their Vocational Education and Training (VET) enrolments and achievements from a single source. Effective from 1 January 2015, all participants enrolled in nationally recognised training, are required to provide their registered training organisation (RTO) with their USI. The USI will stay with you for life and be recorded with any nationally recognised accredited courses that you undertake.

When you enrol with AWCIVANZ RTO we will need your USI before we can issue your qualification or statements of attainment. Registering for a USI is simple and the registration process is available online and at no cost.

If you do not already have a USI, please create one and provide this to AWCIVANZ RTO when you are enrolling. Full details are available on www.usi.gov.au

Step 1 Have at least one form of ID ready: Driver's Licence, Australian Passport, Medicare Card, Birth Certificate, Visa (with non-Australian Passport), Immigration Card or Citizenship Certificate.

Step 2 Have your personal contact details ready: Address, email and/or phone number.

Step 3 Visit www.usi.gov.au and click on 'Create a USI'.

Step 4 Agree to the terms and conditions and follow the steps.

Step 5 Write your unique number down and keep it somewhere handy and safe.

Step 6 Provide this number to us when you enrol.