



Applying for a USI

Once the USI initiative is implemented an individual can apply for a USI at any time. You will only need to apply once in your lifetime. A USI must be provided to their training provider before the person can receive a statement of attainment or qualification. This applies to new students, pre-enrolled students, continuing students and school students participating in nationally recognised accredited training.

The process for all students to obtain a USI (or for training providers to apply on their behalf with the student's permission) is the same.

Form of ID

When a student (or a training provider on their behalf) applies for a USI they will be required to supply information from a form of Identification (ID). The Document Verification Service used by the USI System, accepts any one of the following valid Australian forms of ID:

- Driver's Licence
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport)
- Birth Certificate (Australian)
- Certificate Of Registration By Descent
- Citizenship Certificate.

In instances, where a student does not have access to one of the above forms of ID or where information from that ID document is not accepted by the Document Verification Service, they are to required to contact their training provider, who will then contact the USI Registrar.

Additional information on this issue will be provided to training providers prior to the commencement of the initiative.

School Students

School students participating in nationally recognised accredited training will require a USI.

While students can apply for their own USI, **schools** can also apply on behalf of students with the student's permission if they choose. Suggested forms of ID for young students would be a Medicare number, Australian Birth Certificate or Citizenship Certificate.

School students, who are not participating in nationally recognised accredited training, do not require a USI.

Student's Personal Details - Names

To help keep each student's records together and avoid duplications, when applying for a USI the names and personal details that are entered in the USI System must match the details shown on the form of ID.

Middle name is not a compulsory field when applying for a USI, however, if it appears on the form of ID then it should be included.

If a student has only one name (i.e., no middle name or last name), there is a 'one name' option that they can select. The one name must be the same as that which appears on their form of ID.

For students with multiple names, their USI application must match the names on their form of ID.

Applying on behalf of students

If a training provider chooses to offer a service where they apply for a USI on behalf of a student, they must obtain a student's permission. Students can authorise a training provider to apply on their behalf (consent from a parent or legal guardian is not required).

The method by which the student's consent is captured is at the discretion of the training provider. They are, however, obliged under the legislation to obtain the student's permission and will not be able to access the USI System without declaring that they have the permission of the student.

A training provider will need to give consideration to the business process they put in place to ensure they have a record of the student's consent. For example, training providers may wish to include a declaration on their enrolment form.

USI Unavailable

Under legislation, organisations cannot issue a statement of attainment or a qualification to a student without a verified USI. There are exceptions if the course of the training provider is

exempt from the USI initiative. Organisations are required to report their training data to the National Centre for Vocational Education and Training Research (the repository for all training data). From 2015 the data submitted by the training provider must include a USI.

What does a USI and a transcript look like?

The USI consists of 10 alpha-numeric characters (For example: 3AW88YH9U5). The alpha characters are always displayed in upper case but are not case sensitive when entered.

USI transcripts will incorporate the student name, training provider name, unit of competency details and the qualification achieved.

Further information about transcript content will be provided as it becomes available.

Timeframe to obtain and verify USIs

If a student or training provider applies for a USI account via the USI system and they have an acceptable form of ID, they should receive the USI within a few seconds. The response time may vary dependent on factors such as internet speed and the accuracy of the information provided.

An application for a USI requires an identity verification process which uses an external link to another system. If that system is unavailable, the processing of an application may be temporarily delayed. However, in such cases, the application is stored in the USI System, and relevant parties are advised once it is processed.

Batch Applications

If the training provider's Student Management System (SMS) is web services enabled, then the USI System can process a batch of applications received from a training provider.

If a training provider makes a batch application for a large number of USIs via web services, the time taken for actual processing will vary depending on demand on the system at that time, and the number of applications being made. For more information see [Technical Services Contract](#).

USI Notifications – Creating a USI & Errors

The USI System will send either an email, text message or letter (depending on the student's preferred method of contact) advising them of their USI. The system will also inform the student (or the training provider if they are applying on behalf of a student) of any issues that

have occurred during the application process and provide you with contact information if required.

When a training provider applies for a USI on behalf of a student, the student will receive a notification via their chosen method of communication (email, SMS or letter) providing them with their USI and asking them to activate their account. At the same time, the USI System will provide the training provider with the student's USI number.

Further information

If you have any questions or need more information, you can [email the USI Taskforce](#).