*Frequently asked questions*

Unique student identifier (USI)

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| What is a unique student identifier? |
| A [USI](https://www.usi.gov.au/about) is a reference number made up of numbers and letters, unique to each student that stays with the student for life and must be recorded with any nationally recognised Vocational Education and Training (VET) course undertaken. |
| Why do VET students need a USI?  |
| Collecting and reporting students’ USIs is a requirement under Commonwealth legislation and a condition of the registration of training providers. A student must have a valid USI before a registered training provider (RTO) can issue a qualification or statement of attainment for any nationally recognised training. |
| What is nationally recognised training? |
| [Nationally recognised training](https://www.usi.gov.au/about/nationally-recognised-training) is any program of training leading to vocational qualifications and credentials that are recognised across Australia. It includes studying at a public (e.g. state school or TAFE) or private RTO, completing an apprenticeship, certificate or diploma course. |
| Can a student request an exemption from being assigned a USI? |
| Yes, but only in limited circumstances. The student must express a genuine personal objection to being assigned a USI. The [USI](https://www.usi.gov.au/students/individual-exemptions) website provides information about requesting an exemption. |
| What should students do if they don’t have any of the acceptable forms of identification (ID)? |
| The [USI](https://www.usi.gov.au/about/forms-identification) website lists the valid forms of ID that are acceptable to create a USI. If the student experiences a problem with their ID, the school should assist the student to contact the USI Registry Office for a solution. |
| Can an Australian Birth Certificate extract be used as an identification document? |
| No. An extract of an Australian Birth Certificate is not a valid form of ID to create a USI. A full Australian Birth Certificate is a valid form of ID. |
| Who is responsible for ensuring a student’s verified USI is recorded in the student’s learning account with the Queensland Curriculum and Assessment Authority? |
| The school RTO or external RTO may record the verified USI in the student’s learning account. As the USI only needs to be entered once, there is no requirement for each RTO with whom the student is undertaking nationally recognised training to re-enter the USI if it is already recorded. |
| Is a USI required if only a unit or part of a course is being completed?  |
| Yes. If a student enrols with a RTO to complete only part of a course, a module or a single unit, a USI is still required.  |
| Is a new USI required for each new training course? |
| No. A USI is created once and stays with the student for life, regardless of how many training courses are undertaken. |
| How do students confirm if they already have a USI? |
| The [USI](https://www.usi.gov.au/students/find-your-usi) website provides four ways to find a USI – email address, mobile number, personal details and check questions, and personal details and an identification document. |
| Do International students studying in Australia require a USI? |
| Yes. International students studying in Australia with an Australian RTO require a USI. The Australian Visa issued to international students, together with a non-Australian Passport is an acceptable form of identification to create a USI. |
| How safe is the personal information supplied by the student when creating a USI? |
| For [security](https://www.usi.gov.au/students/password-and-check-questions) purposes, the USI account is protected by a password and security questions. The student is required to set these up when the USI is created.  |
| What is the purpose of the USI Transcript?  |
| The [USI Transcript](https://www.usi.gov.au/students/training-records-and-transcript) provides information on nationally recognised training completed since 2015. The transcript will show collated training outcomes from different RTOs, in different states and across different years in the one record. The student can download, email or print their USI Transcript and share it electronically if they choose to do so. |
| What information is included in the USI Transcript? |
| All nationally recognised training including nationally accredited training reported by RTOs will appear on a [USI Transcript](https://www.usi.gov.au/students/training-records-and-transcript). It should include the following information:* the full name of the student;
* the name of all nationally recognised training completed or commenced since 2015 and available as part of the national VET collection;
* the names of all units of competency and modules in which the student enrolled and their outcome;
* the RTOs that delivered courses;
* the dates commenced and completed; and
* an indication of the source of funding (student paid fee-for-service or government subsidy).
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| How are errors or omissions on the USI Transcript corrected? |
| The RTO that delivered the training is responsible for updating or deleting inaccurate information, or adding missing information. The [USI](https://www.usi.gov.au/transcripts/inaccurate-transcripts) website provides information about what students should check prior to contacting their RTO. |
| Who can access the USI Transcript?  |
| The USI Transcript can be accessed only by the student. Students can give permission to RTOs to view and/or update personal details and view USI Transcripts. |
| How quickly will information be updated in the USI account? |
| As RTOs report either quarterly or annually to the national VET collections, there may be a time lag in displaying recently completed training. Therefore the USI Transcript should be used in conjunction with other evidence of training completed since the last update. |
| Does the USI Transcript replace the qualifications or documentation issued by the RTO? |
| No. The USI Transcript does not replace the actual training qualifications, certificates or statement of attainments issued by RTOs but as records accumulate over time, will become an increasingly valuable backup to these documents.  |
| Where can students access USI support materials?  |
| The [USI](https://www.usi.gov.au/transcripts/info-for-students) website provides a range of helpful resources designed specifically for students to assist with all things related to the USI and USI Transcript Service. |