

Subject: USI – **Unique Student Identifier**

29<sup>th</sup> June 2020

Under Australian legislation, you must have a USI to receive a certificate for nationally recognised training. An RTO can only issue certification after they have received your USI.

**It is free and easy for you to create your own USI online.**

## **WHAT IS THE USI?**

The Unique Student Identifier became a National Government initiative for all students as of the 1st January 2015. Your USI account will contain all of your nationally recognised training records and results, for courses completed from 1st January 2015 onwards. This will assist when you commence employment with a new employer or if you are commencing study with a new training organisation.

**Every Allens Training Pty Ltd student is required to have a USI before their certificate can be issued by Allens Training Pty Ltd.**

## **HOW DO I APPLY FOR A USI?**

Applying for your own USI number is relatively easy.

You can apply for your Unique Student Identifier at:

[www.usi.gov.au](http://www.usi.gov.au)

## **I AM UNABLE TO CREATE MY USI BY SELECTING THE “VISA (NON-AUSTRALIAN PASSPORT)” OPTION**

If you are in Australia as a student or visitor, you will have been issued an Australian VISA. This would have come in the form of a letter, receipt or some written form of advice from the Australian Government confirming the terms of your VISA status.

In this case, you will need to enter your personal details exactly as they appear on your VISA notification instead of on your passport.

For example, if your name is Neville James Allen, but your VISA notification only lists Neville J Allen – then you should enter Neville J Allen as your personal details into the USI system along with your passport details including your passport number. This should allow you to successfully create your USI.

If you continue to have issues, please contact your trainer or Allens Training Pty Ltd directly.

## **I HAVE CREATED MY USI AND AM HAVING TROUBLE CREATING A VALID PASSWORD FOR MY ACCOUNT**

The USI website has a minimum requirement for what your password must contain in order for it to securely protect your records. In order to create a valid password, it must either be:

- At least nine (9) characters long and contain three (3) of the following character sets:
  - Lowercase letters a-z
  - Uppercase letters A-Z
  - Numbers 0-9
  - Special characters (!, @, #, \$, %, ^, &, \*)
  - For example: P4j6k&24Y
- OR a minimum of (12) characters from one character set.
  - For example: aeobgijkwtsrt

For more information, please refer directly to the USI website:

<http://www.usi.gov.au/Students/Pages/your-USI-password.aspx>

## **HELP - I HAVE FORGOTTEN MY USI.....**

If you have done training since 2015, you will probably have a USI.

To retrieve your USI please visit the USI website:

<https://www.usi.gov.au/faqs/find-your-usi>

If you continue to have issues, please contact your trainer or Allens Training Pty Ltd directly

Heightsafe Solutions 2/3 Sunset Avenue, Barrack Heights, NSW 2528

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