**Unique Student Identifier (USI)**

From 1 January 2015, all new and existing students are required to obtain a Unique Student Identifier (USI).

**Students are advised that without a USI the Victorian Chamber of Commerce and Industry will not be able to issue you with a certificate or statement of attainment upon successful completion of your course.**

**What is USI?**

A USI is a reference number made up of numbers and letters that gives students access to their USI account. A USI will allow an individual's USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing an individual to see all of their training results from all providers including all completed training units and qualifications (from 2015 onwards).

The USI makes it easier for students to find, collate and authenticate their VET achievements into a single transcript.

**Training Records or Transcripts**

USI account holders can use their USI to access their national training record online in the form of a USI Transcript.

For more information go to <https://www.usi.gov.au/students/training-records-and-transcript>

**How to obtain your USI?**

The USI is available online and at no cost to the student.

You may already have a USI, if you’ve undertaken any vocational training from 1 Jan 2015. In this case, you don’t need to obtain a new one; you just have to provide it to the Victorian Chamber with your Enrolment Form, on day one of your course.

To obtain your USI, if you don’t have one, you can apply for it directly at <https://www.usi.gov.au/your-usi/create-usi>

The Victorian Chamber of Commerce and Industry must collect your USI in order to finalise your enrolment. If a USI is not provided or it is not valid, the Victorian Chamber will withhold issuing your Certificate or Statement of Attainment at the end of your course until a valid USI is provided and verified.

**\*Participants in the one-day Construction Industry Induction Card Course (CI Card) who have not obtained and provided their USI prior to the start of the course, can do so until the end of the day. A Statement of Attainment will not be issued at the end of the course (and an application for the White Card will not be submitted to WorkSafe) until a valid USI has been obtained and verified.**

Please note that each time a training provider verifies your USI with your permission, and in accordance with the USI Privacy Notice, the USI Administrator will automatically send you a text message, to ensure there are no un-authorised attempts to access your USI account.

Please refer to the USI website for more up to date information. <https://www.usi.gov.au/about>