

Abacus Training Information to Students

From January 1st, 2015, it is illegal for any Registered Training Organisation to issue a Qualification or Statement of Attainment without verifying and recording the students Unique Student Identification (USI).

This will affect all Abacus Training students who have not submitted their assessments on or before close of business on the 31st of December, 2014.

It is at this time, the students responsibility to obtain and provide their USI.

The following information is provided to assist you in obtaining your USI.

Remember, failure to provide your USI will result in a delay to the issue of your Statement of Attainment and could potentially slow your application for your owner builder permit with the relevant authority.

The USI is also required for the issue of your Statement of Attainment for the White Card.

The USI can be applied for at: www.usi.gov.au

Any questions please contact your Course Director

Unique Student Identifier Information

About the Unique Student Identifier (USI)

A Unique Student Identifier (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.

The USI will make it easier for students to find and collate their VET achievements into a single authenticated transcript. It will also ensure that students' VET records are not lost.

The USI will be available online and at no cost to the student. This USI will stay with the student for life and be recorded with any nationally recognised VET course that is completed from when the USI comes into effect on 1 January 2015.

USIs are free for all students

The USI scheme is free. The USI Office does not charge a fee for individuals creating their USI and maintaining their USI account, which will bring together their records of nationally recognised training completed after 1 January 2015.

Individuals can create their USI for free by themselves. It is a quick and easy process and will only take a few minutes of your time. Or if you like you can learn more about the steps to create a USI below.

Step 1 Get at least one form of ID from the list below ready:

- Driver's Licence
- Medicare Card (this includes a current family Medicare card where your name is included)
- Australian Passport
- Visa (with Non-Australian Passport) for international students
- Birth Certificate (Australian) *please note a Birth Certificate extract is not sufficient
- Certificate Of Registration By Descent
- Citizenship Certificate
- ImmiCard

IMPORTANT:

The details you enter when you create your USI must match exactly with those shown on the form of ID used.

If you have no form of ID from the list above, please contact your training organisation or the training organisation you intend to study with

Step 2 Click on 'Create your USI'.

Step 3 Agree to the terms and conditions.

Step 4 Fill in your personal and contact details.

Step 5 Enter the requested details as shown on your form of ID (see list above).

Step 6 Set your USI account password and questions for security.

Step 7 Your USI will now be displayed on the screen.

Step 8 You should write down your USI somewhere safe or enter it into your phone for safe keeping.

Step 9 Your USI will also be sent to you by either your email, phone or by mailing address (which ever you choose as your preferred contact method when creating your USI).

Step 10 Be sure to bring your USI with you each time you enrol in VET. And remember creating your USI is free!

Duplicate USI

When you create your USI the system will check existing accounts and advise if there is a USI account already established.

If you or your training organisation become aware of the possibility of you having two USIs, either party should report the issue to the USI Office. The USI Office will work with the relevant parties to resolve the issue and advise you of the outcome.

Forgotten USI

Of you forget or lose your USI you can retrieve it online. You will need to enter a few details to verify who you are to display your USI. The details must be the same as those you entered when you applied for a USI or, if you did so, when you last updated your USI account.