

INTRODUCING THE UNIQUE STUDENT IDENTIFIER (USI)

What is the USI?

The Unique Student Identifier (USI) is a Federal Government initiative linking all of an individual's training undertaken in the Vocational Education and Training sector. Without a USI number, students will not receive documented recognition for the VET sector training they complete.

Important Message:

From 1st September 2023, it is mandatory to supply a USI or an exemption letter.

For students with a USI

- For many of our returning students, you may have already obtained a USI. This should also be the case if you have recently studied or are actively studying another course in the VET sector. Have your number ready when booking your first aid course online.

For employers

- For employers sending one or more staff to training, we ask you to remind staff to bring their USI on the day or to obtain their USI before training commences.

Information on individual Exemptions for Students

Individuals who have a genuine personal objection to being assigned a USI can apply for an exemption to the Student Identifiers Registrar. To apply for an exemption, they must complete the [Commonwealth Statutory Declaration](#) form and send it to the Registrar at the following address:

Student Identifiers Registrar
C/- Department of Education and Training
GPO Box 9880
Canberra ACT 2601

Applicants must include all the information required in the Statutory Declaration, which must be signed before and authorised witness. The list of authorised witnesses included in the Statutory Declaration form.

How do training organisations know if an individual has been exempted from the USI?

The Registrar will assess the information included in the Statutory Declaration. If the Registrar approves the request for an exemption, the USI Office will mail the individual a notice, signed by the Registrar, confirming that they have been exempted from the USI. Importantly, this notice will include the individual's name and the place and date of birth which was included in the Statutory Declaration.

Individuals who have been exempted must show the original of this notice to their training organisation. On sighting the USI exemption notice, the training organisation should phone the USI Office on – 1300 857 536 to:

- Confirm that the person has in fact been exempted (this is to address the risk of fraudulent exemption notices being used);
- Obtain a special code the training organisation will be able to use for the purpose of AVETMISS reporting in respect of the individual instead of the USI.

What will the effect of an individual exemption from the USI?

Training organisations will not need to collect a USI in order to issue VET qualification or statement of attainment to exempt individuals. However, training organisations will still need to include the training activity undertaken by exempt students in the AVETMISS report they submit. They will need to include it in the USI field of the AVETMISS report the special code provided by the USI Office.

If you require further assistance, please contact the [USI Office](#). For more information or to apply for a USI exemption, visit the Unique Student Identifier [website](#) or call on: 1300 857 536

You can also speak with the AEA Training team:

- Phone: (08) 8972 2211
- Fax: (08) 8972 3540
- Email: trainingadmin@aeagp.com.au