



UNIQUE STUDENT IDENTIFIER Frequently Ask Questions

Have you got your Unique Student Identifier (USI) number?

If you are planning to study at Adelaide Hospitality and Tourism School in 2015 you must have a USI. If you don't have a USI, you won't be able to receive recognition for your training. And that would be a pain, for you and for us.

What is the USI?

From January 2015, all students who undertake vocational education and training must hold a USI. If you don't hold a USI, training providers cannot, by law, issue you a Certificate, Statement of Attainment or Transcript for your completed training.

A USI is a reference number made up of numbers and/or letters that gives you access to your USI account. This USI will stay with you for life and be recorded with any nationally recognised Vocational Education Training courses that you undertake from January 2015.

What is a USI account?

This is an online account controlled by you and keeps all your training records and results together. Each time you enrol to study with a new training organisation, your USI will be used to store your training records and results.

How do I apply for a USI?

You can apply online at www.usi.gov.au, accept the Terms and Conditions, enter some personal details and receive your USI back in real time.

What information will I need to have to apply for a USI?

You will need a form of ID (e.g. your driver's licence, passport, Medicare card, Immi-Card, Birth Certificate), contact details and personal information. A list of acceptable ID is on the USI website.

Why do I need a USI?

Your USI will allow you to have easy and reliable online access to your record of training history. You will also be able to produce a comprehensive transcript of your vocational training. This can be used when applying for a job, seeking credit transfer or demonstrating pre requisites when applying for RPL (Recognition of Prior Learning).

What if I forget or lose my USI?

There are instructions at www.usi.gov.au on how to recover your USI.

Will I need my USI before enrolling in a course?

Yes, at Adelaide Hospitality and Tourism School we require you to provide us with a USI in order to enrol. If you need assistance, please contact Administration.

Is my USI different to my Adelaide Hospitality and Tourism School Student Number?

Yes, if you have studied at the Adelaide Hospitality and Tourism School previously or are a new student at Adelaide Hospitality and Tourism School you will have a separate student identification number which is used to identify you and log into any institute systems. Your USI number is only used to access your records and to enrol at Adelaide Hospitality and Tourism School.

Will I still receive my Certificate from my training provider?

You will not receive a copy of your Certificate from Adelaide Hospitality and Tourism School unless you have provided your USI and paid all outstanding fees.

How can I see my training records?

Your training records will be available through the USI system from June 2015. If you require training records prior to June 2015, please contact Administration at Adelaide Hospitality and Tourism School or with your respective training organisation, if you have completed studies at other training providers.

How much does it cost to get a USI?

A USI is available free-of-charge for all individuals undertaking nationally recognised training.

Who has access to my USI?

You can give access to your USI to a Training Provider to view and/or update your USI account or view your training records. However, Adelaide Hospitality and Tourism School will not keep a record of your USI outside of their student management systems.

What if I change my name?

The details you enter must be the same as shown on your form of ID. If you have changed your name since obtaining your USI then you may update your personal details to match your new form of ID.

Do international students need a USI?

Yes. All students studying an accredited nationally recognised course within Australia will need to obtain a USI. If you are an international student please contact Administration at Adelaide Hospitality and Tourism School for more details.