



Australian Government

# USI

Unique Student Identifier

## CHAPTER 8

# EXISTING USI SEARCH

### What

Training organisations use a student's details from their enrolment form to find a student's USI (with their permission).

Training organisations can check the details and USI number provided by a student if they are having difficulties verifying a USI.

If a student provides the training organisation with the correct information that is contained in their USI account, the training organisation can retrieve the USI for the student.

### Why

Existing USI Search may be used for the following purposes:

- If a student knows they have a USI but does not have it handy when they want to enrol.
- If a USI provided by a student fails to verify, a training organisation can use this to check the USI based on other details provided.

### Benefits

Training organisations can help students to retrieve their USI if they have forgotten it.

Training organisations have additional methods to retrieve a student's USI and help them to keep their records up to date.

Training organisations are able to meet their registration requirements by providing verified USIs as part of AVETMISS reporting.

Government is provided with accurate recording of units of study for AVETMISS reporting and future VET policy and programme initiatives.

### Hints and Tips

The 'Existing USI Search' function is currently available through the Organisation Portal. All training organisations have access to the Portal, including those currently using web services (as long as you have a standard AUSkey). Ask your ICT service provider/team for instructions on accessing the Organisation Portal. If you are logging in via your own Student Management System, you will need to use the 'Locate USI' function.

An important privacy assurance feature of the 'Existing USI Search' function is the automated notification sent to the student when a training organisation finds their USI. This notification includes the relevant RTO number and "trading" name as registered on [training.gov.au](http://training.gov.au).

It is a good idea to advise your students when you are planning to use this function and to let them know that they may receive a notification from the USI Office. If you use a different training name to that listed on TGA for your RTO let the student know the TGA listed name.

The differences between 'Existing USI Search' and 'Find USI' are:

- You do not need to have had the students log into their USI account and grant you access to view their USI details when you use the 'Existing USI search'.
- Using the 'Find USI' function means you do not need many of the students details to find their USI as they have already given you access to their USI account

## THE 'EXISTING USI SEARCH' TOOL

