

USI number and VET transcript

Construction Training Group will collect and verify your USI number.

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/>.

If you have not yet obtained a USI, you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device. The purpose of the USI, privacy matters and purposes for collection of your personal information in relation to the application for a USI can be found at www.usi.gov.au/students/student-terms-and-conditions.

Anytime Construction Training Group accesses your USI account you will receive a notification from the USI Registry indicating we have confirmed your USI. You do not need to do anything with this notification it is just information.

VET Transcript

USI account holders can access their VET outcomes online in the form of an authenticated USI VET transcript.

Your transcript will show information on nationally recognised training you have undertaken since 2015. It will show both completed courses (qualifications) and units of competency with the results.

Your VET Transcript gives you access to training reported to the national VET collections. The information in the USI Transcript comes from the data that each Training Organisation submits about their enrolments and the training they deliver to the national VET collections which are managed by the National Centre for Vocational Education Research (NCVER).

Training Organisations must submit this data at least once a year. Construction Training will ensure its data is uploaded before the 28th of February each year for its previous calendar year.