Unique Student Identifier Policy and Procedure

Compliance Focus
ASQA Standards, Clause: 3.6

Policy Scope
This policy applies to all students, staff, and employers.

Policy Overview
This policy outlines the requirements and responsibilities in managing of Unique Student Identifiers under the Student Identifier Scheme, in compliance with the Student Identifiers Act 2014 and the Standards for Registered Training Organisations (RTOs) 2015.

Effective from 1st January 2015, students enrolling into a VET Qualification are required to have a Unique Student Identifier (USI).

Policy
- All students undertaking an accredited courses, qualification or unit of competency are made aware of the requirements for providing and applying for a USI prior to and during the training
- The RTO only applied for a USI on behalf of a student once written permission is received and suitable identification documents are supplied
- All USI's provided to RTO by a student are verified with the Registrar (www.usi.gov.au) prior to using or recording the number in any systems or databases
- Any USI's which are not successfully verified are not used or recorded until the discrepancy is rectified with the student
- No AQF Certification documentation (including cards and licenses) is issued to students unless a USI has been provided and verified with the Registrar (unless a USI exemption applies).
- USI's are not printed on any AQF Documentation, and are treated as confidential
- Student USI and Identification documents are stored securely or destroyed
- Should a USI exemption apply, the student is made aware prior to enrolment or training that their training results will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the USI Registrar

Policy Statements
The RTO ensures this policy is met by:
- Providing Students with information on the USI requirements prior to enrolment
- Ensuring USI information and requirements information is available publicly on the RTO website, as well as in course information, enrolment information and the Student Handbook
- Providing students with ongoing support and assistance if required
- Students are notified immediately to rectify any USI's provided which are incorrect and were not able to be verified with the Registrar

Procedure

Step 1 - Process commences

Step 2 - Students are advised at enrolment to provide us with their USI and allow us access to their USI records including contact details, and the ability to apply for and verify a USI on behalf of the student where required.

Step 3 - Student consent obtained in the Enrolment Application (or subsequently) to provide personal information to the Student Identifier Registrar (via the USI website) and the National Centre for Vocational Education Research (NCVER) and the relevant state, territory funding or Commonwealth Regulatory body (or equivalent).

Step 4 - The Student Identifiers Registrar's Privacy Policy is available at: www.usi.gov.au/Pages/privacy-policy. The Privacy Policy contains information about how the student may access and seek correction of the personal information held.

Step 5 - By applying to enroll into an accredited qualification, the student must agree and endorse the National USI Privacy Notice in our enrolment documentation. This consent allows us to obtain personal information and verify the student's USI on the website. If information requested is missing, or is inaccurate, it may affect the Student Identifiers Registrar's ability to provide a USI.

Step 6 - Appropriate Identification must be supplied at enrolment by the student, acceptable forms of ID include Driver's License, Medicare Card, Australian Passport, Visa (with Non-Australian Passport) for international students, Birth Certificate (Australian), Certificate of Registration by Descent, Citizenship Certificate and ImmiCard.

Step 7 - Once all documentation is received Student Services team will enter the student details into the USI portal to verify. Every student must have their USI verified before completing the enrolment process. Student Services team will now record in the student file that the USI has been verified, and the enrolment can be processed.

Responsible Officer
The responsible officer for the implementation of this Policy is the General Manager.

Publishing details

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