

Unique Student Identifier Policy

Compliance Focus

ASQA Standards, Clause: 3.6

Policy

This policy outlines the requirements of managing Unique Student Identifiers in compliance with the Student Identifiers Act 2014 and the Standards for Registered Training Organisations (RTOs) 2015. This policy applies to all learners, staff, and employers.

- All learners undertaking an accredited qualification or unit of competency are made aware of the requirements for providing and applying for a USI prior to commencing training.
- Learning Sphere will only apply for a USI on behalf of a student once written permission is received and suitable identification documents are supplied
- All USI's provided by a learner are verified via the Student Management System 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 is issued to students unless a USI has been provided and verified. USI's are not printed on any AQF Documentation, and are treated as confidential
- Identification documents are stored securely or destroyed
- Should a USI exemption apply, the learner 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

Learning Sphere ensures this policy is met by:

- Providing learners with information on the USI requirements prior to enrolment
- Ensuring USI information is available publicly on its website as well as in course and enrolment information and the Learner Handbook
- Providing learners with ongoing support and assistance if required
- Learners are notified immediately to rectify any USI's provided which are incorrect and were not able to be verified by the Registrar.

Responsible Officer

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

Publishing details

Document Name	Unique Student Identifier Policy
Approved by	General Manager
Date of Approval	20 October 2024
Version	1.1
Summary of content (new) or amendments (revised)	Updated to reflect new ownership, simplify and separate policy from procedure
Next Review Date	18 July 2025