

Unique Student Identifier Procedure

Step 1

Students are advised at enrolment to provide their USI and allow 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 2

Student consent obtained in the Application for Enrolment (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 3

Whilst completing the application to enrol, the learner must agree and endorse the Privacy Notice in the enrolment documentation. This consent allows the RTO to obtain personal information and verify the student's USI. If information requested is missing, or is inaccurate, it may affect the Student Identifiers Registrar's ability to provide a USI.

Step 4

For Learning Sphere to apply for a USI on the learners' behalf, appropriate identification must be supplied at enrolment such as a 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 5

Once all documentation is received, Student Services will verify the USI via the Student Management System.

Publishing details

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