

# USI (Unique Student Identifier) Policy

## Purpose and Legislative Background

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This policy and procedure are to assist ABC Licence Training's students, partners, and staff to ensure the management of the Unique Student Identifier (USI) is effective, managed with accuracy, reliability, validity, and promptly.

ABC Licence Training has obligations under Standard 3.6 of the SRTOs 2015 – Participate in the Student Identifier Scheme which requires ABC Licence Training to ensure that the requirements of the Student Identifier scheme are met, including:

- Verifying with the Registrar, a Student Identifier provided to it by an individual before using that Student Identifier for any purpose,
- Ensuring that it will not issue AQF certification documentation to an individual without receiving a verified Student Identifier for that individual unless an exemption applies under the Student Identifiers Act 2014,
- Ensuring that where an exemption described in Clause 3.6 (b) applies, it will inform the student before either the completion of the enrolment or commencement of training and assessment, whichever occurs first, that the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the Registrar and
- Ensuring the security of Student Identifiers and all related documentation under its control, including information stored in its student management systems.

## Scope

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This policy applies to all students who undertake Nationally Accredited qualifications which are on the Scope of Registration of ABC Licence Training and applies to all Third-Party Arrangements/Agents and staff.

## Policy

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A Unique Student Identifier is an alpha-numerical reference number that is allocated to all learners. The USI account will give learners access to all the nationally recognised training records that he/she have undertaken since 1st January 2015. Under the Unique Student Identifiers Act 2014, all RTOs must ensure they have a valid USI for any student that enrolls in nationally recognized training from 2015. Students/Learners who have a valid USI may provide it at the time of enrolment or may opt to create on themselves. Students/Learners who may face a difficulty to create one themselves may request ABC Licence Training to create a USI on their behalf.

All information collected as part of this process will be stored securely and in accordance with the Privacy Act 1988. ABC Licence Training will take all measures to ensure that any information relating to USI will only be access by authorised personnel. This policy is to be read in conjunction with the privacy policy and records management policy of ABC Licence Training.

## Procedure

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ABC Licence Training will collect the USI information from its learner at the time of enrolment via the enrolment form.

### **If a student does not have a valid USI:**

- Student will be advised to create a USI by accessing [usi.gov.au/students](https://usi.gov.au/students) and following the prompts.
- Students must also be advised that if they are unsure about having a USI or have misplaced it then visit [usi.gov.au/students/find-your-usi](https://usi.gov.au/students/find-your-usi) and follow the prompts.
- Once the USI has been created or retrieved then the USI is provided to ABC Licence Training which will be entered into the Student Management System for verification. USIs must be verified by ABC Licence Training before the issuance of any results or Statement(s) of Attainments.

### **If the student requests ABC Licence Training to issue a USI on their behalf:**

- ABC Licence Training will have a designated staff to create USI on behalf of students when requested.
- ABC Licence Training will get a written consent from the student to apply for a USI on behalf of the student.

- The written consent should also include evidences supporting student identification which may include driver's license, Medicare card, passport, Immi card. ABC Licence Training will also collect information such as the student's email address and mobile number to ensure that it can be used a method to retrieve misplaced USIs.
- ABC Licence Training will access the USI register and follow the prompts as below:
  - Visit the USI website at [usi.gov.au](https://usi.gov.au).
  - Check if a USI already exists for the student. If there is not a valid USI for the student, one will need to be created.
  - Select 'Create a USI' link and follow the steps.
  - Agree to the Terms and Conditions.
  - Follow the instructions to create a USI – it should only take a few minutes. Upon completion, the USI will be displayed on the screen. It will also be sent to the student's preferred method of contact.
  - The student should then write down the USI and keep it somewhere handy and safe.
  - ABC Licence Training will take a screenshot of the displayed USI for its records as well as enter it on its Student Management System.
  - All proof of ID collected for the creation of the USI will be destroyed and the USI consent will be stored in student records.

## Management Action and Responsibility

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The Administration Officer along with third party providers and franchisees are responsible for the overall implementation of this policy & ensuring every student enrolled with ABC Licence Training has a USI. The Administration Officer is also responsible to ensure no student is issued any academic documents without a valid USI.

CEO has overarching responsibility for this policy.

## Definitions

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- **The Act:** means the Student Identifiers Act 2014.
- **Authenticated VET transcript:** has the same meaning given to it in the Act.
- **Registrar:** means the Student Identifiers Registrar.
- **Unique Student Identifier (USI):** means a unique combination of letters, numbers, and/or symbols and assigned by the Registrar as an identifier following the Act.

- **AQF certificate:** AQF stands for the Australian Qualifications Framework and provides a national set of criteria for qualifications across Australia that must be met by higher education institutions, vocational education providers and training at schools.
- **VET standard:** has the same meaning given to it in the Regulation.

## Legislative Context

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The legislative base for this policy is as follows:

- National Vocational Education and Training Regulator Act 2011 (Cth)
- Standards for Registered Training Organisations 2015
- Privacy Act 1988
- Student Identifiers Act 2014.