

Unique Student Identifier (USI) Policy and Procedure



1.0 Policy

The purpose of this policy and procedure is to ensure that Ultimate Institute meets the requirements of the Student Identifier Scheme (USI).

2.0 Related Standard

Standard 3 – Clause 3.6

3.0 Responsibility

The CEO, Training Manager and Administration Manager are responsible for the implementation of this procedure and to ensure that staff are aware of its application and implement its requirements

4.0 Requirements

Ultimate Institute must:

- a. Verify with the Registrar, a Student Identifier provided to it by an individual before using that Student Identifier for any purpose
- b. Ensure that it will not issue AQF certification documentation to an individual without being in receipt of a verified Student Identifier for that individual, unless an exemption applies under the *Student Identifiers Act 2014*
- c. Ensure that where an exemption described in the paragraph above applies (Clause 3.6 (b) of the Standards for RTOS 2015), Ultimate Institute will inform the student prior to 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
- d. Ensure the security of Student Identifiers and all related documentation under its control, including information stored in its student management systems.

5.0 Definitions

A **Unique Student Identifier (USI)** is a reference number made up of numbers and letters that gives students access to their USI account. A USI will allow an individual's USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing an individual to see all of their training results from all providers including all completed training units and qualifications.

A student needs a USI when enrolling or re-enrolling in nationally recognised training from 1 January 2015. This includes if the student is enrolling for the first time, for example, if they are studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course. It also applies to students continuing or completing (re-enrolling) training, including nationally recognised training undertaken in secondary school.

Unique Student Identifier (USI) Policy and Procedure



6.0 Procedure

1. Prior to enrolment, learners will be asked to provide their USI. If they do not have a USI, Ultimate Institute will apply on their behalf after getting their consent. For details on USI, visit www.usi.gov.au.
2. Ultimate Institute will check all USIs provided by learners against the USI on-line register. If this is unable to be performed automatically through the electronic student record system, Ultimate Institute will undertake a manual search by logging onto their USI system portal.
3. All learner records using the USI will be stored in a secure location. This includes records stored in the electronic students management system and is undertaken by the provider of that service, and hard copy records stored in the Ultimate Institute's office. Hard copy records are stored in a locked filing cabinet. Access is granted by the CEO to the Administration Manager and the Training Manager; and other trusted staff as determined by the CEO.
4. All electronic records are backed-up on external servers or portable off-site hard-drives. Where possible, hard copy records are scanned and stored electronically.

7.0 Resources and Forms

Student Enrolment Form

8.0 Approval

This policy and procedure has been endorsed by the CEO and the management of the Ultimate Institute in March 2016 and will be implemented upon an approval as an RTO by ASQA.

9.0 Revision history

Revision	Date	Description of modifications
1	March 2016	Policy created and approved
2	August 2016	Updated
3		