

Unique Student Identifier (USI) Policy

Policy Overview:

To establish and implement responsibilities to ensure that Ash Pty Ltd (trading as Ashley Institute of Training (ASH)) fulfils the requirement of Clause 3.6 of the Standards for Registered Training Organisations 2015 (SRT0's 2015) and the Student Identifier Act 2014.

Objective:

To ensure a systematic process occurs nationally by implementing a centralised system to ensure a reliable, secure, and accurate set up and reporting of a student's nationally recognised training record in compliance with the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS).

Scope:

This policy applies to all students who undertake Nationally Accredited or Nationally Recognised qualifications which are on the RTO's scope of registration.

Staff Responsible:

- Operations Manager
- National Curriculum, Compliance & Quality Manager (NCCQM)
- Compliance & Quality Department (CQD)
- Business Development Managers (BDM)
- Trainers and Assessors
- Student Administration Manager
- Training Administrators

Compliance Standards:

This policy relates to the following Standards for RTOs 2015: Clause 3.6

Related Policies/Templates/Documents:

P-043.2 Issuing AQF Certification Documentation Policy

P-039.2 Privacy & Personal Information Policy

P-001.2 Enrolment Policy & Procedure

F-005.2 Student Application Form

Definitions:

Unique Student Identifier (USI) is a reference number which is made up of numbers and letters to each student enrolled within the RTO to complete a Nationally Recognised Qualification or skillset. It creates a secure online record of nationally recognised training and qualifications gained in Australia since 1 January 2015.

This Code is unique to and belongs to the student – a student will use their same USI across different training courses and organisations and keeps their USI for life.

AVETMISS – The Australian Vocational Education and Training Information Statistical Standard (AVETMISS) is the national data standard that ensures consistent and accurate capture and reporting of VET information about students.

1. Overview of Unique Student Identifier

It is the responsibility of ASH to ensure that all students enrolled have a USI that is provided to ASH and stored securely by adhering to the following:

1.1 Ensure all students are provided with information prior to enrolment on obtaining a USI using the following forms of communication:

- During the student's enquiry stage with ASH;
- ASH's Website; and
- Whilst undertaking the enrolment process.

Information relating to the USI and its' requirements will be maintained and updated when required as part of ASH's continuous improvement process.

1.2 All students enrolling at ASH are required to provide their USI on enrolment.

1.3 All pre-existing student USI's must be verified on enrolment.

1.4 Student consent is obtained by using the following document:

- F-005.2 Student Application Form.

1.5 Where a student is unable to obtain their own USI, ASH will assist by applying for the USI on the student's behalf on the condition written permission is obtained from the student – refer to procedure.

1.6 ASH will verify all USI prior to submitting an AQF award being either Certification or Statements of Attainment (unless an exemption applies under the Student Identifiers Act 2014) and/or before uploading their AVETMISS data to the NCVET data warehouse – refer to procedure.

1.7 Some students are exempt from requiring a USI

There are approved exemptions identified in the *Student Identifiers Act 2014*, National VET Provider Policy and the USI Office's published exemptions from reporting the USI provide details of the current exemption arrangements.

- Where ASH's delivery to a particular student has an exemption from reporting AVETMISS data (and therefore from requiring a verified USI prior to issuance) ASH will retain evidence of that exemption having been granted to ASH or being entitled to by the student.
- Where exemption applies, ASH must also retain evidence that informs students (before training starts) that their assessment results will not appear on their authenticated VET transcript or be available to them through the USI system. For example, this might involve a declaration the student acknowledges during the enrolment process.

1.8 ASH will ensure that the Student's USI is NOT published on any Qualifications/Statement of Attainments issued to the individual – refer to **P-043.2 Issuing AQF Certification Documentation Policy**.

1.9 ASH will remain confidential and the privacy of the USI will be protected with all administration tasks by implementing security measures and maintaining such methods as evidence for both digital and hard copies of personal information from loss, damage, and unauthorised access.

1.10 ASH will ensure that a staff member is designated to administer the USI system.

1.11 ASH will ensure that all relevant staff members will be trained in all aspects related to the USI system and process including the importance and consequence of breaching privacy and security of information.

1.12 ASH will ensure that all students will be informed as to when their new qualifications will appear on the USI record.

1.13 ASH will ensure access to the SMS where the USI will be stored and verified will be limited to those staff who are required to use the system as part of their daily duties.

USI Procedure

1. Assisting students set up a USI

Action / Task	Responsible	Timeline
<p>In the event a student has difficulty with the application of the USI, ASH will apply for a USI on behalf of the student, only when such permission is provided by the student:</p> <ul style="list-style-type: none"> ▪ Permission must be given by the student, prior to ASH accessing the register and creating the USI using the F-005.2 Student Application form; and ▪ The evidence gathered as proof of ID for the purpose of creating a USI will be securely held in accordance with the P-039.2 Privacy and Personal Information Policy and Procedure. ▪ Evidence gathered and used solely for the purpose for issuing of the USI will be stored using secure methods <p>The following procedural steps must be followed:</p> <ul style="list-style-type: none"> ▪ USI permission form is signed and submitted to ASH via the F-005.1 Student Application Form. ▪ Required evidence supporting student identification is provided to ASH staff using the following forms of ID: <ul style="list-style-type: none"> ▪ Australian Passport; ▪ Australian Birth Certificate (not an extract); ▪ Current Australian Drivers Licence; ▪ Medicare Card; ▪ Certificate of Registration by Descent; ▪ Citizenship Certificate; or ▪ ImmiCard. ▪ ASH to take extracts of the ID ▪ Permission via the F-005.1 Student Application Form is retained on the SMS (Student File) and copies of ID are obtained and stored securely on the SMS. ▪ ASH allocated USI administrator accesses and enters personal information via the SMS. Once notification is received, student is notified. 	<p>Operations Manager</p> <p>USI Administration</p> <p>USI Administration</p>	<p>When required</p>

Action / Task	Responsible	Timeline
<ul style="list-style-type: none"> ▪ USI is entered into SMS and verified. If verification is not received the student is contacted to confirm details. When correct USI is received, SMS is updated and verified. ▪ Personal information gathered as part of the USI identification process is kept and stored securely on the SMS. ▪ Qualification/SOA is issued to student once competency is achieved. ▪ Data is reported to NCVET. 		
2. Verifying USI		
Action / Task	Responsible	Timeline
<p>All USI's are verified by ASH before submitting AVETMISS information to the National VET Provider Data Collection unless ASH has recently created the USI on the student's behalf with permission to do so.</p> <ul style="list-style-type: none"> ▪ Verify the existing USI using the USI Registry System on Accelerate. ▪ Enter the student's details from the F-005.2 Student Application Form being: <ul style="list-style-type: none"> ○ USI ○ First name ○ Family name or one name (where applicable) ○ Date of Birth. ▪ Select Verify button ▪ Review the verification results displayed on the screen ▪ Successfully verified fields are show with a match and a green tick. Data which is not a match is shown with a 'no match' and a cross. 	<p>Operations Manager</p> <p>USI Administration</p>	<p>When required</p>

<p>Can the VET transcript be used for Recognition of Prior Learning (RPL) and Credit Transfer?</p> <p>A student’s USI transcript contains training outcome data submitted to the national collection by the student’s RTO as a true record of the training undertaken by the student since 2015. This includes completions and non-completions.</p> <p>A student’s VET transcript accessed directly online by the RTO is a valid way to authenticate the training undertaken by a student. This action is the equivalent of phoning the issuing RTO.</p> <p>The Australian’s Skills Quality Authority has updated the Users’ Guide to the Standards for RTOs 2015 which provides helpful information and tips for compliance. Clause 3.5 of the Guide now identifies ‘authenticated VET transcripts issued by the Registrar’ as evidence of credit to learners for units of competency and/or modules.</p>	<p>Administration</p>	<p>As required</p>
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Document Revision History

Version Number	Author	Date Published	Description
1.4	Pippa Price	03/02/2020	Policy created from original policy (P-330) specific to RTO.
1.5	Rebekah Faleafaga	06/12/2021	Reviewed and updated as per current requirements. Added VET Transcript info.