Policy

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 (SRTO'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 Compliance & Quality Manager (NCQM)
- 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.

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:

- 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.

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

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

Student consent is obtained by using the following document:

    - F-005.2 Student Application Form.

- 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.

- 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 NCVER data warehouse – refer to procedure.

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.

- 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**.

- 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.

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

- 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.

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

- 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.

Procedure

1. Assisting students set up a USI

Action / Task	Responsible	Timeline

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:
 	
▪ 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.
 	
The following procedural steps must be followed:
 	
▪ 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:
   ▪ 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.
 	
▪ 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 NCVER.
	Operations Manager
	
	USI Administration
	
	USI Administration
		When required.

2. Verifying USI

Action / Task	Responsible	Timeline

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.
 	
▪ Verify the existing USI using the USI Registry System on aXcelerate.
 	
▪ Enter the student's details from the **F-005.2 Student Application Form** being:
    ▪ 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.
	Operations Manager
	
	USI Administration
		When required.

3. VET Transcripts

Action / Task	Responsible	Timeline
A VET Transcript includes: ▪ full name of the USI account holder ▪ name of all the nationally recognised VET qualifications completed since 2015 and the training organisations that issued them. ▪ name of all units of competency in which the individual enrolled and the outcomes (for example, whether the competency was achieved or not) ▪ the RTO/s that delivered the training. ▪ the date the training commenced and completed. ▪ an indication of whether individuals paid for their own training or received training that was subsidised by the government. ASH can only access the USI Transcript Service via the USI Organisation Portal, not through the SMS (aXcelerate) Once system access is granted, you will need to have a Digital Identity and be authorised through Relationship Authorisation Manager (RAM) to act on behalf of your organisation.	Compliance or the CEO of ASH to arrange.	As required.
VET transcripts can be viewed online and downloaded by ASH, provided that ASH has been granted permission by the student. ▪ if the student's USI account is not activated, the training organisation will not be able to view their transcript.	ASH and the Student	As required.

• once the student has activated their USI account, they can give permission to their training organisation to view their transcript for a specified period of time. Students can also modify permissions at any time. • training organisations will only be able to view the VET transcript of a student who has logged into their USI account and granted permission to the organisation to view their VET transcript. **USI Transcript Tool** To access the USI Transcript Update Tool, ASH must be registered for AVS to submit these changes to NCVER The web based AVETMISS Validation Software (AVS) is a file validation and data submission system designed for Registered Training Organisations (RTO) and agencies to: • provide data to the national VET collections. • submit USI transcript additions. • register nil returns for a collection period.	Compliance Student Admin Manager	As required.
How to update a VET transcript with the USI Transcript Update Tool VET transcripts are drawn from the data submitted to the national VET collections held by the National Centre for Vocational Education Research (NCVER). Training organisations can make corrections to the information stored in the national VET collections using the NCVER USI Transcript Update Tool. This tool is managed by NCVER. Training organisations can use the NCVER USI Transcript Update Tool to: • add a missing USI. • add training against a USI that had not been submitted to the national VET collections. • fix an incorrect course or unit. • fix an incorrect training outcome which was incorrect at the time of reporting.	Compliance Student Admin Manager	As required.
Can the VET transcript be used for Recognition of Prior Learning (RPL) and Credit Transfer? 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. 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. 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.	Administration	As required

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.
1.6	Fiona Dunkerton	12/05/2023	Scheduled review; minor updates to formatting.
1.7	Fiona Dunkerton	08/04/2024	Scheduled review; minor updates to content.