Unique Student Identifier Policy

Purpose

The purpose of this policy is to ensure all activities relating to the Unique Student Identifier (USI) of learners within Care Training Institute is managed to ensure privacy, accuracy, reliability and in accordance with the Student Identifier Act 2014.

Definitions

USI - means Unique Student Identifier.

Verify - (in this policy) means electronically verifying the USI using an embedded Auskey linked to the Student Management System (SMS) VETtrak and the Unique Student Register.

SMS – means an AVETMISS compliant Student Management System.

Policy

1. The Chief Executive Officer is responsible for implementation of this policy.

2. The Head of Compliance is responsible for administration of this policy.

3. Care Training Institute (CTI) will gather and utilise personal information in order to meet their obligations to create and/or verify a USI in accordance with the Student Identifiers Act 2014.

4. Student Identifiers will be created on behalf of the student only when written consent has been received from the student.

5. The student will be given the option of creating their own USI and informing the RTO of their USI.

6. Where the student is under 18, parental permission will be obtained in writing before a USI is created on behalf of a student.

7. All Student Identifiers, once obtained will be verified using a compliant Student Management System.

8. An AQF qualification will not be issued to a student:
a. who has not created a USI or provided authority for a USI to be obtained on their behalf  
b. who has not provided CTI with their USI by the time of completion  
c. when the RTO is unable to verify their USI

9. Students will be advised that a USI will enable them to access the results of their training through the Commonwealth and will appear on any authenticated VET transcript prepared by the Registrar.

10. Personal information gathered solely for the purpose of creating and or obtaining verification of the USI will be used and stored in accordance with the Privacy Policy and the Records Management Policy in place.

11. Personal information gathered solely for the purpose of creating and or obtaining verification of the USI will be destroyed within 4 months of verification, unless required under other legislation and contractual obligations.

12. Destruction of personal information will be in accordance with Care Training Institute’s Privacy Policy and Records Management Policy.

Procedure

1. Informing the learner  
   a. At enrollment, Care Training Institute (CTI) Training and Employment Consultants will provide the student with:  
      i. The USI student fact sheet – provided through the USI website  
         http://www.usi.gov.au  
      ii. The RTO Learner Information on the USI website  
      iii. A USI Learner consent form (as needed)  
      iv. The USI Registrar’s Privacy Policy  
      v. Care Training Institute’s Complaints and Appeals Policy  
   b. Students wishing CTI to obtain their USI on their behalf, will complete a USI Authority Form form and will provide CTI with the relevant identification  
   c. Identification will be sighted and copied (scanned) for use and retention, or  
   d. The student creates their own USI and informs Care Training Institute

2. Create and verify the USI  
   a. The authorised user of the USI register records relevant data and creates the USI  
   b. The USI is entered into the SMS data base and is verified.

3. Issue AQF Qualification or Statement of Attainment  
   a. At completion of the course, a Certificate of Qualification or Statement of Attainment will be issued, in accordance with CTI’s Issuing Certificates and Statements of Attainment Policy.
Process
USI Process

Learner selects option
1. Provide consent to RTO to create USI
2. Create USI themselves

USI
Enter into SMS

USI is verified

Unnecessary personal information is destroyed

Certificate of Qualification or Statement of Attainment
Persons affected by this policy

- Chief Executive Officer
- Head of Compliance
- Compliance support
- Training and Employment Consultants

Relevant documents and forms

- USI Registrar’s Privacy Policy
- CTI Complaints and Appeals Policy
- CTI Records Management Policy
- CTI Certificate Issuance Policy
- USI student fact sheet
- RTO Learner Information – USI
- USI Authority Form
- Student Enrolment Form

Relevant standards

Standards for RTOs 2015
Standard 3.6