



Registered Training Organisation: 45445

CRICOS Provider: 03728B

UNIQUE STUDENT IDENTIFIER (USI) POLICY AND PROCEDURE

Policy code	USI-001	Version 2.3	Effective date: January 2021	
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1.0. Scope

1.1 This policy and procedure covers all enrolments of students into accredited training

2.0 Purpose

The purpose of this document is to outline the policy of managing Unique Student Identifiers under the Student Identifier Scheme, in compliance with the Student Identifiers Act 2014 and the Standards for Registered Training Organisations (RTOs) 2015.

3.0 Responsibility

3.1 It is the responsibility of students enrolling in accredited training to provide their USI

3.2 It is the responsibility of the RTO Administrator to conduct the USI verification process.

4.0 Policy

St Basil's RTO will implement the national requirements for the Unique Student Identifier from 1st January, 2015. St Basil's RTO will adhere to all legislative requirements under the USI legislation and regulations (2014) and any amendments; this includes all Privacy requirements.

5. Procedure

5.1 – St Basil's RTO will implement the national requirements for the USI from 1st January 2015.

5.2 - All students will be required to provide their USI on enrolment

5.3 - Student's consent is outlined in the enrolment application form (or subsequently) to provide personal information to the Student Identifier Registrar (via the USI website) and the National Centre for Vocational Education Research (NCVER) and the relevant state, territory or commonwealth Department of Education (or equivalent) (via data lodgement of student details and results)

5.4 - Pre-existing USI will be verified on enrolment

5.5 - It is expected most students will be able to manage their own USI through the USI website, however, where a student is unable to obtain their own USI the RTO will assist in the process.

5.6 - All Unique Student Identifiers provided to St Basil's RTO by students are verified with the Registrar (www.usi.gov.au) prior to using or recording the number in any systems or databases.

5.7 - Any USI's which are not successfully verified by the Registrar are not used or recorded until the discrepancy is rectified with the Student.

5.8 - No AQF Certification documentation are to issued students, unless a USI has been provided by the student and verified with the Registrar.

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5.9 - Any information gathered to create a USI will be destroyed upon completion in line with the privacy policy (Privacy Act 1988)

5.10 - Student USI and Identification documents are stored securely and /or destroyed after use at all times

5.11 - USI information is recorded only in Systems which are password protected and secure

5.12 - Student Management System (aXcelerate) displays an error/warning if a USI is missing from the system.

5.13 - The Qualifications and Statement Issuing Checklist is completed for each student prior to any AQF documentation being issued (this includes a check that USI has been provided and verified with the Registrar

5.14 - Students will be informed as to when their new qualifications will appear on their USI transcript

5.15 - Information regarding obtaining a USI will be published on the website and in the Student Handbook