



## **Pol-027 Unique Student Identifier (USI) Policy and Procedure**

### **Purpose of the policy:**

The purpose of this policy and procedure of managing **Unique Student Identifiers (USI)** under the Student Identifier Scheme, in compliance with the Student Identifiers Act 2014 and the Standards for Registered Training Organisations (SRTO) 2015.

Under Standard 3.6 – Participate in the Student Identifier Scheme, Canberra Valley Institute is required to ensure that the requirements of the Student Identifier scheme are met, including:

verifying with the Student Support Staff, a Student Identifier provided to it by an individual before using that Student Identifier for any purpose.

ensuring that it will not issue AQF certification documentation to an individual without receiving a verified Student Identifier for that individual unless an exemption applies under the Student Identifiers Act 2014.

ensuring that where an exemption described in Clause 3.6 (b) applies, it will inform the student before 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; and ensuring the security of Student Identifiers and all related documentation under its control, including information stored in its student management systems.

### **Scope**

This policy applies to:

- Canberra Valley Institute Campuses
- Students
- Management Staff

### **Responsibilities**

- Student Support Officer
- CEO

### **Policy Statement:**

This policy and procedure are to assist Canberra Valley Institute students, partners, and staff to ensure the management of the Unique Student Identifier (USI) is effective, managed with accuracy, reliability, validity, and promptness

### **Policy**

A Unique Student Identifier (USI) is a reference number made up of numbers and letters that creates a lifetime record for an individual of all the nationally recognized training that has been completed. Under the Unique Student Identifiers Act 2014, all RTOs must ensure they have a valid USI for any student that enrolls in nationally recognized training from 2015. This means that as a student you must either:

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- Provide Canberra Valley Institute with your USI, or
- Provide Canberra Valley Institute with permission to access or create your USI on your behalf.

If you provide us with permission to access or create your USI, we will need a valid form of identification. The ID that you provide for this purpose will be destroyed once we have used it for this purpose.

If you would like to create your own USI, please visit:

<http://www.usi.gov.au/Students/Pages/default.aspx>

We are unable to issue a qualification or a statement of attainment unless we have a valid USI.

Canberra Valley Institute will ensure privacy arrangements surrounding personal information relating to the ID of the student will be secured and access limited to those staff who are required to record and use the USI for its' intended purpose.

Access to the Student Management System 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.

It is the responsibility of the student to apply for and provide Canberra Valley Institute with their USI. The USI must be provided at the time of enrolment or before an award is issued.

In the event a student has difficulty with the application of the USI, Canberra Valley Institute will apply for a USI on behalf of the student, only if permitted by the student in writing.

Permission must be given by the student prior to Canberra Valley Institute accessing the register and creating the USI.

The evidence gathered as proof of ID to create a USI will be securely held following the Privacy Policy until it is no longer needed.

Evidence gathered and used solely for the purpose of issuing of the USI will be destroyed using secure methods outlined in the Privacy Policy as soon as practicable after the application is made or it is no longer needed for that purpose.

Canberra Valley Institute will not provide a Certificate of Qualification or a Statement of Attainment to any student who does not have a verified USI recorded against their name unless an exemption is in place as outlined in the Student Identifiers Act 2014.

If an exemption for USI does exist, Canberra Valley Institute will inform the student either during enrolment or commencement of training and assessment, 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 USI Registrar.

Canberra Valley Institute will verify each USI through their Student Management System.

All Students will be provided with a Fact Sheet – USI – Student Quick Guide – as developed by the regulator to create their own USI as part of the student orientation.

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Changes to this policy will occur at the time of:

- review or
- when required due to changes in the Student Identifier Act or
- as directed by the regulator

Canberra Valley Institute will ensure information relating to the USI and its' requirements is maintained and updated on their website and is reported following the VET data collection and reporting requirements.

### Procedure

International students in Australia:

1. International students, with an Australian Visa, studying in Australia will require a USI.
2. Canberra Valley Institute will ensure students are advised of this requirement and will assist students with this process.
3. Passports are the recommended form of ID required to create a USI for this cohort, as the Visa is linked.

Canberra Valley Institute will follow the following procedure:

1. Students are provided with information and requirements relating to a USI. Students are obligated to read and agree to.
  - a. USI Privacy and terms.
  - b. Provide Canberra Valley Institute with their USI; or
  - c. Request Canberra Valley Institute to check for an existing USI or to create a USI on their behalf.
2. In the event of USI being provided, Canberra Valley Institute will.
  - a. Enter the USI on their student management system and verify.
  - b. If verification fails, the student is contacted to confirm details.
  - c. When the correct USI is received, SMS is updated and verified.
3. Personal information gathered as part of the USI identification process is recorded following the Records Management Policy.
4. Qualification/SOA is issued to the student.
5. Data is reported.

USI was created by Canberra Valley Institute:

1. The USI request form is signed and submitted to Canberra Valley Institute staff; this is included in the International Student application form.
2. Required evidence supporting student identification is provided to Canberra Valley Institute staff along with supporting documents for the application.
3. The permission form is retained on the student file.
4. Canberra Valley Institute to follow the steps as indicated below:
  - Confirmation of ID (driver's license, Medicare card, passport, Immi card)
  - Have contact details ready (e.g., email address, mobile number, or address)

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- Check if a USI already exists for the student - <https://www.usi.gov.au/training-organisations/using-usi-registry-system/existing-usi-search-locate-usi>
- Visit the USI website at [www.usi.gov.au](http://www.usi.gov.au)
- Select 'Student Entry' and then select the 'Create a USI' link and follow the steps.
- Agree to the Terms and Conditions.
- Follow the instructions to create a USI – it should only take a few minutes. Upon completion, the USI will be displayed on the screen. It will also be sent to the students' preferred method of contact.
- The student should then write down the USI and keep it somewhere handy and safe.

## Management Action & Responsibility

Refer to the RSA Matrix for details.

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**Development & Approval Information**

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