

1.0 PURPOSE

- 1.1 To ensure the Privacy Act and Student Identifiers Act obligations and responsibilities, and that government funded or subsidised training contract requirements for the data provision of student USI's are met

2.0 SCOPE

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

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 Administration to conduct the USI verification process

4.0 POLICY

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

5.0 PROCEDURE

- 5.1 ATL will implement the national requirements for the USI from 1 January 2015
- 5.2 All students will be required to provide their USI on enrolment
- 5.3 Student consent is obtained in the Enrolment Application (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. ATL will not apply for a USI on a student's behalf
- 5.6 USI will be verified at enrolment
- 5.7 USI must have been verified before issuing a qualification
- 5.8 Any information gathered to create a USI will be destroyed upon completion in line with the privacy policy (Privacy Act 1988)

- 5.9 The privacy of USI will be protected within all administrative tasks
- 5.10 Students will be informed as to when their new qualifications will appear on their USI record
- 5.11 A staff member will be designated to administer the USI system
- 5.12 Staff will be will trained in all aspects of USI administration and access and all computer security checked to ensure all unauthorised access is blocked
- 5.13 Information regarding obtaining a USI will be published on the website and in the Student Handbook

7.0 RELATED POLICIES & PROCEDURES

Privacy Policy and Procedure

Student Identifiers Registrar's Privacy Policy:

www.usi.gov.au/Pages/privacy-policy.aspx

8.0 RELATED LEGISLATION

Standards for Registered Training Organisations 2015

Student Identifiers Act 2014

Education and Training Reform Act 2006

Privacy Act 1988