

1.0 PURPOSE

1.1 To ensure that Access Training & Logistics adheres to the requirements of Clause 3.6 of the Standards for RTO's 2015 and the USI Student Identifier's Act 2014

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

4.1 ATL will implement the national requirements for the Unique Student Identifier and 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 All students will be required to provide their USI on enrolment

5.2 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)

5.3 Pre-existing USI will be verified on enrolment

5.4 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 ATL will assist in the process. ATL will not apply for a USI on a student's behalf. The USI will be verified at enrolment

5.5 Students who have a genuine personal objection to being assigned a student identifier may apply for an exemption to the Student Identifiers Registrar

5.6 USI must have been verified before issuing a qualification

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

5.8 The privacy of USI will be protected within all administrative tasks

5.9 Students will be informed as to when their new qualifications will appear on their USI record

- 5.10 A staff member will be designated to administer the USI system
- 5.11 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
- 5.12 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:

<https://www.usi.gov.au/about-us/privacy>

8.0 RELATED LEGISLATION

Standards for Registered Training Organisations 2015 Student Identifiers Act 2014 Education and Training Reform Act 2006 Privacy Act 1988

8.0 REVISION HISTORY

Rev #	Date	Detail of modifications
1	2018	Minor review
2	Feb 2022	Minor update
3		