

## Unique Student Identifier (USI) – Policy and Procedure

***Standards for Registered Training Organisations (RTOs) 2015: 3.6 Participate in the Student Identifier Scheme.***

### **Purpose and Scope**

This policy applies to all students who undertake Nationally Accredited qualifications which are on the Scope of Registration of ACS and applies to all ACS Partners (“Partners” Third Party Arrangements/Agents) and staff.

This policy and procedure is to assist ACS students, Partners and staff ensure the management of the Unique Student Identifier (USI) is effective, managed with accuracy, reliability, validity and in a timely manner.

Under *Standard 3.6 – Participate in the Student Identifier Scheme*, ACS is required to ensure that:

***The RTO meets the requirements of the Student Identifier scheme, including:***

- a) verifying with the Registrar, a Student Identifier provided to it by an individual before using that Student Identifier for any purpose;***
- b) ensuring that it will not issue AQF certification documentation to an individual without being in receipt of a verified Student Identifier for that individual, unless an exemption applies under the Student Identifiers Act 2014;***
- c) ensuring that where an exemption described in Clause 3.6 (b) applies, it will inform the student prior to 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***
- d) ensuring the security of Student Identifiers and all related documentation under its control, including information stored in its student management systems.***

### **Responsibility**

- The **Director of Education** is responsible for this policy.
- The **Education Program Manager** is responsible for the implementation and the day to day management of this policy.
- The **Education Compliance Manager** is responsible for maintenance of this policy.

## Policy

1. ACS 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.
2. Access to the SMS 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.
3. It is the responsibility of the student to apply for and provide to ACS and the partner organisation their USI.
  - i. The USI must be provided to the ACS and the partner organisation at the time of enrolment or before an award is issued.
4. In the event a student has difficulty with the application of the USI, ACS and the partner organisation will apply for a USI on behalf of the student, only if given permission by the student in writing.
  - i. Permission must be given by the student, prior to ACS or the partner organisation accessing the register and creating the USI.
  - ii. The evidence gathered as proof of ID for the purpose of creating a USI will be securely held in accordance with the QMS Document and Record Control Procedure until it is no longer needed.
  - iii. Evidence gathered and used solely for the purpose for issuing of the USI will be destroyed using secure methods outlined in the QMS Document and Record Control Procedure as soon as practicable after the application is made or it is no longer needed for that purpose.
5. ACS 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.
6. If an exemption for USI does exist, ACS will inform the student prior to 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 USI Registrar.
7. ACS will verify each individual USI through their SMS.
8. All Students will be provided with:
  - i. Fact Sheet – USI – Student Quick Guide – as developed by the regulator to create their own USI
  - ii. Fact Sheet – USI – Student Quick Guide – as developed by the regulator for ACS to create the USI
  - iii. USI Permission Form
  - iv. ACS Student information – USI
9. Changes to this policy will occur at the time of:
  - a. review or
  - b. when required due to changes in the Student Identifier Act or
  - c. as directed by the regulator

10. Information relating to the USI and its' requirements will be maintained and updated on the website of ACS.
11. Changes to policy will be recorded via the Continuous Improvement Register.
12. ACS will ensure the USI is reported in accordance with the VET data collection and reporting requirements.

#### **International students in Australia**

13. International students, with an Australian Visa, studying in Australia will require a USI.
14. ACS and its partners will ensure students are advised of this requirement and will assist students with this process.
15. Passports are the recommended form of ID required to create a USI for this cohort, as the Visa is linked.

#### **International students studying offshore**

16. An international student studying offshore who does not have an Australian passport, Australian entry visa or other Australian proof of ID required to create a USI, will not be required to create a USI.
17. A VET qualification or statement of attainment will be issued to international students studying overseas in accordance with the Qualification Issuance Policy.
18. ACS will ensure it reports AVETMISS compliant data for offshore international students in accordance with the Data Provision Requirements in the VET Quality Framework.

#### **Procedure**

1. Students are provided with information and requirements relating to a USI. Students are obligated to read and agree to;
  - a. The USI privacy and terms
  - b. Provide ACS and their partner organisation with their USI, or
  - c. Request ACS or their partner organisation to check for an existing USI or to create a USI on their behalf

#### **USI is provided to ACS**

2. ACS is advised of the USI
3. USI is entered into SMS and verified
4. If verification does not succeed, student is contacted to confirm details
  - a. When correct USI is received, SMS is updated and verified,
5. Personal information gathered as part of the USI identification process is destroyed.
6. Qualification/SOA is issued to student.
7. Data is reported

### USI is created by ACS

8. USI Permission form is signed and submitted to ACS staff or partnering organisation with the required application fee (refer to schedule of fees)
9. Required evidence supporting student identification is provided to ACS staff
10. Permission form is retained on student file
11. ACS to follow the steps as indicated below;

Step 1 Confirmation of ID (drivers licence, Medicare card, passport, Immi card)

Step 2 Have contact details ready (e.g. email address, or mobile number, or address).

Step 3 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>

Step 4 Visit the USI website at: [www.usi.gov.au](http://www.usi.gov.au)

Step 5 Select 'Student Entry' and then Select 'Create a USI' link and follow the steps.

Step 6 Agree to the Terms and Conditions.

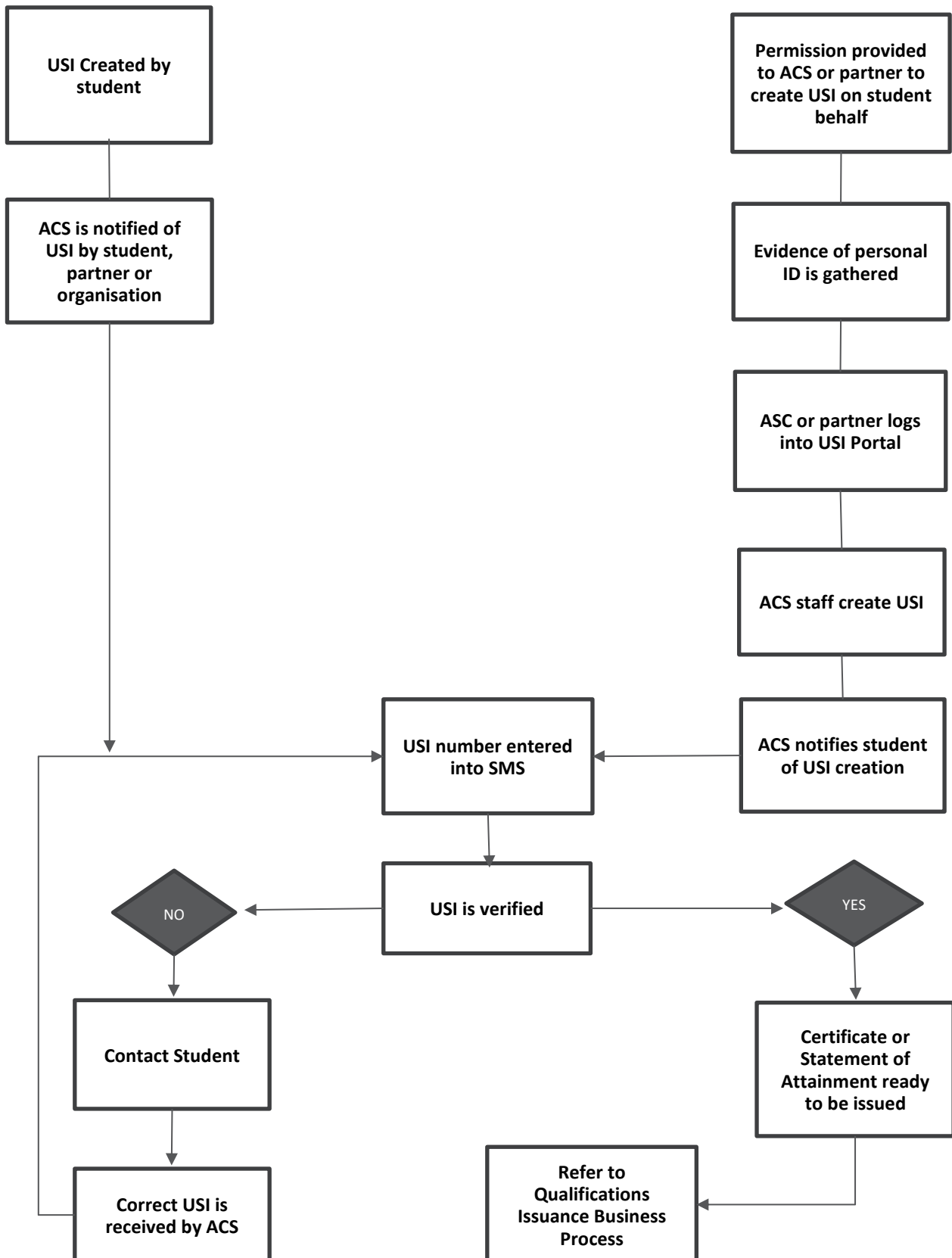
Step 7 Follow the instructions to create a USI – it should only take a few minutes. Upon completion, the USI will be displayed on the screen. It will also be sent to the student's preferred method of contact.

Step 8 The student should then write down the USI and keep it somewhere handy and safe.

### Related documents

- Continuous improvement Register
- USI Student information fact sheet
- Fact sheet – Student information for RTO's
- USI Permission form
- ACS Compliance with Legislation Policy and Procedure
- ACS Qualification Issuance Policy and Procedure
- QMS Document and Record Control Procedure

**Business Process**



**End of Document**

**Unique Student Identifier (USI)**

**Authors**

Derinda Smith		
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**Version History**

Date	Version	Revision History	Author /Reviser
July 2015	1	Creation of first draft document to comply with Standards for RTOs 2015, edited by Education team	Tania Giovanoglou
August 2015	1.2-2.1	Some changes to terminology and formatting for consistency/final edit	DS
December 2017	2.2	Update standards title relating to 3.6. included partner organisation within document. Update Procedure in document to reflect current practice. Updated steps as to how ACS or partner can create a USI. Updated Related documents to reflect QMS Document and Record Control Procedure. Updated custodian to reflect current Dir of Education.	Glanyce Attard
April 2018	2.3	Updates to Student fact sheet hand out and Organisation handouts. Updating steps for Provider to check existing USI.	Glanyce Attard

**Approvals**

This document requires the following approvals.

Date of issue and version details must be entered upon approval.

Name	Title	Date of Issue	Version
PEG Board	Professional Education Governance Board	Awaiting approval	1
Simon Taylor	Director, Education		2.1
Allyn Radford	Director, Education	December 2017	2.2
Louise Smith	Director, Education	April 2018	2.3

**Distribution**

This document has been distributed to:

Name	Title	Date of Issue	Version

<b>Custodian title &amp; e-mail address:</b>	Louise Smith, Director of Education <a href="mailto:Louise.smith@acs.org.au">Louise.smith@acs.org.au</a>
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