

## UNIQUE STUDENT IDENTIFIER POLICY

### Purpose:

It is the policy of Quality Service Skills (QSS) to ensure that the RTO meets all requirements for collection, recording and submission of each student's Unique Student Identifier, to meet relevant legislative and contractual requirements including:

- The VET Quality Framework (ASQA Standards for Registration 2015)
  - Standard 3: Clause 3.6 Participate in the Student Identifier Scheme
- Student Identifiers Act 2014
- Relevant State Training Authorities for Government Funding (if applicable)

### Scope:

All management, staff, future and current students of Quality Service Skills.

### Procedure:

#### Student Requirements - What is a Unique Student Identifier (USI)? [www.usi.gov.au](http://www.usi.gov.au)

The USI is an individualised identifier, a 10-digit combination of numbers and letters, which links each student to an online account and will contain all training records (results and transcripts) which the student completes from January 1<sup>st</sup>, 2015 onwards. There is no cost for creating or maintaining a USI.

A USI is required for new and continuing students undertaking nationally recognised Vocational Education and Training (VET) courses to receive their statement of attainment or qualification. Each student must provide their USI to QSS in order to be awarded a Statement of Attainment or Qualification which is Nationally Recognised Training. There is further information on our website and in the student Handbook on how to create, access and update their USI. QSS does not apply for USI's on the student's behalf.

### RTO Requirements

As of 1<sup>st</sup> January 2015, QSS is required to collect and report our students' Unique Student Identifier (USI) Numbers. The USI is a mandatory data field for reporting nationally recognised training. The USI information is reported whenever AVETMISS data is submitted, as part of the National VET Provider Collection.

A USI cannot be used as a QSS Student Number or Identifier.

A USI cannot be printed on Statements of Attainment, Statements of Results or Qualifications issued by QSS.

QSS must collect and verify a student's USI before a qualification or Statement of Attainment can be issued, unless exempt (*VQF Clause 3.6a, 3.6b*). (see further detail on exemptions below).

### Exemptions:

Students can apply for an Exemption via the USI website. Students will need to outline their reasons for why they wish to be exempt from having a USI and that they understand the consequences of not having a USI. (*VQF Clause 3.6c*)

### Collection of USI:

Each enrolment form of QSS courses includes a section for the student to document their USI. Enrolment forms can be processed without a USI (as many learners do not have it on them at the time, and QSS can search via our

Student Management System); and/or QSS will assist students (where necessary) to locate their “forgotten USI” via the USI Registry.

The USI is then verified via the Student Management System (VETtrak)

USI information is confidential and numbers must not be disclosed. QSS will apply the same security measures to USI information as apply to Student records. *(VQF Clause 3.6d)*

QSS holds a valid MyGov ID to access the USI Registry System through the Organisation Portal as well as via the Student Management System utilising a Web Services connection. This allows QSS to collect, verify or view USI’s.

QSS subscribes to USI Bulletins via email.

**Related Policies:**

- PP004 Enrolment
- PP009 Qualification Issuance
- PP010 VET Reporting
- PP017 Student Records Management

**End Policy**