



Unique Student Identifier Policy

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Approved by the Board:			
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Purpose

This policy describes how Diamond Valley Learning Centre (DVLC) will meet its obligations and responsibilities in relation to Unique Student Identifiers (USI).

Scope

This policy applies to all staff at DVLC, and to all students enrolled in accredited training.

Policy Guidelines

Under the Australian Quality Training Framework (AQTF) Essential Conditions and Standards for Continuing Registration, DVLC is required to have a student records management system in place that provides AVETMISS compliant data for Vocational Education and Training (VET), including a USI for all students enrolling in nationally recognised training. In addition, DVLC can only issue certificates or statements of attainment for a student with a valid USI.

DVLC ensures that it meets the requirements of the Student Identifier scheme at all times, including:

- verifying with the Registrar, any USI provided to it by individuals before using that USI for any purpose;
- ensuring that DVLC does not issue AQF certification documentation to an individual without a verified USI for that individual, unless an exemption applies under the Student Identifiers Act 2014;
- ensuring that where an exemption 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
- ensuring the security of USIs and all related documentation under its control, including information stored in its student management systems.

To avoid possible delays in issuing certification, DVLC has processes in place to verify a student's USI on enrolment or as soon as possible thereafter, well in advance of when certification is expected to be issued.

DVLC will take the following approach to meeting its USI responsibilities and obligations and will:

- provide students with information on creating, accessing and using their USI account;
- expect students to manage their own USI account through the USI website, but assist any students experiencing difficulties in doing so;
- collect a USI from all students enrolling in nationally recognised training during the enrolment process;
- only obtain a USI on behalf of a student where written permission has been given and appropriate identity documents have been supplied;
- verify all USI with the USI registry as soon as possible after enrolment, and prior to issuing certificates and statements of attainment;
- correct any discrepancies in student information where a USI has not been verified and continue with rectifications until verification is successful;
- provide students with the necessary privacy notifications and acknowledgements to ensure that they are aware of how and to whom their personal and training data will be disclosed, and give relevant permissions;
- safeguard student information and USIs stored in the student management system and filing cabinets from interference, loss, unauthorised access and misuse;
- maintain information confidentiality at all times;
- destroy any personal student information collected solely for the purposes of obtaining and / or verifying a USI as soon as possible after the USI has been verified;
- only issue a statement of attainment or certificate to a student after student records have been checked to ensure that the student has a valid USI;
- request permission (where necessary) to access and download a student transcript;
- update a student transcript (on request) where training data is missing or inaccurate; and

- only disclose USI details where student consent has been provided.

In addition, DVLC will not:

- use USI as an internal student number or identifier;
- include USI on certificates, statements of attainment, student records of result or testamur documents consistent with the Student Identifiers Act 2014.

Definitions

A **Unique Student Identifier (USI)** is a (free) national reference number made up of 10 letters and numbers (such as 3AW88YH9U5), and assigned by the USI Registrar (www.usi.gov.au). All students enrolling in nationally recognised training require a USI in order to receive a certificate or statement of attainment. A USI gives a student password protected access to their USI account which:

- is a secure online record of all the nationally recognised training they have completed since 1 January 2015;
- is accessible at any time; and
- can provide an authenticated written record (transcript) as proof of training completed for employers and training organisations.

AVETMISS (Australian Vocational Education and Training Management Information Statistical Standard) is a national data standard that ensures the collection of consistent and accurate vocational and education training data. It is managed by NCVET, which administers the National VET Provider Collection. The USI is a mandatory data element in AVETMISS.

Related Policies

- P-14 Accuracy and Integrity of Records Policy
- P-23 Certification Policy
- P-36 Enrolment Process Policy
- P-43 Privacy Policy
- National VET Data Policy

Related Documents

- D-028 Student Handbook
- F-009 Enrolment Form
- F-020 Request for Certificate or Statement of Attainment

Mapping Information

- AQTF Conditions 3 and 6
- VRQA Guideline 1.3 c) and 5.1

Related Legislation

- Student Identifiers Act 2014
- Privacy Act 1988
- Privacy and Data Protection Act 2014(Vic)
- Student Identifiers Regulation 2014