



P-48	Student Identifier Policy
------	---------------------------

Purpose

This policy outlines 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 DVLC staff and to VET students completing nationally recognised training.

Definitions

Term	Definition
AQF certification documentation	The set of official documents which confirm that an AQF qualification or VET statement of attainment has been issued to an individual by a registered training organisation (or any other entity authorised to do so).
AVETMISS	The Australian Vocational Education Training Management Information Statistical Standard (AVETMISS) for VET Providers. It is a national data standard that ensures the consistent and accurate capture of VET information about students, their courses, units of activity, and qualifications completed. It provides the mechanism for national reporting of the VET system (AQTF Essential Conditions and Standards for Continuing Registration).
Credit transfer (CT)	The process of recognising and awarding credit for prior successful completion of an equivalent unit of competency or module.
National register	www.training.gov.au
National VET Data Policy	The framework for the National VET Provider Collection which outlines the obligations for all registered training organisations to collect and submit comprehensive data of their delivery of nationally recognised training.
National VET standards	The Standards for Registered Training Organisations (RTOs) which set out the requirements to be met by RTOs to ensure that any training products delivered meet the requirements of training packages and VET accredited courses.
Nationally recognised training (NRT)	Training products that appear on the national register.

Term	Definition
Recognition of prior learning (RPL)	An assessment process that involves assessment of an individual's relevant prior learning and experience (including skills and knowledge obtained through formal and informal learning) to determine the extent to which the individual meets requirements specified in the training product.
(Unique) Student Identifier (USI)	<p>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:</p> <ul style="list-style-type: none"> • is a secure online record of all the nationally recognised training they have completed since 1 January 2015; • is accessible at any time; and <p>can provide an authenticated written record (transcript) as proof of training completed for employers and training organisations.</p>
USI Registry System	www.usi.gov.au
VET	Vocational education and training.
VET Regulator	The body responsible for the registration and audit of registered training organisations (RTOs), and the accreditation of courses in the vocational education and training (VET) sector. The national VET regulator is the Australian Skills Quality Authority (ASQA), while the Victorian Registration and Qualifications Authority (VRQA) is responsible for some Victorian RTOs.
VET transcript	An authenticated record (transcript) of nationally recognised training completed by a student since 2015 and accessible through a student's password protected USI account at www.usi.gov.au .

Policy Guidelines

Under law, VET and higher education students are required to obtain a national student identifier (USI). Collecting and reporting student identifiers (USI) by registered training organisations is a legal obligation and a condition of registration. DVLC is legally required to:

- collect a USI from each student enrolling in nationally recognised training (unless exempted);
- verify (through the USI Registry System) a USI supplied by a student;
- ensure that a student has a valid USI before issuing AQF certification documentation for nationally recognised training (unless the student is exempted);
- ensure the security of USI numbers and related documentation (such as information stored in the Student Management System); and
- destroy any personal information collected solely for the purpose of creating a USI on behalf of a student.

Collection

DVLC has processes in place to collect and verify a VET student's USI on enrolment or as soon as possible thereafter. Where a USI has not been verified, DVLC will correct any discrepancies, and continue with rectifications until verification is successful. This avoids possible delays in issuing AQF certification documentation.

During enrolment or a pre-training interview DVLC may request a student to provide (or provide access to) a USI VET transcript in order to:

- confirm details of prior training or achievement;
- provide evidence when assessing for credit transfer; or
- provide evidence when assessing for recognition of prior learning.

More information on these processes can be found in DVLC's Enrolment Process Policy, and Credit Transfer and Recognition of Prior Learning Policy.

Student permission

DVLC requests verbal or written permission from a student before:

- creating a USI on their behalf;
- searching for their USI on the USI Registry System;
- viewing or updating details on their USI account;
- viewing their USI VET transcript; or
- sharing their USI and VET transcript with anyone else.

Student permission is not required to verify a USI, or update training records on a VET transcript where the training has been delivered by DVLC.

On behalf of a student

DVLC encourages students to create or find their USI, and actively manage their own USI account, through the Student Portal of the USI Registry System. If necessary, DVLC will provide assistance to students who experience difficulties with obtaining a USI or managing their USI account.

When applying for a USI on behalf of a student, DVLC will:

- request their permission to do so;
- provide them with a privacy notice to explain how their data will be used; and
- request verifiable identification documentation.

Where verifiable identification documentation is not available, DVLC staff are advised to consult the USI Provider Guide – Identity documents and the USI for further details. It can be found on the USI Registry System.

DVLC will destroy any personal information provided by the student to obtain a USI if it is not otherwise required.

Use of identifiers

In compliance with legislation, DVLC does not use USI numbers as internal student numbers or identifiers, and does not include USI numbers on student certificates, statements of attainment, records of result or testamur documents.

National VET data collection

The USI is a mandatory data element of the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS), which ensures consistent and accurate capture and reporting of VET information about students. DVLC complies with the National VET Data Policy and reports full AVETMISS data to the State Training Authority as part of the National VET Provider Collection.

Where DVLC is unable to report a USI after repeated follow up with a student, DVLC will:

- leave the USI field blank; and
- retain evidence on file of repeated attempts to contact the student and a failed attempt to search for the USI on the USI Registry.

Exemptions

A student may request a USI exemption from the USI Registrar. If an exemption is granted, a student:

- will receive confirmation from the USI Registrar which they will be advised to show DVLC; but
- will not be eligible for a USI VET transcript, financial assistance (e.g. a VET student loan) or a commonwealth supported training place.

If provided with confirmation of a USI exemption, DVLC will not be able to:

- ask why the student is exempted;
- ask the student to sign or accept a government-based or DVLC developed privacy notice.

DVLC will:

- provide the usual AQF certification documentation on completion of training; and
- use the required code instead of a USI when reporting AVETMISS data.

Data security

DVLC provides students (unless exempted) with the necessary privacy notifications and acknowledgements to ensure that they are aware of how their personal and training data is collected and used, and to whom it is disclosed.

DVLC ensures the security of student records in both digital and hard copy format, and protects records from loss, damage or unauthorised access. Security measures include password protected network computers, restricted access to student data in the student management system and on networks, and locked cabinets where paper records are kept. Further information can be found in DVLC's Privacy Policy and Accuracy and Integrity of Student Records Policy.