



# Unique Student Identifier (USI) Policy and Procedure



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# Unique Student Identifier (USI) Policy and Procedure

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### Purpose & Legislative Background

This policy and procedure are to assist Melbourne Institute of Training and Education students, partners, and staff to ensure the management of the Unique Student Identifier (USI) is effective, managed with accuracy, reliability, validity, and promptly.

Under Standard 3.6 – Participate in the Student Identifier Scheme, Melbourne Institute of Training and Education is required to ensure that the requirements of the Student Identifier scheme are met, 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 receiving 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 before 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.

### Scope

This policy applies to all students who undertake Nationally Accredited qualifications which are on the Scope of Registration of Melbourne Institute of Training and Education and applies to all Third-Party Arrangements/Agents and staff.

### Policy

A Unique Student Identifier (USI) is a reference number made up of numbers and letters that creates a lifetime record for an individual of all the nationally recognized training that has been completed. Under the Unique Student Identifiers Act 2014, all RTOs must ensure they have a valid USI for any student that enrolls in nationally recognized training from 2015. This means that as a student you must either:

- Provide Melbourne Institute of Training and Education with your USI, or
- Provide Melbourne Institute of Training and Education with permission to access or create your USI on your behalf.

If you are providing us with permission to access or create your USI we will need a valid form of identification. The ID that you provide for this purpose will be destroyed once we have used it for this purpose.

If you would like to create your own USI, please visit: <http://www.usi.gov.au/Students/Pages/default.aspx>



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We are unable to issue a qualification or a statement of attainment unless we have a valid USI.

1. Melbourne Institute of Training and Education 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 Student Management System 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 Melbourne Institute of Training and Education their USI. The USI must be provided 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, Melbourne Institute of Training and Education will apply for a USI on behalf of the student, only if permitted by the student in writing.
  - a. Permission must be given by the student, before Melbourne Institute of Training and Education accessing the register and creating the USI.
  - b. The evidence gathered as proof of ID to create a USI will be securely held following the Privacy Policy until it is no longer needed.
  - c. Evidence gathered and used solely for the purpose issuing of the USI will be destroyed using secure methods outlined in the Privacy Policy as soon as practicable after the application is made or it is no longer needed for that purpose.
5. Melbourne Institute of Training and Education 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, Melbourne Institute of Training and Education will inform the student either during enrolment or commencement of training and assessment, 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. Melbourne Institute of Training and Education will verify each USI through their Student Management System.
8. All Students will be provided with a Fact Sheet – USI – Student Quick Guide – as developed by the regulator to create their own USI as part of the student orientation.

Changes to this policy will occur at the time of:

- review or
- when required due to changes in the Student Identifier Act or
- as directed by the regulator

Melbourne Institute of Training and Education will ensure information relating to the USI and its' requirements is maintained and updated on their website and is reported following the VET data collection and reporting requirements.



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## Procedure

### International students in Australia

- International students, with an Australian Visa, studying in Australia will require a USI.
- Melbourne Institute of Training and Education will ensure students are advised of this requirement and will assist students with this process.
- Passports are the recommended form of ID required to create a USI for this cohort, as the Visa is linked.

Melbourne Institute of Training and Education will follow the following 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 Melbourne Institute of Training and Education with their USI; or
  - c. Request Melbourne Institute of Training and Education to check for an existing USI or to create a USI on their behalf.
2. In the event of USI being provided, Melbourne Institute of Training and Education will;
  - a. Enter the USI on their student management system and verify;
  - b. If verification does not succeed, the student is contacted to confirm details;
  - c. When the correct USI is received, SMS is updated and verified.
3. Personal information gathered as part of the USI identification process is recorded following the Records Management Policy.
4. Qualification/SOA is issued to the student.
5. Data is reported

### USI is created by Melbourne Institute of Training and Education

1. USI request form is signed and submitted to Melbourne Institute of Training and Education staff; this is included in the International Student application form;
2. Required evidence supporting student identification is provided to Melbourne Institute of Training and Education staff along with supporting documents for the application;
3. The permission form is retained on the student file;
4. Melbourne Institute of Training and Education to follow the steps as indicated below;



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- a. Confirmation of ID (driver's license, Medicare card, passport, Immi card)
- b. Have contact details ready (e.g. email address, or mobile number, or address)
- c. 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>
- d. Visit the USI website at [www.usi.gov.au](http://www.usi.gov.au)
- e. Select 'Student Entry' and then select 'Create a USI' link and follow the steps.
- f. Agree to the Terms and Conditions.
- g. 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.
- h. The student should then write down the USI and keep it somewhere handy and safe.

## Management Action & Responsibility

The Academic Manager is responsible for the overall implementation of this policy & ensuring every student enrolled with Melbourne Institute of Training and Education has a USI. The academic manager is also responsible to ensure no student is issued any academic documents without a valid USI.

CEO has overarching responsibility for this policy.

## Definitions

**The Act:** means the Student Identifiers Act 2014.

**Authenticated VET transcript:** has the same meaning given to it in the Act.

**Registrar:** means the Student Identifiers Registrar.

**The Regulation:** means the Student Identifiers Regulation 2014.

**Unique Student Identifier (USI):** means a unique combination of letters, numbers, and/or symbols and assigned by the Registrar as an identifier following the Act.

**VET-related body:** has the same meaning given to it in the Act.

**VET standard:** has the same meaning given to it in the Regulation.

## Legislative Context

The legislative base for this policy is as follows:

- National Vocational Education and Training Regulator Act 2011 (Cth)
- The ESOS Act 2000
- Education Services for Overseas Students (ESOS) Regulations 2001
- The National Code 2018