



Australian Leading Institute of Technology

RTO Code: 45156

CRICOS Code: 03981M

No.5.1.3: USI Policy and Procedure

Policy Context

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| This policy relates to: | |
| Registration Manager | Australian Skills Quality Authority (ASQA) |
| Conditions of Registration | VET Quality Framework (VQF) |
| Codes and Standards | Standards for RTOs 2015 – Standard: 3.6; Schedule 5.3; 5.7; |
| Legislation or other requirements | National Vocational Education and Training Regulator Act 2012 |

Purpose

The purpose of this policy is to ensure that ALIT is committed to assisting the Federal authorities with allocation of Unique Student Identifiers (USIs). ALIT captures and records the Unique Student Identifiers (USIs) of all students, and reports enrolment details and results to the Department to ensure compliance with the requirements set by the Student Identifiers Act 2014, and the Standards for Registered Training Organisations 2015.

Objectives

The objective of this policy and procedure for ALIT is to ensure that;

- Appropriate and suitable mechanisms are in place for handling the Unique Student Identifiers (USIs) of students
- Management and staff of ALIT are aware of their responsibilities and obligations in relation to USIs
- There is a policy framework for handling USIs.
- Compliance with the Privacy Act 1988 and Student Identifiers Act 2014 obligations and responsibilities

Scope

This policy and procedure applies to all ALIT staff who are responsible for the collection, storage and reporting of Unique Student Identifier (USI) data. This policy and procedure applies to all students in nationally recognised training, except those students who are deemed to be exempt.

General Processes

The ALIT meets the requirements of the Student Identifier scheme, including:

- verifying with the Registrar, a Student Identifier provided to it by an individual before using that Student Identifier for any purpose
- 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
- 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
- ensuring the security of Student Identifiers and all related documentation under its control, including information stored in its student management systems.

1. Providing USI information

The prospective student is provided with the USI information which outlines;

- USI definition
- Purpose
- Process
- Consent section in enrolment form

2. Consent for creating USI

CEO or an officer appointed by the CEOs hand over the completed and compliant enrolment form with relevant paperwork to the Administration staff. The CEO or an officer appointed by the CEOs ensures that the consent section on the enrolment form has been signed in order for the Administration staff to create a USI on the students' behalf, If the student does not have a USI, one can be created providing that there is an attachment of the student's photo copied ID.

A list of relevant ID is listed from one of the eight Document Verification Service (DVS) documents listed below:

- Australian Passport
- non-Australian Passport (with Australian Visa)

- Australian birth certificate
please note a Birth Certificate extract will not be accepted
- Australian Driver's Licence

if none of the documents listed above are available, applicants can also provide:

- Medicare Card
- Certificate of Registration By Descent
- Citizenship Certificate
- ImmiCard

Important:

If the student has not brought a DVS document with them or the check is unable to be completed on the day, the training organisation can proceed with its enrolment process and complete the USI creation process at a later stage, subject to the parameters of the System Management System.

3. Checking enrolment paperwork

The Enrolment/ Admissions Officer checks the enrolment paperwork against the eligibility component of student file checklist before accepting the Handover Record.

4. Check requirements of all enrolments for USI

If the student already has a valid USI, and this information has been filled into the enrolment form, then enrolment is processed as normal. If the student does not have USI, and consent has been provided to ALIT to create a USI on learner's behalf, Administration staff will go through the next USI register process.

5. Register USI

- Administration staff registers USI based on the student's personal details and ID copies.
- Once the USI is created it is on the system and an email from the USI authority will be sent to the student automatically

6. USI Exemptions

Should a USI exemption apply, the student is made aware prior to enrolment or training that their training results will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the USI Registrar.

USI Exemptions apply according to the following criteria:

Exemption categories are:

- Students who complete all requirements for their VET Qualification or VET Statement of Attainment outside Australia.
- An individual who has completed all the requirements for the VET Qualification or VET Statement of Attainment before 1 January 2015.
- Students who demonstrate a genuine personal objection to being assigned a USI. This exemption can only be granted by the Student Identifiers Registrar.

Procedures

| Sr.No | Procedure Steps | Responsibility | Reference |
|-------|--|-------------------------|-----------|
| 1 | Providing USI Information | Student Support Officer | |
| 2 | Consent for creating USI | Student Support Officer | |
| 3 | Checking enrolment paperwork | CEO | |
| 4 | Check requirements of all enrolments for USI | CEO | |
| 5 | Register USI | CEO | |

Version Control:

| Document Name | No.5.1.3: USI Policy and Procedure V2.0 20062023 | | | |
|----------------------------|---|-----------------------|----------------|-------------------|
| Document Code | V 2.0 20062023 | | | |
| Approve By | CEO | Date Approved | 20.06.2023 | |
| Revision History | | | | |
| Version | Date of Changes | Change Summary | Author | Review Due |
| V1.0 | October 2022 | Original | VET management | June 2023 |
| V2. 0 | June 2023 | Updated & reviewed | VET management | June 2024 |
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| Organisation | Australian Leading Institute of Technology | | | |
| Document Controller | Operation and Compliance Officer | | | |