

Unique Student Identifier (USI) POLICY

Responsibility for Implementation:	Admissions Manager
Approved by:	PEO
Date of Approval:	2016 (V1), 2019 (V2)
Date of review:	June 2021

1. Purpose

The purpose of this procedure is to enable Sydney Business Institute (SBI) staff and students to understand the requirements of and procedures for creating and verifying USI's for all students.

2. Scope

This policy applies to all staff and students

3. Reference

Student Identifiers Act 2014 and Standard 3.6 of ASQA Framework

4. Introduction

From 1 January 2015 students enrolling in nationally recognised training in Australia will need a Unique Student Identifier (USI).

The USI is a form of file number that will link students to their training records which are held in the national training collection. Students will be able to access their records online, download them and share them with future training organisations electronically.

With the student's permission, training organisations will be able to see their students' entire nationally recognised training record commencing with records collected in 2015. Training organisations will find it easier to assess pre-requisites and credit transfers and assess students' eligibility for government funded training places.

Employers will benefit through access to better information on skill levels and the training needs of their workforce, and an authoritative source of the training records of job applicants and staff.

The USI will improve the VET sector's transparency and responsiveness, enable more evidence-based policy intervention by Governments and support the management of government funded student subsidy programs.

5. Who needs a USI?

Students who need a USI include:

- students who are enrolling in nationally recognised training for the first time;
- school students completing nationally recognised training; and

- students continuing with nationally recognised training.

Once a student creates their USI they will be able to:

- give their USI to each training organisation they study with;
- give their training organisation permission to view and/or update their USI account;
- give their training organisation view access to their transcript
- view and update their details in their USI account; and
- view online and download their training records and results in the form of a transcript.
- control access to their transcript.

Training organisations have an important role to play in either collecting and verifying or creating USIs on behalf of their students.

Most students will be able to obtain their USI on their own, although it will be important for each Training Organisation to prompt them to do this before they enrol.

Training organisations should record a USI for their students at the time of enrolment. However, they must ensure that they have recorded a valid USI for each student when they report on training activities or issue an AQF certification document, such as a qualification, statement of attainment or testamur.

Each student needs only create or verify a student's USI once.

6. Policy

SBI will ensure it meets the requirements of the Student Identifier scheme, 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 being in receipt of a verified Student Identifier for that individual, unless an exemption applies under the Student Identifiers Act 2014;
- c) 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
- d) Ensuring the security of Student Identifiers and all related documentation under its control, including information stored in its student management systems;
- e) Not disclose the USI or information provided to create the USI except where authorised by law
- f) Will not use the USI on any Qualifications/Statements of Attainment
- g) Where a new or continuing student does not have a USI, EEVI can create one for the student after getting permission from the student.
- h) Prior to creating the USI, the enrolments officer should give a copy of the USI Privacy Form to the student which the student is required to read and sign.

7. The USI and reporting

Each time SBI students complete nationally recognised training, SBI must collect and verify their Unique Student Identifier (USI) before we can confer a qualification or statement of attainment.

When SBI submits data according to the new VET data collection and reporting requirements, it will now include the USI for each student. This USI will be reported to the [National Centre for Vocational Education Research \(NCVER\)](#) and entered in the national data collection.

The new Unique Student Identifier (USI) scheme is underpinned by the [Student Identifiers Act 2014](#), [Standards for NVR Registered Training Organisations \(RTO\) 2014](#) and [Student Identifiers Regulation 2014](#) and these require that SBI

- Collects a USI from each student
- Verifies a USI supplied by a student
- Ensures a student has a valid USI before conferring a qualification or statement of attainment on that student
- Ensures the security of USIs and related documentation
- Destroys any personal information collected solely for the purpose of applying for a USI on behalf of a student
- Adheres to all legislative requirements under the USI legislative requirements

SBI will be required to have a valid and verified USI for each of student before a qualification or statement of attainment is issued to that student. SBI can provide nationally recognised qualifications or statement of attainments to students in a variety of different formats.

Below are some examples that are considered a statement of attainment and they cannot be issued until the student has supplied a USI that has been verified. They can include:

- A certificate;
- A building industry white card;
- When a student logs into their USI account it will link to the national data collection using the USI. The students USI account will then enable them to see their records and results completed.