



# UNIQUE STUDENT IDENTIFIER (USI) POLICY AND PROCEDURE

## Purpose

This Policy & Procedure describes the commitment of ACE to participate in the Student Identifier Scheme, which will enable the government to collect information about students' training and study activity, and their movements within the VET and Higher Education systems in Australia. Through this policy and procedure, ACE will facilitate seamless linkage of information about a student's VET achievements, regardless of where they studied, enable students to easily access secure digital transcripts of their achievements, and give students access to, and more control over, their educational information.

This policy and procedure is designed to ensure ACE complies with the 2022 Standard Skills First Contract - Skills First Program, VET Quality Framework, USI Registry requirements and the Standards for Registered Training Organisations (RTOs) 2015 which states:

*"Participate in the Student Identifier scheme." Clause 3.6*

## Scope

This policy and procedure applies to all students enrolled in ACE and relevant staff involved in the enrolment, student support processes and the issuance of their certification.

## Definitions

<b>AQF qualification</b>	means an AQF qualification type endorsed in a training package or accredited in a VET accredited course.
<b>Authenticated VET transcript</b>	a document prepared by the Student Identifier Registrar that sets out information: a. that relates to the VET undertaken by the individual; and b. that is prescribed by the regulations.
<b>AVETMISS</b>	Australian Vocational Education and Training Management Information Statistical Standard
<b>USI</b>	Unique Student Identifier; an identifier assigned to an individual by the Student Identifier Registrar. A USI is your individual education number for life. It also gives you an online record of your VET training undertaken in Australia. It is a reference number made up of ten numbers and letters. You'll need a USI if you are a: <ul style="list-style-type: none"><li>• new or continuing student undertaking nationally recognised training</li><li>• higher education student in a Commonwealth supported place or graduating in 2023 and beyond.</li></ul> Without one, you won't be able to receive your statement of attainment, qualification, or award. You also won't be eligible for higher education support, like HECS-HELP. For VET students, the USI gives you access to an online record of your nationally recognised training in the form of a VET transcript. This can be used when: <ul style="list-style-type: none"><li>• applying for a job</li><li>• seeking a credit transfer</li><li>• demonstrating pre-requisites when undertaking further training.</li></ul>
<b>VET</b>	Vocational Education and Training

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## Policy

### 1.0 General

- 1.1 ACE shall request students to provide a Unique Student Identifier (USI) upon enrolment.
- 1.1 ACE shall verify a student's Unique Student Identifier (USI) at the point of initial enrolment. USIs can be created and verified using the USI Organisation Portal for ACE at <https://portal.usi.gov.au/org/TermsAndConditions?ReturnUrl=%252forg%252f>
- 1.2 ACE shall only issue a qualification or statement of attainment to a student after:
  - 1.2.1 the student has provided a verified USI, or
  - 1.2.2 ACE has applied for a USI on behalf of the student
- 1.3 ACE shall report student information to the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) so that a student, who has provided a verified USI, will be able to access their records through the USI system.
- 1.4 ACE shall have sufficient security measures in place to protect USI related records, both digital and hard-copy, from loss, damage or unauthorised access. This may include:
  - 1.4.1 storing records in locked cabinets
  - 1.4.2 restricting access to data stored on networks
  - 1.4.3 requiring strong passwords on all network-connected computers
  - 1.4.4 other security measures.
- 1.5 ACE shall create back-up copies of records and store them securely.
- 1.6 ACE shall record all qualification or statement of attainment in the Student Identifier scheme to demonstrate the requirement to store all AQF certification documentation for 30 years.
- 1.7 For students who are exempt from being required a USI under the Student Identifier Act 2014 and the National VET Data Policy, ACE shall inform the students that their assessment results will not appear on their authenticated VET transcript or be available to them through the USI system. ACE shall ensure that these students can still access their records.

### 2.0 Protection from Misuse

- 2.1 ACE shall protect records of student identifiers from misuse.
- 2.2 ACE shall only collect, use and disclose a student's identifier with his or her consent, unless authorised by the Student Identifier Act 2014. Breaches related to this rule will be dealt with as interference of privacy under the Privacy Act 1988.
- 2.3 If ACE applies an identifier on behalf of the student, ACE shall destroy the personal information collected about the student for the purpose of applying for an identifier as soon as practicable after it is no longer needed for that purpose.
- 2.4 ACE shall give all or part of an authenticated VET transcript of a student who has a student identifier to the student or a registered training organisation, VET-related body or other entity subject to access controls set by the student.
- 2.5 An individual, organisation, body or other entity shall be subject to civil penalties under the Regulatory Powers Act for certain conduct relating to:
  - 2.5.1 applying for student identifiers; or
  - 2.5.2 altering an authenticated VET transcript or an extract from such a transcript; or
  - 2.5.3 making a document purporting to be an authenticated VET transcript or an extract from such a transcript.

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## Procedures

### 1.0 Providing a USI upon Enrolment

- 1.1 Students will be requested to provide a Unique Student Identifier upon enrolment.
  - 1.1.1 New students who do not have USI can create their USI at <https://www.usi.gov.au/students/get-a-usi>
  - 1.1.2 If the student will request ACE to create the USI on their behalf, they have to grant ACE permission to do so, and provide identification and the necessary information. Acceptable forms of identification are:
    - Australian passport
    - non-Australian passport (with Australian visa)
    - Australian birth certificate
    - Australian driver's licence
    - Medicare card
    - certificate of registration by descent
    - Centrelink concession cards
    - citizenship certificate
    - ImmiCard.
- 1.2 ACE will verify the USIs it will collect from the students upon enrolment to ensure that the correct USI is being used for the students.
- 1.3 If the student will request ACE to create the USI on their behalf, ACE will destroy the personal information collected about the student for the purpose of applying for an identifier as soon as practicable after it is no longer needed for that purpose.

### 2.0 VET Transcripts

- 2.1 ACE will access the USI Transcript Service with the permission of the students for purposes of enrolment and credit transfers.
- 2.2 ACE will access the USI Transcript Update Tool via the AVETMISS Validation Software (AVS), a file validation and data submission system designed to provide data or make corrections to the data provided to the national VET collections and submit USI transcript additions.
- 2.3 ACE shall include the following information in the VET Transcript:
  - 2.3.1 name of all units of competency in which the individual enrolled and the outcomes (for example, whether the competency was achieved or not)
  - 2.3.2 the date the training commenced and completed
  - 2.3.3 an indication of whether individuals paid for their own training, or received training that was subsidised by the government.

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## Legislative Context

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- Standards for RTOs 2015 Clause 3.6
- Student Identifier ACT 2014
- Privacy Act 1988

## Related Forms / Documentation

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- Enrolment Form

## Related Policies and Procedures

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This policy is to be read in conjunction with the following policies and procedures:

- Formalisation of Enrolment Policy and Procedure
- Issuance of AQF Qualification Policy and Procedure
- Privacy of Information Policy and Procedure

## Responsible Parties

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The CEO, Compliance Manager, relevant staff and students of ACE are responsible for the use and implementation of this policy.

## Version History

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Version	Date	Description of changes
3.0	25.02.2022	Updated document to add Version History section
2.0	01.05.2021	Currently released version

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