

Unique Student Identifier (USI) Policy (ADM102)

Compliance Focus

Student Identifiers Act 2014

Purpose:

The purpose of this document is to outline the policy of managing Unique Student Identifier (USI) numbers under the Student Identifier Scheme, in compliance with the Student Identifiers Act 2014.

Policy

It is the Policy of PTSAT:

- All students undertaking accredited training are provided with information on the USI and are made aware of the requirements for providing this prior to the training.
- USIs are only applied for on behalf of a student by PTSAT once written permission is received and suitable identification documents are supplied.
- All USIs provided to PTSAT by students are verified with the Registrar (www.usi.gov.au) prior to using or recording the number in any systems or databases.
- Any USI's which are not successfully verified by the Registrar are not used or recorded until the discrepancy is rectified with the student.
- No AQF Certification documentation are issued to students, unless a USI has been provided by the student and verified with the Registrar (except for cases where a USI exemption applies).
- USI's are not printed on any AQF Documentation, are treated as confidential and are stored in a secure location.
- Student USI and Identification documents are destroyed after use.
- 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.

PTSAT ensures this policy is met by:

- Providing students with information on the USI requirements prior to enrolment.
- Ensuring USI information and requirements information is available publicly on the PTSAT website, as well as in course information and Student Handbook.
- Students are provided with ongoing support and assistance if required.
- USI's are verified with the USI Registrar prior to the USI being accepted or recorded in any system.
- Students are notified immediately to rectify any USI's provided which are incorrect and were not able to be verified with the Registrar.
- USI information is recorded only in systems which are password protected and secure.
- Students who have requested PTSAT to apply for a USI on their behalf must sign and return a USI permission form, along with an accepted form of identification.
- Any student identification documents are securely destroyed immediately after the USI has been created.