

Unique Student Identifier (USI) Policy & Procedure

Purpose

As an education or training provider, Insight Academy is required to collect and report its students' Unique Student Identifier (USI) numbers. This applies to:

- new students
- pre-enrolled students
- continuing students
- school students completing nationally recognised training.

Thus, the purpose of this policy is to ensure that Insight Academy is committed to capture and record the Unique Student Identifiers (USIs) of all students and report the enrolment details as well as 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.

This policy also informs students of their obligation to provide Insight Academy with their USI.

Scope

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

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.

Complying with the Standard 3.6 of the SRTOs 2015 – Participate in the Student Identifier Scheme, Insight Academy will ensure that the requirements of the Student Identifier scheme are met, 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 receiving 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 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
- ensuring the security of Student Identifiers and all related documentation under its control, including information stored in its student management systems.

It is the students' responsibility to apply for and provide their USI details to Insight Academy at the time of enrolment or provide written permission to Insight Academy to create the USI on their behalf. Students may create one by visiting: <https://www.usi.gov.au/students>

In the event a student has difficulty with the application of the USI, Insight Academy will apply for a USI on behalf of the student, only if given permission by the student in writing along with a valid form of identification.

- i. Permission must be given by the student, prior to Insight Academy accessing the register and creating the USI.
- ii. 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.

Insight Academy is unable to issue a qualification or a statement of attainment unless a valid USI has been provided on file unless an exemption is in place as outlined in the Student Identifiers Act 2014. All USIs will be verified through the Student Management System (SMS).

If an exemption for USI does exist, Insight Academy 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.

Procedure

Complying with this policy, Insight Academy will ensure that processes are in place that:

- Appropriate and suitable mechanisms are in place for handling the Unique Student Identifiers (USIs) of students.
- Management and staff of Insight Academy 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.

Insight Academy will follow the following procedure:

1. Students are provided with information and requirements relating to a USI. They may access the same on the USI website. (<https://www.usi.gov.au/students>)
2. Students are obligated to read and agree to;
 - a. The USI Privacy and terms.
 - b. Provide Insight Academy with their USI; or
 - c. Request Insight Academy to check for an existing USI or to create a USI on their behalf.
3. In the event of USI being provided, Insight Academy will;
 - a. Enter the USI on their student management system (SMS) and verify;
 - b. If verification fails, the student is contacted to confirm details.
4. Personal information gathered as part of the USI identification process is recorded following the Records Management Policy.
5. Qualification/SOA is issued to the student only after the USI is verified on record.
6. Data is reported following the VET data collection and reporting requirements.
7. Information relating to the USI and it's requirements is maintained and updated on their website and is reported
8. Changes to this policy will occur at the time of:
 - a. review or
 - b. when required due to changes in the Student Identifier Act or
 - c. as directed by the regulator

If USI is created by Insight Academy

1. USI request form is signed and submitted to Insight Academy staff;
2. Required evidence supporting student identification is provided to Insight Academy staff along with supporting documents for the application;
3. The permission form is retained on the student file;
4. Insight Academy to follow the steps as indicated below;
 - Confirmation of ID (driver's license, Medicare card, passport, Immi card)
 - Have contact details ready (e.g. email address, or mobile number, or address)
 - 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>
 - Visit the USI website at www.usi.gov.au
 - Select 'Student Entry' and then select 'Create a USI' link and follow the steps.
 - Agree to the Terms and Conditions.
 - 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.
 - The student should then write down the USI and keep it somewhere handy and safe.

Management Action & Responsibility

Operations Manager in consultation with the Admissions Coordinator & Student Success Coordinator is responsible for managing this Policy and its implementation.

Any suggested revisions to the policy in future will be approved by the CEO.

