



## Unique Student Identifier (USI) Policy and Procedure

### Purpose & Scope

The purpose of this policy and procedure is to outline Institute of Intellect Blending's (IIB) approach to ensuring it only issues qualifications, statements of attainment and records of results to students whose Unique Student Identifier (USI) has been verified and have completed all requirements of the program they are enrolled in. It outlines information related to students, staff and education agents understand the requirements of USI created (either by students or on their behalf), collected, verified and stored, by IIB.

This policy and procedure is to assist IIB students, staff and education agents to ensure the management of the USI is effective, managed with accuracy, reliability, validity and in a timely manner.

It will also outline how their USI and enrolment records are maintained and submitted to NCVER- National Centre for Vocational Education Research (NCVER).

This policy ensures compliance with the Standards for Registered Training Organisations 2015, Clause3, Chapter5– Completion and the Student Identifiers Act 2014.

### Policy

#### Implementation of the USI process

1. IIB will ensure privacy arrangements surrounding personal information relating to the ID of the student will be secured and access limited to those staff who are required to record and use the USI for its' intended purpose.
2. Access to the Student Management System (RTOM) where the USI will be stored and verified will be limited to those staff who are required to use the system as part of their daily duties.
3. It is the responsibility of the student to apply for and provide to IIB their USI.
  - i. The USI must be provided to the IIB at the time of enrolment or before a qualification is issued.
4. In the event a student has difficulty with the application of the USI, IIB will apply for a USI on behalf of the student, only if given permission by the student in writing.
  - i. Permission must be given by the student, prior to IIB accessing the register and creating the USI.
  - ii. The evidence gathered as proof of ID for the purpose of creating a USI will be securely held in accordance with the record control procedure until it is no longer needed.
  - iii. Evidence gathered and used solely for the purpose for issuing of the USI will be destroyed using secure methods as soon as practicable after the application is made or it is no longer needed for that purpose.
5. IIB will not provide a Certificate of Qualification or a Statement of Attainment to any student who does not have a verified USI recorded against their name, unless an exemption is in place as outlined in the Student Identifiers Act 2014.
6. If an exemption for USI does exist, IIB 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 USI Registrar.

7. Information relating to the USI and its' requirements will be maintained and updated on the website of IIB.
8. IIB will ensure that current and past students are able to access records of their achievements. All students who hold a verified USI, and whose results have been reported into the USI system, will be able to access their records through the USI system. If a student's achievements have not been recorded through the USI system, IIB has a process in place to ensure that the student can access their records in another way by applying directly to IIB through a request.

### **International students in Australia**

1. International students, with an Australian Visa, studying in Australia will require a USI.
2. IIB and its partners will ensure students are advised of this requirement and will assist students with this process.
3. Passports are the recommended form of ID required to create a USI for this cohort, as the Visa is linked.

### **International students studying offshore**

1. An international student studying offshore who does not have an Australian passport, Australian entry visa or other Australian proof of ID required to create a USI, will not be required to create a USI.
2. A VET qualification or statement of attainment will be issued to international students studying overseas in accordance with the Qualification Issuance Policy.
3. IIB will ensure it reports AVETMISS compliant data for offshore international students in accordance with the Data Provision Requirements in the VET Quality Framework.

## **Procedure**

### **Pre-enrolment**

<b>Procedure</b>	<b>Responsibility</b>
<ul style="list-style-type: none"><li>• IIB's Admissions Officer will inform student regarding the need to create USI through its Entry Requirement Policy and Procedure available on IIB website, and through its education agents, and any pre-enrolment information communicated to the student directly or indirectly.</li><li>• IIB's Admissions Officer will inform student to access USI website (<a href="http://www.usi.gov.au">www.usi.gov.au</a>) on how to apply and why it is required by IIB.</li></ul>	Admissions Officer



## Orientation or Commencement

Procedure	Responsibility
<p><b>USI is created/provided by student</b></p> <ul style="list-style-type: none"> <li>IIB’s Student Services Officer will ensure student provides their USI on Orientation or Commencement through use of their <i>Registration Form</i>.</li> <li>IIB’s Student Services Officer will enter the USI in the student management system (RTOM) and the enrolment will not be considered completed until the USI is verified.</li> </ul>	<p>Student Services Officer</p>
<p><b>USI is created by IIB</b></p> <ul style="list-style-type: none"> <li>If the student is unable to provide the USI, IIB’s Student Services Officer will help and guide student to apply on USI website (<a href="http://www.usi.gov.au">www.usi.gov.au</a>) and submit it once it is obtained</li> <li>USI Permission form is signed and submitted to IIB staff or partnering organisation with the required application fee (refer to schedule of fees)</li> <li>Required evidence supporting student identification is provided to IIB staff</li> <li>IIB to follow the steps as indicated below:               <ol style="list-style-type: none"> <li>Confirmation of ID (driver’s license, Medicare card, passport, Immi card)</li> <li>Have contact details ready (e.g., email address, or mobile number, or address).</li> <li>Check if a USI already exists for the student - <a href="https://www.usi.gov.au/trainingorganisations/using-usi-registry-system/existing-usi-search-locate-usi">https://www.usi.gov.au/trainingorganisations/using-usi-registry-system/existing-usi-search-locate-usi</a></li> <li>Visit the USI website at: <a href="http://www.usi.gov.au">www.usi.gov.au</a></li> <li>Select ‘Student Entry’ and then Select ‘Create a USI’ link and follow the steps.</li> <li>Agree to the Terms and Conditions.</li> <li>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.</li> <li>The student should then write down the USI and keep it somewhere handy and safe.</li> </ol> </li> <li>IIB’s Student Services Officer will enter the USI in the student management system (RTOM) and the enrolment will not be considered completed until the USI is verified.</li> </ul>	<p>Student Services Officer</p>
<ul style="list-style-type: none"> <li>All USIs will be verified at enrolment.</li> </ul>	<p>Student Services Officer</p>



## Issuing Qualifications and Records of Results

Procedure	Responsibility
<p><b>Check eligibility</b></p> <ul style="list-style-type: none"> <li>Once a student has completed all the units or modules in a qualification, they are eligible to have their qualification issued. Students who have completed a qualification and have paid all fees will have their qualification issued within <b>30</b> calendar days of completing the requirements of the qualification.</li> <li>The student must have a valid USI at the time of certification which must be verified by IIB before issuance.</li> <li>Where a student has completed the requirements of a qualification, but have not paid all their fees, IIB will follow up with the student. In this case, the qualification will be issued after receiving the final payment.</li> <li>A certificate will be accompanied by a record of results</li> </ul>	<p>Academic Manager</p> <p>Student Services Officer</p> <p>Finance Manager</p>
<p><b>Award the qualification</b></p> <ul style="list-style-type: none"> <li>Record the award of the qualification on the RTOM.</li> <li>The date of award will be the date on which the award is generated/issued.</li> </ul>	<p>Student Services Officer</p>
<p><b>Print qualification, statement of attainment and record of results</b></p> <ul style="list-style-type: none"> <li>Use the approved template to print the certificate.</li> <li>Use the approved template to print the record of results.</li> <li>Ensure the certificate and record of results are signed by either the CEO or Director.</li> <li>Ensure the details printed on the certificate and record of results are accurate.</li> <li>Have the authorised person sign the certificate.</li> <li>Keep a copy of the certificate and record of results on the student's file.</li> <li>IIB will destroy any personal information which is collected solely for the purpose of applying for a USI on behalf of a student once the USI is issued to the student as per the Student Identifiers Registrar's Privacy Policy on <a href="http://www.usi.gov.au">www.usi.gov.au</a>.</li> </ul>	<p>CEO</p> <p>Student Services Officer</p>

## Issuing Statements of Attainment

Procedure	Responsibility
<p><b>Check eligibility</b></p> <ul style="list-style-type: none"> <li>A student who has partially completed a qualification, or has completed a single unit, skill set or some VET Accredited Courses that commence with the words 'Course in...', will be issued with a</li> </ul>	<p>Academic Manager</p> <p>Student Services Officer</p> <p>Finance Manager</p>



<p>Statement of Attainment. This includes a student who withdraws from a Course and has completed some units or modules.</p> <ul style="list-style-type: none"><li>• A statement of attainment should only be issued if all fees due have been paid.</li><li>• The student must have a valid USI at the time of certification which must be verified by IIB before issuance.</li><li>• Where a student has completed the requirements of a statement of attainment but have not paid all their fees, IIB will follow up with the student. In this case, the statement of attainment will be issued after receiving the final payment.</li></ul>	
<p><b>Record the statement of attainment</b></p> <ul style="list-style-type: none"><li>• A record of the issue of the statement of attainment will be entered into the RTOM as well as a physical copy in the student file.</li></ul>	Student Services Officer
<p><b>Print Statement of Attainment</b></p> <ul style="list-style-type: none"><li>• Use the approved template to print the Statement of Attainment.</li><li>• Ensure the details printed on the Statement of Attainment are accurate. IIB's student management system will record the date of issue.</li><li>• Ensure the document is signed by either the CEO or Director.</li><li>• Keep a copy of the document in the student file.</li><li>• IIB will destroy any personal information which is collected solely for the purpose of applying for a USI on behalf of a student once the USI is issued to the student as per the Student Identifiers Registrar's Privacy Policy on <a href="http://www.usi.gov.au">www.usi.gov.au</a>.</li></ul>	CEO Student Services Officer

## Related Documents

- Student Enrolments & Admissions Policy and Procedures
- Assessment Policy
- Student Fees, Charges and Refunds Policy and Procedure
- Issuance of Certificate Policy and Procedure
- Skills Recognition Policy and Procedure

## Related Standard

### Standards for Registered Training Organisations 2015,

Under Standard 3.6 – Participate in the Student Identifier Scheme, IIB is required to ensure that:

The RTO 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 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; and
- d) ensuring the security of Student Identifiers and all related documentation under its control, including information stored in its student management systems.

**Privacy Policy and Procedure Student Identifiers Registrar’s Privacy Policy:**

[www.usi.gov.au/Pages/privacy-policy.aspx](http://www.usi.gov.au/Pages/privacy-policy.aspx)