AUSTRALIAN COLLEGE
EXPANDING YOUR HORIZONS

RTO ID: 91110
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Visit: www.australiancollege.edu.au

Unique Student Identifier (USI) Policy and Procedure

Scope

This policy applies to all staff and students of Australian College to ensure the Unique Student Identifier (USI) is collected and stored in a safe manner, ensuring students privacy at all times.

Purpose

The scope of this policy is to ensure the Privacy Act and Student Identifiers Act 2014 obligations and responsibilities, and that government funded or subsidised training contract requirements for the data provision of student USI's are met.
It also informs students of their obligation to provide Australian College with their USI. Staff are informed of the importance of collecting the USI and protecting the privacy of the student and their USI in the process.

Policy Statement

Australian College will implement the national requirements for the Unique Student (USI) and will adhere to all legislative requirements under the USI Student Identifiers Act 2014 and Standards for NVR Registered Training Organisations 2025 and any amendments; this includes all Privacy requirements.

Policy

All students studying nationally accredited training in Australia from 1st January 2015, are required to have a Unique Student Identifier (USI). A USI is a reference number made up of numbers and letters. The USI will allow students online access to their training records and results (transcript) through their online USI account.
In respect of certificates relating to nationally recognised training being issued by Australian College, the following rules apply:

- Australian College ***must not*** include the Student's USI on either the qualification or statement of attainment. This requirement is specified within the *Student Identifiers Act 2014*.

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- Any USI provided to Australian College by a student ***must be verified*** with the USI Registrar. This may be achieved by inserting the USI into the student details within RTO Data and changing the USI status to "Verify". RTO Data will verify any records with the USI Registrar with this status every 30 seconds. Once verified the status will have changed to "Valid". If the status does not change to valid then one of the following student details in incorrect:
    - First name
    - Last name
    - Date of Birth
    - The Unique Student Identifier

These are the only data elements used to verify a USI so if it does not verify then one of these elements is incorrect. A common error is the abbreviation of the student's name. The student may have registered their USI with the first name of "Benjamin" but has completed the enrolment application form with the first name of "Ben". The first name provided by the student must align with the name they provided when they registered their USI.

Student Identifier details and all related documentation under the control of Australian College ***must be kept secure***. This includes the information stored within the Student Management System user profiles and password protections are to be used in order to prevent any unauthorised access to USI information.

Further information on the Unique Student Identifier can be accessed via: https://www.usi.gov.au/

Procedure

- All students will be required to provide their USI at the time they enrol in a nationally accredited course delivered by Australian College;
- Student consent is obtained in the Enrolment Application (or subsequently) to provide personal information to the Student Identifier Registrar (via the USI website) and the National Centre for Vocational Education Research (NCVER) and the relevant state, territory or commonwealth Department of Education (or equivalent) (via data lodgement of student details and results);
- All USI's will be verified at the time students enrol to study a course with Australian College;
- It is expected most students will be able to manage their own USI through the USI website. Australian College will not apply for a USI on a student's behalf;
- The USI must have been verified before issuing a qualification;

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- The privacy of USI will be protected within all administrative tasks;
- Students will be informed as to when their new qualifications will appear on their USI record;
- A staff member will be designated to administer the USI system;
- Staff will be trained in all aspects of USI administration and access and all computer security checked to ensure all unauthorised access is blocked;
- Information regarding obtaining a USI will be published on the Australian College website and in the Student Handbook.

Responsibility

It is the responsibility of students enrolling in accredited training to provide their USI at the time they enrol into nationally accredited courses.
It is the responsibility of Australian College to conduct the USI verification process.

Related Policies and Forms

- Enrolment Policy and Procedure
- Privacy Policy and Procedure
- Enrolment Process Checklist
- Third Party Verification Form/Consent Form to Verify USI

Relevant Legislation and Guidelines

- Standards for Registered Training Organisations 2025
- Student Identifiers Act 2014
- USI Privacy Notice for Students (https://www.usi.gov.au/about-us/privacy/privacy-notice-students)
- Privacy Act 1988

Review

This policy and procedure will be reviewed annually or amended following continuous improvement strategies implemented by the Australian College.

Version Control and Responsible Officers

Responsible Officer:	Quality and Compliance Manager
Approved by:	Chief Executive Officer
Next review scheduled:	June 2026

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Approved and commenced:		June 2025
Version	**Authored/Reviewed by**	**Brief Description of Changes**
V2.0	Quality and Compliance Manager	New policy. (March 2023)
V2.1	Quality and Compliance Manager	Reviewed and updated as part of the Transition to new Standards for RTOs 2025 and annual review. (June 2025)