UNIQUE STUDENT IDENTIFIER (USI) POLICY

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1   PURPOSE

The purpose of this policy and procedure is to ensure that Yarrawonga Mulwala Community & Learning Centre meets the requirements of the Student Identifier Act 2014 and the VET Regulator.

This Policy and Procedure supports the following Standards for Registered Training Organisations 2015:

- Standard 3.6

2   POLICY

YMCLC will meet the requirements of the Student Identifier Act 2014 by collecting and validating USI data.

YMCLC will meet the USI requirements by

- Providing USI information prior to and on enrolment
- Aiding with creating and validating USI on enrolment,
- Validating the participant's USI via our Student Management System (PowerPro), and
- Not issuing Australian Qualifications Framework (AQF) certification without a validated USI
- Ensuring the privacy of USI is protected within all administrative tasks

Information regarding how to obtain a USI is published on the YMCLC website and in the Student Handbook.

3   PROCEDURE

- All students undertaking an accredited Qualification or Unit of Competency are provided with information on the USI and are made aware of the requirements for providing and applying for a USI prior to the commencement of training.
- It is expected that most students will be able to manage their own USI through the USI website, however where a student is unable to obtain their own USI the Training Manager/Training Assistant will assist in the process during their pre-training review.
- YMCLC will not apply for a USI on a student's behalf.
- Students will be provided with the USI privacy notice during their pre-training review. This can be found at https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf
- All USIs provided to YMCLC by students are verified within the Student Management System (PowerPro) upon enrolment.
- Any USIs which are not successfully verified in the Student Management System (PowerPro) shall be rectified with the student.
- No AQF Certification documentation is 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).
- To ensure the privacy of USI:
    - Enrolment forms containing USI's will be stored in a locked filing cabinet, and

- o The Student Management System (PowerPro) is password protected and only accessible by authorised staff.
- 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.

4   APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Executive Officer
Advisory Committee to Approval Authority	Committee of Management
Administrator	Training Manager
Next Review Date	November 2022

Approval and Amendment History	Details
Original Approval Authority and Date	
Amendment Authority and Date	
Notes	This is the original version of this policy.