

POLICY No: 48

PURPOSE

The purpose of this policy and procedure is to ensure Yarrowonga Mulwala Community & Learning Centre (YMCLC) RTO 21765 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

POLICY:

YMCLC will meet the requirements of the Student Identifier Act 2014 by collecting and validating USI data. As of 1 January 2023, all tertiary students studying in Australia or with an Australian provider must have a USI.

Domestic and international students studying in Australia may apply for an exemption, however they must understand the consequences if they do not have a USI.

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
- Ensuring students understand the consequences of not having a USI.

Information regarding how to obtain a USI is published on the YMCLC website and in the Student Handbook. It is also provided to students during their pre-enrolment review.

PROCEDURE:

1. 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, and the consequences of not having a USI.
2. 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.
3. YMCLC will not apply for a USI on a student's behalf.
4. 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>
5. All USIs provided to YMCLC by students are verified within the Student Management System (PowerPro) upon enrolment.

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6. Any USIs which are not successfully verified in the Student Management System (PowerPro) shall be rectified with the student.
7. 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).
8. To ensure the privacy of USI:
 - a. Enrolment forms containing USI's will be stored in a locked filing cabinet, and
 - b. The Student Management System is password protected and only accessible by authorised staff.
9. 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.
10. Students are to be informed of the consequences of not having a USI prior to enrolment, as follows:
 - a. They will not be eligible for financial assistance under the VET Student Loans Act 2016
 - b. They will not be eligible to obtain an authenticated USI VET transcript (or an extract) of their training
 - c. If they choose to get a USI in the future, their authenticated VET transcript will not include training undertaken while their exemption was in place
 - d. They will not be eligible to be a Commonwealth supported student, or for HECS-HELP assistance or FEE-HELP assistance
 - e. They will not be eligible for OS-HELP assistance
 - f. They will not be eligible for SA-HELP assistance in relation to student services and amenities fees

APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Executive Officer
Advisory Committee to Approval Authority	Board of Management
Administrator	Training Manager
Next Review Date	November 2024

Approval and Amendment History	Details
Original Approval Authority and Date	Board of Management – 11 th April 2023 Original Policy created 1.11.2021 – never reviewed/approval by BOM
Amendment Authority and Date	21.12.2022 – updated to include the consequences of not having a USI – V1.1
Notes	

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UNIQUE STUDENT IDENTIFIER (USI)



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Community & Learning Centre

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