

National Unique Student Identifier Statement

Purpose

This statement is in place to ensure all staff and stakeholders are aware of the RTO's obligation under the Standards for Registered Training Organisations 2015 in relation to the implementation of a National Unique Student Identifier as of 1 January 2015.

The Unique Student Identifier (USI) scheme, enabled by the *Student Identifiers Act 2014*, allows students to access a single online record of their VET achievements. The scheme also allows for reliable confirmation of these achievements by employers and other RTOs.

National Unique Student Identifier Requirements

The RTO is aware of its requirements to have in place as of the 1 January 2015 the updated AVETMISS Standard 7.0, the new system to coincide with new VET data collection and reporting requirements.

Procedure

- The RTO will require every enrolling student to provide their USI. This will be recorded within the Student Management System.
- The CEO, or their delegate, will verify the USI.
- The RTO will not issue AQF certification documentation to an individual without being in receipt of a verified Student Identifier for that individual.

Related Standard: Clause 3.6

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
- d) 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.