

UNIQUE STUDENT IDENTIFIER (USI) POLICY

The purpose of this document is to outline the policy of managing Unique Student Identifiers under the Student Identifier Scheme, in compliance with the Student Identifiers Act 2014 and the Standards for Registered Training Organisations (RTO'S) 2015.

POLICY

It is the Policy of the Construction Industry Training Centre Inc (CITC) to ensure that:

- All students undertaking an accredited Qualification, Course or Unit of Competency are provided information on the Unique Student Identifier (USI) are made aware of the requirements for providing and applying for a USI prior to and during the training
- USI's are only applied for on behalf of a student by the RTO once written permission is received and suitable identification documents are supplied
- All USI's provided to the CITC by students are verified with the Registrar (www.usi.gov.au) via our Student Management System (aXcelerate)
- Any USI's which are not successfully verified by the Registrar are not used or recorded until the discrepancy is rectified with the student
- No AQF certification documentation (including cards and licences) are issued to students, unless a USI has been provided by the student and verified with the Registrar (with the exception of cases where a USI exemption applies)
- USI's are not printed on any AQF Documentation, are treated as confidential and are stored in a secure location
- Student USI's and identification documents are stored securely and / or destroyed after use at all times
- 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

The CITC ensures that the above policies are met by:

- Ensuring USI information and requirements information is available publicly on the CITC's website, as well as in our Student Information Brochure
- Providing students with information on the USI requirements prior to enrolment
- Providing students with an option of applying for themselves at www.usi.gov.au
- USI's are verified with the USI Registrar via our Student Management System (aXcelerate) prior to the USI being accepted or recorded in any systems/files
- Students are notified immediately to rectify any USI's provided which are incorrect and were not able to be verified with the Registrar
- USI information is recorded only in systems which are password protected and secure
- Students who have requested the CITC to apply for a USI on their behalf must sign and return a USI permission form, along with an accepted form of identification
- Any student identification documents are securely destroyed immediately after the USI has been created
- The USI has been provided and verified with the Registrar via the Student Management System (aXcelerate) prior to issuing Qualifications and Statements of Attainment for each student
- Student Management System (aXcelerate) displays an error/warning if a USI is missing from the student card file and no AQF certification can be issued