Unique Student Identifier (USI) Policy and Privacy Statement	
Relevant Standards SRTO 2015: 3.6	**Linked Documents** USI Consent Form Student Handbook Student Agreement Privacy Policy

1. Purpose

This policy and procedure is to assist PI students, Partners and staff ensure the management of the Unique Student Identifier (USI) is effective, managed with accuracy, reliability, validity and in a timely manner; and meets the requirements of relevant standards and privacy requirements.

2. Scope

Students undertaking nationally recognised training delivered by a registered training organisation now need to have a Unique Student identifier (USI).

This policy applies to all the current and prospective clients of the RTO.

3. Definitions

USI: Unique Student Identifier

4. Legislative Context

The RTO acknowledges its obligation under various federal and state government acts and regulations including the below and any subsequent versions:

- National Vocational Education and Training Regulator Act 2011 (Commonwealth)
- The Standards for Registered Training Organisations
- Privacy Act 1988 (Commonwealth)

5. Policy

5.1 PI shall ensure that all the students applying to enrol into RTOs program/courses/units of competency either provide a valid USI or consent to PI applying for and verifying USI on their behalf. Consent is provided on the RTO Enrolment Form.

5.2 PI shall ensure that the USI privacy statement containing the nature of personal information, and disclosure, is available to all enrolling/prospective students.

5.3 PI shall ensure privacy arrangements surrounding personal information relating to the ID of students, including verification and storage of information, will be secured and access limited to those staff who are required to record and use the USI for its' intended purpose.

5.4 In the event a student has difficulty with the application of the USI, PI may apply for a USI on behalf of the student, only if given permission by the student in writing. Permission must be obtained from the students, prior to PI accessing the register and creating the USI.

5.5 The evidence/information gathered as proof of ID for the purpose of creating a USI will be securely held and managed in accordance with RTO's records management policy and procedure until it is no longer needed.

5.6 PI shall not provide a testamur or a Statement of Attainment to any student who does not have a verified USI recorded against their name, unless an exemption is in place as outlined in the Student Identifiers Act 2014

5.7 If an exemption for USI does exist, PI 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 prepared by the USI Registrar.

5.8 PI will ensure the USI is reported in accordance with the VET data collection and reporting requirements.

6. Procedure

6.1 Students are provided with USI information, read, understand the privacy notifications and agree to:

1. Providing PI with their USI, or if required;
2. PI creating a USI on their behalf

6.2 USI is provided to PI;

1. PI is advised of the USI
2. USI is entered into Student Management System and verified
3. If verification does not succeed, student is contacted to confirm details
4. When correct USI is received, SMS is updated and verified
5. Student records and maintained on student file
6. Personal information gathered as part of the USI identification process is managed in accordance with the RTO policies and procedures

6.3 USI is created by PI

1. USI Consent is provide on Enrolment Form is signed and submitted to PI
2. Required evidence supporting student identification is provided to PI staff
3   General Manager and staff with delegated authority accesses and enters personal information into USI Register, creating USI number Notification is received of successful generation
3. Student is notified of successful USI generation by the USI office (automatically occurs)
4. USI is entered into Student Management system and verified
5. If verification does not succeed, student is contacted to confirm details
6. When correct USI is received, records are updated and verified
7. Personal information gathered as part of the USI identification process is managed in accordance with the RTO policies and procedures

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7. Responsibility

The Student Administrative Officer is responsible for checking and ensuring that all the applications include a USI. Where USI is not provided, to communicate with the student and advise the requirements in accordance with this policy.

The General Manager or an officer delegated by the General Manager is responsible for accessing and applying for USI when student consent has been obtained.

The General Manager is responsible for effective implementation and management of this policy and procedure.

The CEO has overall responsibility for the implementation and review of this policy and procedure.

Any complaints or breaches in relation to this policy should be reported to the Chief Executive Officer in person or by email to: ceo@peopleimprovers.com