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| POLICY NAME | USI Policy | | | POLICY NO. | 2024.22 |
| EFFECTIVE DATE | | DATE OF LAST REVISION | | VERSION NO. | |
| | | | | | |
| ADMINISTRATOR RESPONSIBLE | Sarah Burnett | | CONTACT INFORMATION | admin@aota.com.au | |
| APPLIES TO Apply group names to define applicable areas of staff. | | | | | |
| GROUP 1 | Trainers and Assessors | GROUP 2 | Administration Staff | GROUP 3 | Directors and Managers |
| GROUP 4 | Students | GROUP 5 | Organisations | GROUP 6 | |

| VERSION HISTORY | | | | |
|-----------------|---------------|---------------|-----------------------|---------------|
| VERSION | APPROVED BY | REVISION DATE | DESCRIPTION OF CHANGE | AUTHOR |
| 1 | Sarah Burnett | | Initial publication | Sarah Burnett |
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APPROVAL AND REVIEW

ADDITIONAL NOTES

SCOPE

This policy applies to all VET student enrolments (new enrolments, pre-enrolled and continuing students) in nationally recognised training, except those students who are deemed to be exempt. Exemption categories are:

- An individual who has completed all the requirements for the VET qualification or VET statement of attainment before 1 January 2015.
- Students who demonstrate a genuine personal objection to being assigned a USI.

This exemption can only be granted by the Student Identifiers Registrar as it applies under the Student Identifiers Act 2014.

POLICY STATEMENT

AOTA will seek to ensure compliance with Clause 3.6 – Participate in the Student Identifier Scheme of the Standards for Registered Training Organisations (RTOs) 2015 by making sure it effectively and accurately manages the Unique Student Identifier (USI) in line with the legislative conditions and privacy requirements.

POLICY DETAILS

From 1 January 2015, as training provider, AOTA is required to collect and report a students' Unique Student Identifier (USI) number.

This applies to:

- New students
- Pre-enrolled students
- Continuing students
- School students completing nationally recognised training.

As an authorised third party in creating a USI on behalf of a student, AOTA is required by law to destroy the personal information it has collected from a student to create a USI on its behalf, as soon as possible after making the USI application.

The Unique Student Identifier (USI) is a ten-digit, government issued student number, required for all students in nationally recognised VET training from 2015. This number links to an online account to provide each student with a single record of all their nationally recognised VET training.

A student must give written permission to AOTA to:

- Create a USI on its behalf
- Search for their USI
- View and/or update details on their USI account
- Disclose their USI to another provider
- View their VET transcript.

Providers do not need a student's permission to verify that their USI is correct. Doing so is a requirement under the Student Identifiers Act 2014.

A student's privacy is protected under the Student Identifiers Act 2014 and the Privacy Act 1988. Training organisations are required to give the student a privacy notice explaining how their personal information will be used.

Students can choose to allow a Registered Training Organisation (RTO) to view their full VET transcript through the USI Organisation Portal. Students can also download their full transcript, or an extract of their transcript, and provide it via email or a hard copy.

Students can permit an education or training provider to view and/or update their details directly through the USI Registry System. This means the provider can:

- View the student's personal information such as their contact details
- Update the student's personal information such as their contact details
- View the student's full VET transcript (applicable for Registered Training Organisations only).

AOTA will ensure:

Prospective students are provided with information about the USI prior to enrolment.

Information provided to prospective students includes:

- The requirement to obtain a USI prior to enrolment by visiting <https://www.usi.gov.au> (except where a USI has already been obtained by the student at a previous enrolment at AOTA or elsewhere).
- The importance of ensuring that the personal details provided in the process of obtaining a USI must be identical to those provided to AOTA at enrolment (i.e. exact name, date and place of birth, gender, contact details, identification documents etc.).
- The need to provide their USI as part of the application process and or on before issuance of AQF certification documentation.

Students who express a genuine personal objection to being assigned a USI will be advised to apply to the Student Identifiers Registrar for an exemption.

Students with a valid exemption from the USI requirement will be informed that they will not be able to access records or results of their training through the Commonwealth register and will not appear on any authenticated VET transcript prepared by the USI Registrar.

Students who complete an application without a USI will be supported to access the website to obtain their USI as part of the application process.

If a student has difficulty with the application of the USI, they may request that a AOTA staff member apply for and create a USI on their behalf. In this case:

- Written permission will be sought and must be provided by the student, prior to AOTA accessing the register and creating the USI.
- Before applying for and creating a USI on behalf of a student, AOTA will provide the student with a USI Privacy Notice explaining how their personal information will be used.
- Evidence gathered as proof of ID (e.g. Australian passport, non-Australian passport (with Australian visa), Australian birth certificate, Australian driver's licence, Medicare card, Centrelink concession cards, citizenship certificate, ImmiCard) for the purpose of creating a USI will be securely held until it is no longer required.

Any personal information provided by the student used for the sole purpose of creating or verifying a USI will be kept confidential and destroyed using secure methods after the process of obtaining or verifying the USI is complete.

If verifying existing USI information, the student will be required to log into their own USI account to set permission for AOTA to access their information.

The information provided by the student is recorded in the student management system (SMS) and verified on the USI Registry:

- where the USI is verified, no further action will be taken. ii. where the USI is missing or is not able to be verified, the student will be followed up by a staff member.

Notify students who are non-exempt and don't have a valid USI recorded that their enrolment may be withdrawn and that they will not be issued any AQF certification documentation until the necessary information has been provided.

Provide a student who does not have a USI in place a USI Privacy Notice explaining how their personal information will be used.

Not provide AQF certification documentation to non-exempt students who have not provided a valid USI as outlined in the Student Identifiers Act 2014.

Prior to issuing AQF certification check that the student has a valid USI before processing the request. m. Not include the students USI on any reports, including enrolment, AQF certification documentation or transcripts of results etc.

Handle student personal information in accordance with the requirements of the Privacy Act 1988 and Student Identifiers Act 2014.

Access to the SMS where the USI is stored and verified will be limited to those staff who are required to use the system as part of their daily duties.

AOTA will not:

- Create a USI without the student's permission.
- Activate a student USI account by setting a password and check questions.
- Find, view or update a USI without the student's permission.
- Ask students to disclose their USI account password and check questions.

When applying for a USI on behalf of a student – privacy requirements – AOTA asserts that:

- It will provide the student with a privacy notice.
- The student understands and consents to the privacy notice.
- It has advised the student that if they do not provide all the information requested, or if it is inaccurate, it may affect the Student Identifiers Registrar's ability to provide them with a USI. In accordance with section 11 of the Student Identifiers Act 2014, AOTA maintains that it will securely destroy personal information which it collects from students solely for the purpose of applying for a USI on their behalf as soon as practicable after having made the application or the information is no longer needed for that purpose, unless legally required to retain it.

TERMS AND DEFINITIONS

| TERM | DEFINITION |
|---|---|
| AQF Certification Documentation | Is the set of official documents that confirms that an AQF qualification of statement of attainment has been issued to an individual. |
| Authenticated VET Transcript | Has the meaning given in the Student Identifiers Act 2014. |
| Privacy Act 1998 (Privacy Act) | Australian legislation protecting the handling of personal information about individuals. This includes the collection, use, storage and disclosure of and individuals personal information. |
| Standards for Registered Training Organisations (RTOs) 2015 | Ensure that training delivered by RTOs meets industry requirements (as set out in training packages and accredited courses) and has integrity for employment and further study, and that RTOs operate ethically and consider the needs of both learners and industry. |
| Statement of Attainment | Means a statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement. |
| Student Identifier | Has the meaning given in the Student Identifiers Act 2014. |
| Student Identifiers Act | Prevents anyone other than the USI account owner from collecting, using or disclosing USI information without consent unless permitted by the Act. |
| USI Privacy Notice | Education or training providers applying for a USI on behalf of an individual must give them a privacy notice explaining how their personal information will be used. |
| Unique Student Identifier (USI) | Is a person's education number for life. It provides an online record of a person's vocational education and training (VET) undertaken in Australia. If a person is at university, TAFE or doing other nationally recognised training, they need a USI. |

Policy Updates

This Policy may change from time to time and is available on our website.

EXCEPTIONS

Describe exceptions here.

RELATED POLICIES AND OTHER REFERENCES

Standards for RTO's 2015 <https://www.asqa.gov.au/rto/users-guide-standards-rto-2015>

ROLES AND RESPONSIBILITIES

List the job titles and business offices directly responsible for the policy.

| ROLE | RESPONSIBILITY |
|------------------------|-------------------------------------|
| CEO | Authoring and updating |
| CFO | Publishing on the internet |
| Administration Manager | Ensuring all personnel are informed |
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CONTACTS

List contacts in the table.

| SUBJECT | CONTACT | PHONE | EMAIL |
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