



**AUSTRALIAN
TRADE
SKILLS**

UNIQUE STUDENT IDENTIFIER POLICY

Standards for RTOs 2015 and ESOS Act

CONTENTS

UNIQUE STUDENT IDENTIFIER POLICY 1

STUDENT IDENTIFIER POLICY STATEMENT 3

KEY POLICY POINTS ON THE USI: 3

USI REQUIRED 3

PRIVACY CONSENT 3

STUDENT IDENTIFIERS REGISTRAR’S PRIVACY POLICY 3

STUDENTS TO OBTAIN A USI 3

DOCUMENTS NEEDED FOR USI CREATION 4

RETENTION OF DOCUMENTS 4

HELP TO OBTAIN A USI..... 4

YOUR CONSENT TO THE COLLEGE OBTAINING AND VERIFYING USI DETAILS 4

RELEVANT LAWS AND REGULATIONS 6

STUDENT IDENTIFIER POLICY STATEMENT

The College through the application of its Unique Student Identifier Policy will:

- Ensure that the Privacy Act and Student Identifiers Act obligations and responsibilities are met
- Advise students how to obtain their USI.
- Meet government funded or subsidised training contract requirements for the data provision of student USIs
- Implement appropriate procedures to obtain privacy consents, to secure the USI and to manage documents provided by students.

KEY POLICY POINTS ON THE USI:

USI REQUIRED

Students are advised in the Enrolment Terms and Conditions that they are required to provide the College with their USI and to allow College access to their USI records including contact details, and to be able to verify a USI.

This requirement is to meet national data reporting requirements and for government funded or subsidised program eligibility confirmation, and other matters in accordance with the Authorisation in the Student Identifiers Regulation 2014.

PRIVACY CONSENT

Student consent is obtained in the Enrolment Application (or subsequently) to provide personal information to the Student Identifier Registrar (via the USI website) and the National Centre for Vocational Education Research (NCVER) and the relevant state, territory or commonwealth Department of Education (or equivalent) (via data lodgement of student details and results).

STUDENT IDENTIFIERS REGISTRAR'S PRIVACY POLICY

The Student Identifiers Registrar's Privacy Policy is available at <http://www.usi.gov.au/Pages/privacy-policy.aspx>

It contains information about how the individual may:

- access and seek correction of the personal information held about them; and
- complain about a breach of privacy and how such complaints will be dealt with.

STUDENTS TO OBTAIN A USI

Students are asked to go to the USI website <http://www.usi.gov.au/> and create a USI.

Once the USI is created or if students already have a USI they are to

- allow access to the College to view your USI account.

Under some funded or subsidised training courses you will also be required to allow access to the relevant state Department of Education.

DOCUMENTS NEEDED FOR USI CREATION

One of the following forms of ID is required. Important: The details you enter MUST match the details shown on your form of ID.

- Driver's Licence
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport) for international students
- Birth Certificate (Australian) *please note a Birth Certificate extract is not sufficient
- Certificate Of Registration By Descent
- Citizenship Certificate
- ImmiCard

If the USI Document Verification Service sends you a message saying it cannot verify your document:

- you will need to check that the name you have entered in your USI form is the same as the one on your form of ID or
- you can try again using another document.

If you do not have one of the required forms of ID you must contact the College. The College will ascertain what types of ID you have and contact the Student Identifier Registrar to get permission to use them.

RETENTION OF DOCUMENTS

The College will retain copies of ID documents that it requests as these ID documents are not solely obtained for USI purposes.

Any documents obtained solely for USI purposes will be securely destroyed after use.

HELP TO OBTAIN A USI

The USI website Help Centre has information to address most problems.

YOUR CONSENT TO THE COLLEGE OBTAINING AND VERIFYING USI DETAILS

By applying to enrol you agree to the Privacy Notice – USI Consent below.

This consent allows the College if it wishes, to obtain your USI, and to verify the USI details you provide on the USI website, amongst other actions. This involves confirming your personal information with the USI website.

Privacy Notice – USI Consent

You are advised that and agree that you understand and consent that the personal information you provide in connection with an application for a USI:

- is collected by the Student Identifiers Registrar for the purposes of:
 - applying for, verifying and giving a USI;
 - resolving problems with a USI; and

- creating authenticated vocational education and training (VET) transcripts;
- may be disclosed to:
 - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
 - the purposes of administering and auditing Vocational Education and Training (VET), VET providers and VET programs;
 - education related policy and research purposes; and
 - to assist in determining eligibility for training subsidies;
 - VET Regulators to enable them to perform their VET regulatory functions;
 - VET Admission Bodies for the purposes of administering VET and VET programs;
 - current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
 - schools for the purposes of delivering VET courses to the individual and reporting on these courses;
 - the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
 - researchers for education and training related research purposes;
 - any other person or agency that may be authorised or required by law to access the information;
 - any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and
- will not otherwise be disclosed without their consent unless authorised or required by or under law.

You acknowledge that the details of the Student Identifiers Registrar's Privacy Policy above and note that this document contains information about how you may:

- access and seek correction of the personal information held about them; and
- complain about a breach of privacy and how such complaints will be dealt with.

If all information requested is not provided, or is inaccurate, it may affect the Student Identifiers Registrar's ability to provide you with a USI.

RELEVANT LAWS AND REGULATIONS

Student Identifiers Act 2014

Privacy Act

NSW Smart and Skilled Operating Guidelines

Student Identifiers Regulation 2014

Clause 9 Authorisation—registered training organisations

(1) A registered training organisation is authorised to collect or use a student identifier of an individual for either or both of the following purposes:

- (a) to meet the organisation's reporting obligations under the VET standards;
- (b) to assist in establishing the individual's eligibility for a training subsidy.

(2) A registered training organisation is authorised to do any of the following for the purpose of the delivery of a VET course to an individual:

- (a) collect the individual's student identifier from, or disclose the individual's student identifier to, another registered training organisation or a school;
- (b) use the individual's student identifier.

(3) A registered training organisation is authorised to do any of the following for the purposes of meeting its reporting obligations under the VET standards and its contractual obligations to a VET-related body:

- (a) collect a student identifier from, and disclose a student identifier to, a VET-related body;
- (b) use a student identifier.

(4) A registered training organisation is authorised to disclose a student identifier of an individual to a VET-related body (other than a VET Regulator) to assist the body in establishing the individual's eligibility to a training subsidy.

(5) A registered training organisation is authorised to use or disclose a student identifier for the purposes of section 14 of the Act (request to verify or give a student identifier).

(6) A registered training organisation is authorised to collect, use or disclose a student identifier for the purpose of assisting the Registrar to identify, investigate and resolve a problem that occurred in relation to the assignment of student identifiers.

(7) A registered training organisation is authorised to disclose a student identifier to NCVER for the purpose of meeting the registered training organisation's obligations under the VET standards