



International
College

Unique Student Identifier (USI) Implementation Policy & Procedure

HIC Policy Number STUD026

CRICOS Number 02790D
Provider Number 21838

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1. Purpose of policy

This policy ensures compliance with the Standards for Registered Training Organisations 2015, Standard 3, Clause 3.6 and the Student Identifiers Act 2014. This policy has been developed to ensure that all Hays International College (HIC) staff, students and education agents understand the requirements of USI numbers created (either by students or on their behalf), collected, verified and stored, and how their enrolment records are maintained and submitted to National Centre for Vocational Education Research (NCVER) for every Australian Vocational Education and Training (VET) student's study history and achievement. The Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) is a national data standard that ensures consistent and accurate capture and reporting of VET information about learners. The Unique Student Identifier (USI) scheme since 1st Jan 2015, enabled by the *Student Identifiers Act 2014*, allows learners 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.

2. Responsibility

The Principal Executive Officer (PEO) is responsible for the implementation of this Policy and procedure and to ensure that all staff are aware of its application and implementation requirements. Students are also informed of this policy and procedure at their pre-enrolment, enrolment and orientation.

3. Key Features

- Hays International College (HIC) participates in the Unique Student Identifier Scheme and meets the requirements including:
 - verifying with the Registrar, a Student Identifier provided to it by an individual before using that Student Identifier for any purpose
 - 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*
 - ensuring that where an exemption 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 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.
 - destroying any personal information which is collected solely for the purpose of applying for a USI on behalf of a student.

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4. Definitions

Unique Student Identifier (USI): USI is a randomly-generated 10 digit alpha-numeric code that is available online and at no cost to the student. The USI number will remain with that individual student for life and be recorded with any nationally recognised VET course that is undertaken from 1st Jan 2015 onwards. The USI will seamlessly link information about a student's VET achievements, regardless of where they studied, enable students to access secure digital transcripts of their achievements, and give students access to, and more control over, their educational information.

Student Identifiers Registrar: is the body which regulates how agencies collect, use, disclose and store personal information and how individuals may access and correct records containing their personal information and is also bound by the Australian Privacy Principles (APPs) in the Privacy Act 1988 (Cth). The Student Identifiers Registrar's Privacy Policy (www.usi.gov.au) explains how information is protected, including how individuals can access and seek correction of their personal information; how to make a complaint about a breach of privacy and how such complaints are handled.

Privacy: Means information protected under the Information Privacy Act (Vic) in accordance with the HIC's Privacy Policy and Procedure.

5. Procedure

Informing student about USI during pre- enrolment

- HIC Administrative Officer will inform student about the need to create a USI at the pre-enrolment stage through its STUD001 Assessing student's qualifications, Experience and English proficiency Pre - Enrolment Policy and Procedure., website, international student enrolment form and through its agents and any pre-enrolment information communicated to the student directly or indirectly.
- HIC Administrative Officer will provide students with the link to the USI website (www.usi.gov.au)

Collecting and verifying the USI during enrolment

- HIC Admin Officer will enter and/or verify the USI in the student management system through the USI field available on the enrolment form or on orientation.
- Enrolment will not be considered completed until the USI is entered and verified in student records.

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- HIC Administrative Officer will verify the USI supplied by a student through its student management system linked to the online USI system.
- HIC'S PEO and Administrative Officer will ensure the security of USIs and related documentation.
- HIC will destroy any personal information which is collected solely for the purpose of applying for a USI on behalf of a student once the USI is issued to the student as per the Student Identifiers Registrar's Privacy Policy on www.usi.gov.au.
- HIC will issue any certification to a student within 30 days of completion of a course; or when a student withdraws or cancel from the course after ensuring that their USI has been verified.

RELATED DOCUMENTS			
ESOS			
Standards for Registered Training Organisations 2015	Standard 3, Clause 3.6		
POLICIES	Assessing student's qualifications, Experience and English proficiency Pre - Enrolment Policy and Procedure, Granting of Awards Policy and Procedure, Orientation Policy and Procedure		
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