

Unique Student Identifier

Purpose: This document is prepared to provide information to the client/learner/student regarding USI implementation as a mandatory requirement from the legislation by 1st January 2015.

Advanced Training Institute to attain authority to act on behalf of the learner to apply for USI.

Note: *By providing the required information on the USI authority form and signing the document you authorise Advanced training institute to apply for USI on your behalf.*

Objective: To meet the reporting requirements from the legislator and department of industry. Any information collected for Student Identifiers Registrar (ATI) is subject to the provisions of the Student Identifiers Act 2014 and the Privacy Act 1988.

Student Information: What is USI and why do you need it?

A Unique Student Identifier (USI) is effectively a reference number made up of numbers and letters that give students access to their USI account.

A USI will allow an individual's USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing an individual to see all of their training records, results, certificates and statements of attainment. The USI will allow students to have easier and more reliable online access to their training record and training history. It will also enable them to produce a comprehensive transcript of their training, which can be used when applying for a job, seeking a credit transfer or demonstrating pre-requisites when undertaking further training.

Note: Students can create their own USI using the following link:

<http://www.usi.gov.au/Students/Pages/steps-to-create-your-USI.aspx>

More information can be found at:

<http://www.industry.gov.au/skills/RegulationofVET/UniqueStudentIdentifierForVET/Pages/default.aspx>

Privacy Notice

ATI understand and consent that the personal information provided by the client 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
- The privacy notice should include a reference to the Student Identifiers Registrar's Privacy Policy and note that this document 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

As per SRTOs 2015 Clause 3.6

3.6. The RTO meets the requirements of the Student Identifier scheme, including:

- a) verifying with the Registrar, a Student Identifier provided to it by an individual before using that Student Identifier for any purpose;
- b) 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;
- c) ensuring that where an exemption described in Clause 3.6 (b) 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
- d) ensuring the security of Student Identifiers and all related documentation under its control, including information stored in its student management systems.

Schedule 5:

3. *RTOs must not include the learner's Student Identifier on the testamur consistent with the Student Identifiers Act 2014.*

7. *RTOs must not include the learner's Student Identifier on the statement of attainment consistent with the Student Identifiers Act 2014.*

Privacy statement: ATI would adhere that records of student identifiers will be protected from misuse. Collection, use and disclosure of an individual's student identifier without the individual's consent are prohibited, unless it is authorised by this Act.
The Information Commissioner may deal with breaches of these rules as interferences with privacy under the Privacy Act 1988.

Procedure:

1. CEO would allocate the representative to collect data and ensure ATI meets the requirements of national USI



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Version	Approval date	Authorised by	Managed and created by	Comments
3	9 December 2014	CEO	Compliance manager	Current version has been updated as per SNR 2015 and addition of privacy notice