

Unique Student Identifier Policy and Procedure

1 Background

The Australian Government requires all students undertaking Vocational Education and Training (VET) to have a Unique Student Identifier (USI). The USI will allow students to access their enrolment and achievement record online through the USI Transcript Service for all VET learning completed. The USI stays with a student for life and allows a student to see their training results from all providers. Menzies Institute of Technology (hereinafter known as the 'Institute') acknowledge the importance of the USI scheme and ensures the provisions of the Student Identifiers Act 2014 and the Standards for Registered Training Organisations (SRTO) 2015 are met through this policy and procedure.

2 Purpose

The purpose of this policy and procedure is to outline the policy of managing Unique Student Identifiers (USI) under the Student Identifier Scheme, in compliance with the Student Identifiers Act 2014 and the Standards for Registered Training Organisations (SRTO) 2015.

3 Audience

This policy applies to all vocational staff and students of the Institute who are currently enrolled in nationally recognised training courses.

4 Definitions

Prospective learner: refers to someone who is considering attending the Institute or likely to enrol in a training product offered by the Institute.

Student: refers to all currently enrolled vocational education and training students of the Institute.

Unique Student Identifier: refers to a reference number made up of numbers and letters, unique to each student that stays with the student for life and must be recorded with any nationally recognised VET course they undertake.

Axcelerate: refers to the Student Management System used by the Institute.

5 Policy

- 5.1 The Institute is committed to participating and meeting the requirements of the Student Identifier scheme, including:
- a) verifying with the Marketing and Admissions Manager, a Student Identifier provided to it by a prospective learner before using that Student Identifier for any purpose;
 - b) ensuring that it will not issue AQF certification documentation to a student without being in receipt of a verified Student Identifier for that student, unless an exemption applies under the *Student Identifiers Act 2014*
 - c) ensuring that where an exemption described in Clause 5.1 (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 Institute, and
 - d) Ensuring the security of Student Identifiers and all related documentation under its control, including information stored in Axcelerate.
- 5.2 All students undertaking nationally recognized training courses are provided information on the USI during orientation. All students without USI are given opportunity to apply for a USI during orientation.
- 5.3 The Institute does not apply for a USI on behalf of students in general. In exceptional cases, the Institute will apply USI numbers on behalf of a student only when written consent is received and suitable identification documents are supplied to the Institute.
- 5.4 All USI numbers are validated with the USI registrar prior to using the numbers. Any USI numbers that cannot be validated are not used or recorded until the discrepancy is rectified with the students.

- 5.5 No AQF certification documentation can be issued to students, unless a USI number has been validated.
- 5.6 USI numbers are not to be used as internal student identification numbers and not to be printed on any student certification documentations.
- 5.7 USI numbers and associated identification documents are stored securely and/or destroyed after use at all times.
- 5.8 Should a USI exemption apply, the student is made aware prior to commencement of training and assessment that their training record will not be available and accessible through the Commonwealth and will not appear on any statement of result produced by the USI Registrar. Refer to the USI exemption table available from USI website to identify exempted VET courses and individuals <https://www.usi.gov.au/exemptions>

6 Procedures

- 6.1 During orientation, students are provided with USI information and they are given an opportunity to apply or verify their USI.
- 6.2 The USI are validated on Axcelerate. Students are contacted and asked to have their USI numbers rectified if the USI provided cannot be validated.
- 6.3 For exceptional cases where students are unable to apply a USI, the Institute will apply USI on students' behalf. Written consent is sought from students if they request and authorise the Institute to apply for a USI on their behalf. Student need to complete and return a MFS15 USI Consent Form with associated identification documents. Associated student identification documents are securely destroyed once the USI is validated.
- 6.4 USI is recorded on Axcelerate which is password protected. Only authorised staff have access to Axcelerate.
- 6.5 Students USI status on Axcelerate are checked before a certification can be issued. Refer to MITP58 Certificates and Statement of Attainment Issuance Policy and Procedure for further details.

7 Review

This policy will be subjected to a review and updated every three years from the approval date. Exceptions to frequency of review can be made if necessary. Any person who wishes to enter a complaint concerning this policy may do so in accordance with the appropriate policies.

RTO Code:	21834	
CRICOS Code:	02815M	
Document Title:	Unique Student Identifier Policy and Procedure	
Document Number:	MITP95	
Version:	Version 03	
Relevant Standards:	Standards for RTOs 2015: Clause 3.6	
Related Policies/Documents:	Student Identifiers Act 2014 MFS15 USI Consent Form MITP58 Certificates and Statement of Attainment Issuance Policy and Procedure	
Responsibility:	Vocational Management Team and all staff	
Approved By:	PEO	
Date Approved:	April 2024	
Next Review Date:	April 2027	
Version Control and Change History:		
Version Number	Approval Date	Amendment
1	10/04/2018	Creation of policy
2	10/04/2021	Update and review of policy, update of form number
3	10/04/2024	Update and review policy, updated USI website link