

Name: Unique Student Identifier Policy and Procedure

Endorsed by: Continuous Improvement Committee

Date approved: 5th March 2019

Review Date: 5th March 2020

PURPOSE

To ensure the privacy Act and Student Identifier Act obligations and responsibilities requirements for the data provision of student USI's are met by Eagle Wing Education and Training (EWET).

SCOPE

This policy and procedure cover all enrolments of students into accredited training.

RELEVANT STANDARDS AND OTHER GUIDELINES

- Standards for Registered Training Organisations 2015
- Student Identifiers Act 2014
- Privacy Act 1988

RELATED DOCUMENTS

- Enrolment Form
- Privacy Policy and Procedure

RESPONSIBILITY

- It is the responsibility of the student enrolling in accredited training to provide their USI
- It is the responsibility of Project Managers to conduct the USI verification process

POLICY

- EWET will implement the national requirements for the Unique Student Identifier from January 2015.
- All students will be required to provide their USI on enrolment.
- 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)
- Pre-existing USI will be verified on enrolment
- It is expected most students will be able to manage their own USI through the USI website, however, where a student is unable to obtain their own USI EWET will assist in the process.

- Unique Student Identifiers are only applied for on behalf of a Student by EWET once written permission is received and suitable identification documents are supplied
- USI will be verified at enrolment
- USI must have been verified before issuing a qualification
- Any information gathered to create a USI will be destroyed upon completion in line with the privacy policy (Privacy Act 1988)
- The privacy of USI will be protected within all administrative tasks
- Students will be informed as to when their new qualifications will appear on their USI record
- A staff member will be designated to administer the USI system
- Staff will be trained in all aspects of USI administration and access and all computer security checked to ensure all unauthorised access is blocked
- Information regarding obtaining a USI will be published on the website and in the Student Handbook
- No AQF Certification documentation (including cards and licences) are to issued students, unless a USI has been provided by the student and verified with the Registrar (with the exception of cases where a USI exemption applies)
- Should a USI exemption apply, the student is made aware prior to enrolment or training that their training results will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the USI Registrar
- USI's are not printed on any AQF Documentation, are treated as confidential and are stored in a secure location