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USI (Unique Student Identifier )

Policy and Procedure

**revisions**

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| **Issue Number** | **Section** | **Details of Changes in this Revision** |
| Issue 1 |  | Prepared by Sarjeet Arkan – compliance to AQTF Elements & Standards |
| Issue 2 |  | Revised by Sarjeet Arkan – compliance to NVR SNR |
| Issue 3 |  | Revised by Sarjeet Arkan via industry consultation |
| Issue 4 |  | Revised by Sarjeet Arkan |
| 2017 Jan | Review only | by Sarjeet Arkan |
| 2020 Jan | Review /Implement | Updated by Sarjeet Arkan |

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1.0 PURPOSE

1.1 To ensure the Privacy Act and Student Identifiers Act obligations and responsibilities, and that government funded or subsidised training contract requirements for the data provision of student USI’s are met

2.0 SCOPE

2.1 This policy and procedure covers all enrolments of students into accredited training

3.0 RESPONSIBILITY

3.1 It is the responsibility of students enrolling in accredited training to provide their USI

3.2 It is the responsibility of Administration to conduct the USI verification process

4.0 POLICY ANTS will implement the national requirements for the Unique Student Identifier from 1 January 2015. ANTS will adhere to all legislative requirements under the USI legislation and regulations (2014) and any amendments; this includes all Privacy requirements

5.0 PROCEDURE

5.1 ANTS will implement the national requirements for the USI from 1 January 2015

5.2 All students will be required to provide their USI on enrolment

5.3 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)

5.4 Pre-existing USI will be verified on enrolment

5.5 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 the RTO will assist in the process. ANTS will not apply for a USI on a student’s behalf

5.6 USI will be verified at enrolment

5.7 USI must have been verified before issuing a qualification

5.8 Any information gathered to create a USI will be destroyed upon completion in line with the privacy policy (Privacy Act 1988) Unique Student Identifier (USI) Policy and Procedure P02.10 Page 2 of 2 Version:150810 5.9 The privacy of USI will be protected within all administrative tasks

5.10 Students will be informed as to when their new qualifications will appear on their USI record

5.11 A staff member will be designated to administer the USI system

5.12 Staff will be will trained in all aspects of USI administration and access and all computer security checked to ensure all unauthorised access is blocked

5.13 Information regarding obtaining a USI will be published on the website and in the Student Handbook

RELATED POLICIES & PROCEDURES

Privacy Policy and Procedure Student Identifiers Registrar’s Privacy Policy:

<http://www.usi.gov.au/Pages/privacy-policy.aspx>