

# Unique Student Identifier Policy

## Purpose & Legislative Background

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This policy and procedure is to assist HILTON ACADEMY students, Partners and staff ensure the management of the Unique Student Identifier (USI) is effective, managed with accuracy, reliability, validity and in a timely manner.

Under Standard 3.6 – Participate in the Student Identifier Scheme, HILTON ACADEMY is required to ensure that: the requirements of the Student Identifier scheme are met, 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.

## Scope

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This policy applies to all students who undertake Nationally Accredited qualifications which are on the Scope of Registration of HILTON ACADEMY and applies to all Third Party Arrangements/Agents) and staff.

## Policy

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A Unique Student Identifier (USI) is a reference number made up of numbers and letters that creates a lifetime record for an individual of all the nationally recognized training that has been completed. Under the Unique Student Identifiers Act 2014, all RTOs must ensure they have a valid USI for any student that enrolls in nationally recognised training from 2015. This means that as a student you must either:

- Provide us with your USI, or
- Provide us with permission to access or create your USI on your behalf.

If you are providing us with permission to access or create your USI we will need a valid form of identification. The ID that you provide for this purpose will be destroyed once we have used it for this purpose.

If you would like to create your own USI, please visit: <http://www.usi.gov.au/Students/Pages/default.aspx>

We are unable to issue a qualification or a statement of attainment unless we have a valid USI.

1. HILTON ACADEMY will ensure privacy arrangements surrounding personal information relating to the ID of the student will be secured and access limited to those staff who are required to record and use the USI for its' intended purpose.
2. Access to the SMS where the USI will be stored and verified will be limited to those staff who are required to use the system as part of their daily duties.
3. It is the responsibility of the student to apply for and provide to HILTON ACADEMY and the partner organisation their USI. The USI must be provided to the HILTON ACADEMY and the partner organisation at the time of enrolment or before an award is issued.
4. In the event a student has difficulty with the application of the USI, HILTON ACADEMY will apply for a USI on behalf of

the student, only if given permission by the student in writing.

- i. Permission must be given by the student, prior to HILTON ACADEMY accessing the register and creating the USI.
  - ii. The evidence gathered as proof of ID for the purpose of creating a USI will be securely held in accordance with the Privacy Policy until it is no longer needed.
  - iii. Evidence gathered and used solely for the purpose for issuing of the USI will be destroyed using secure methods outlined in the Privacy Policy as soon as practicable after the application is made or it is no longer needed for that purpose.
5. HILTON ACADEMY will not provide a Certificate of Qualification or a Statement of Attainment to any student who does not have a verified USI recorded against their name, unless an exemption is in place as outlined in the Student Identifiers Act 2014.
  6. If an exemption for USI does exist, HILTON ACADEMY 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 USI Registrar.
  7. HILTON ACADEMY will verify each individual USI through their SMS.
  8. All Students will be provided with:
    - i. Fact Sheet – USI – Student Quick Guide – as developed by the regulator to create their own USI
  9. Changes to this policy will occur at the time of:
    - i. review or
    - ii. when required due to changes in the Student Identifier Act or
    - iii. as directed by the regulator
  10. Information relating to the USI and its' requirements will be maintained and updated on the website of HILTON ACADEMY.
  11. Changes to policy will be recorded via the Continuous Improvement Register.
  12. HILTON ACADEMY will ensure the USI is reported in accordance with the VET data collection and reporting requirements.

### International students in Australia

13. International students, with an Australian Visa, studying in Australia will require a USI.
14. HILTON ACADEMY will ensure students are advised of this requirement and will assist students with this process.
15. Passports are the recommended form of ID required to create a USI for this cohort, as the Visa is linked.

### Procedure

1. Students are provided with information and requirements relating to a USI. Students are obligated to read and agree to;
  - a. The USI privacy and terms
  - b. Provide HILTON ACADEMY with their USI, or
  - c. Request HILTON ACADEMY to check for an existing USI or to create a USI on their behalf

### USI is provided to HILTON ACADEMY

2. HILTON ACADEMY is advised of the USI
3. USI is entered into SMS and verified
4. If verification does not succeed, student is contacted to confirm details
  - a. When correct USI is received, SMS is updated and verified,
5. Personal information gathered as part of the USI identification process is recorded in accordance with Records Management Policy.
6. Qualification/SOA is issued to student.
7. Data is reported

## USI is created by HILTON ACADEMY

8. USI Permission form is signed and submitted to HILTON ACADEMY staff; this is included in the International Student application form.
9. Required evidence supporting student identification is provided to HILTON ACADEMY staff along with supporting documents for application.
10. Permission form is retained on student file
11. HILTON ACADEMY to follow the steps as indicated below;
  - Step 1 Confirmation of ID (drivers licence, Medicare card, **passport**, Immi card)
  - Step 2 Have contact details ready (e.g. email address, or mobile number, or address).
  - Step 3 Check if a USI already exists for the student - <https://www.usi.gov.au/training-organisations/using-usi-registry-system/existing-usi-search-locate-usi>
  - Step 4 Visit the USI website at: [www.usi.gov.au](http://www.usi.gov.au)
  - Step 5 Select 'Student Entry' and then Select 'Create a USI' link and follow the steps.
  - Step 6 Agree to the Terms and Conditions.
  - Step 7 Follow the instructions to create a USI – it should only take a few minutes. Upon completion, the USI will be displayed on the screen. It will also be sent to the student's preferred method of contact.
  - Step 8 The student should then write down the USI and keep it somewhere handy and safe.

## Related documents

- Continuous improvement Register
- USI Student information fact sheet
- Fact sheet – Student information for RTO's
- USI Permission form
- HILTON ACADEMY Compliance with Legislation Policy and Procedure
- HILTON ACADEMY Qualification Issuance Policy and Procedure
- QMS Document and Record Control Procedure

## Management Action & Responsibility

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The Academic Manger is responsible for the overall implementation of this policy & ensuring each and every student enrolled with HILTON ACADEMY has a USI. He is also responsible to ensure no student is issued any academic documents without a valid USI.

CEO has overarching responsibility for this policy.

## Definition

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**'the Act'** means the Student Identifiers Act 2014.

**Authenticated VET transcript'** has the same meaning given to it in the Act.

**'Registrar'** means the Student Identifiers Registrar.

**'the Regulation'** means the Student Identifiers Regulation 2014.

**'USI'** and **'Unique Student Identifier'** means a unique combination of letters, numbers and/or symbols and assigned by the Registrar as an identifier in accordance with the Act.

'VET-related body' has the same meaning given to it in the Act.

'VET standard' has the same meaning given to it in the Regulation

## Legislative Context

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The legislative base for this policy is as follows:

- National Vocational Education and Training Regulator Act 2011 (Cth)
- The ESOS Act 2000
- Education Services for Overseas Students (ESOS) Regulations 2001
- The National Code 2018

## Policy Control

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Version	Date	Changes / Updates	Approved
1.0	Jan 2020	RTO Policy and Procedure of HILTON ACADEMY	CEO

## USI Process

