

P.19.04

Student Identifier Scheme Policy

In line with ASQA Standards for RTO's 2015 - Clause 3.6 AVETA will meet 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. (AVETA enrolling Officer will undertake this activity at the time of enrolling a student in a course of study at AVETA).
- 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
- d) ensuring the security of Student Identifiers and all related documentation under its control, including information stored in its student management systems.

The Student Identifier scheme, enabled by the Student Identifiers Act 2014, allows students to access a single online record of their VET outcomes. The online system provides each student with a USI. Unless the student or the training the student undertakes is exempt, AVETA will only issue a Qualification or Statement of Attainment to a student after the student has provided AVETA with a verified USI, or AVETA has applied for a USI on behalf of the student.

AVETA will protect the security of all information related to USIs; it will retain this information on the Student's File which will be stored in lockable cabinets on AVETA's premises. In addition records of all AQF certification documentation issued by AVETA will be kept for 30 years. Where a qualification or Statement of Attainment is recorded in the Student Identifier scheme, AVETA will not need to retain additional records to demonstrate this, as the records required will exist within the Student Identifier scheme.