

P.19.04

Student Identifier Scheme Policy

1.0 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.

2.0 DEFINITIONS (relating to this policy)

AQF qualification means an AQF qualification type endorsed in a training package or accredited in a VET accredited course.

Record of Results is a record of all the units and modules completed and their results that lead to an AQF qualification or VET Accredited Course being issued and is issued alongside an AQF qualification or Statement of Attainment. Students who complete part of the requirements of an AQF qualification are entitled to receive a record of results.

Statement of Attainment confirms that one or more nationally recognised units or modules has been achieved by an individual but is only used where there has been partial completion of a qualification or VET accredited course.

Student Identifier means a unique number assigned to an individual by the Registrar, in accordance with the Student Identifiers Act 2014.

Student Identifiers Registrar: is the body which regulates how agencies collect, use, disclose and store personal information and how individuals may access and correct records containing their personal information and is also bound by the Australian Privacy Principles (APPs) in the Privacy Act 1988 (Cth), The Student Identifiers Registrar's Privacy Policy (www.usi.gov.au) explains how information is protected, including how individuals can access and seek correction of their personal information; how to make a complaint about a breach of privacy and how such complaints are handled.

Testamur is an official certification document that confirms that an AQF qualification has been awarded to an individual.

Unique Student Identifier (USI): USI is a randomly-generated 10-digit alpha-numeric code that is available online and at no cost to the student. The USI number will remain with that individual student for life and be recorded with any nationally recognised VET course that is undertaken from 1st Jan 2015 onwards. The USI will seamlessly link information about a student's VET achievements, regardless of where they studied, enable students to access secure digital transcripts of their achievements, and give students access to, and more control over, their educational information.

USI Transcript: USI account holders (students) can use their USI to access their nationally recognised Vocational Education and Training (VET) record online in the form of a 'USI Transcript'. USI Transcripts collate training outcomes completed from 1 January 2015 onwards from different training organisations, across different states and territories and different years in a single record.

3.0 REFERENCES

3.1 Standards for RTO's 2015 - [Clause 7.3—Protecting pre-paid fees by students | Australian Skills Quality Authority \(ASQA\)](#)

3.2 Unique student identifier (USI) - [Unique Student Identifier \(usi.gov.au\)](http://usi.gov.au)