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# OBTAINING UNIQUE STUDENT IDENTIFIERS PROCEDURE 2.2.10

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<b>Document Title:</b>	Obtaining Unique Student Identifiers Procedure 2.2.10
<b>Policy Owner:</b>	Head of Education and Consulting
<b>Policy approved by:</b>	CEO
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**ALZHEIMER'S WA**

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## **Policy Statement**

A student's Unique Student Identifier (USI) is a mandatory component of Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) enrolment and competency insurance data. This procedure covers the steps necessary in regard to obtaining, explaining and storing participant's Unique Student Identifier (USI).

## **Scope**

This procedure applies to all participants who undertake accredited training with Alzheimer's WA.

## **Underpinning Principles/Guidelines**

### **Procedure Steps**

#### **Explaining**

On enrolment, students will be informed that a USI is required and Alzheimer's WA will not issue any AQF certification without being in receipt of a USI, unless an exception applies to the individual.

Students are informed that a USI is free, made up of 10 numbers and letters, and remains with them for life. The USI will give access to an online record of their nationally recognised training transcript.

#### **Exemption**

There are certain limited circumstances, including where an individual has declared they have a genuine personal objection to being assigned a USI. The student would have received written advice from the Student Identifiers Registrar confirming whether their statutory declaration permits the RTO to issue a VET qualification or statement of attainment without a USI.

#### **Obtaining**

Whilst the primary responsibility to obtain a USI lies with the student/participant, there may be occasions when the Education Officers/Coordinators who deliver/facilitate accredited workshops are required to assist in this process. Students are provided with "Student Quick Guide" on how to create a USI.

On enrolment the student (or their supervisor in the case of an initial group enrolment) is notified of the need to obtain a USI; they must be informed that:

- Acceptable forms to create a USI (Identity documents)
- Any certificate provided will have the name as supplied when applying for the USI.

The student/supervisor is provided with the government website details [www.usi.gov.au](http://www.usi.gov.au)

If a student has any difficulty gaining a USI the Education Officer/Coordinator may assist using the same website, whilst accompanied by the student, who provides the required personal information.

## Storing

The storing of all student information is deemed confidential and will be treated as such. All student information including USI, is stored in locked cupboards.

Electronic storing of student information within the Student Management System is accessed only by authorised personal.

## Sharing

To enable Alzheimer's WA to view and verify previously obtained units of competency for the purpose of Credit Transfers, the student may provide permission to Alzheimer's WA to view their transcripts.

Students are provided information on how to provide permission and encouraged to permit the shortest time frame (3 months).

## Legislation

- Student Identifiers Act 2014
- Standards for registered Training Organisations (RTO) 2015
- Student Identifiers Regulation 2014
- Student Identifiers (VET Admission Bodies) Instrument 2015
- Student Identifiers (Exemptions) Instrument 2014

## Related Documents

- Standards for Registered Training Organisations 2015

Revision History			
Date of Review	Summary of Revision	Revision Number	Revised By
Jul 2018	Minor addition procedure steps	1.0.0	S Richards
Feb 2020	Minor addition: re exemptions	1.0.1	S Richards
Apr 2021	Reformatting of document	1.0.1	Rachael Roberts
Aug 2021	Change of document ownership	1.0.1	Rachael Roberts