

P21 UNIQUE STUDENT IDENTIFIER POLICY

1. Purpose

The purpose of this policy is to ensure all staff are correctly using and recording details of the USI. The Unique Student Identifier (USI) scheme allows students to access a single online record of their VET achievements. Each person will be assigned with a USI. Queensberry College of Vocational Education (QCVE) will obtain and verify the student's USI at the time of enrolment. QCVE will comply with the Student Identifiers Act 2014.

2. Responsibility

Student administration department is responsible for enforcing and implementing this policy and procedure.

3. Definitions

Unique Student Identifier (USI) - is a mandatory requirement for anyone wishing to complete Nationally Recognised Training as of 1 January 2015.

4. Requirements

The USI is a mandatory data field for reporting nationally recognised training.

Each time a student completes nationally recognised training you must collect and verify their USI before you can issue a qualification or statement of attainment.

5. Process

a. Setting up a USI

If the student has not already obtained their USI, student is asked to apply for a USI and provide at the time of course commencement. The student will need to provide at least one (1) form of ID from the list below while applying for their USI.

Student forms of ID.

- Driver's Licence
- Medicare Card (this includes a current family Medicare card where your name is included)
- Australian Passport
- Visa (with Non-Australian Passport) for international students
- Birth Certificate (Australian) *Birth Certificate extract is not sufficient
- Certificate Of Registration By Descent

- Citizenship Certificate
- ImmiCard

Where a student has provided a USI it will be verified with the Registrar before being used for the student via the student Management System.

b. Recording a USI

The student's USI will be recorded in their individual file and provided with training records submitted with AVETMISS data. Student files will be stored as per the Records Management policy ensuring security of identifiers.

6. Issuing AQF Certification Documentation

AQF qualifications and statements of attainment will not be issued until USI is verified in the USI register.

The USI will not be included on the Testamur, Statement of Attainment or Record of Results as per the Application of the AQF Issuance of Testamur and Statement of Attainment within the VET sector.