

Unique Student Identifier (USI) Policy and Procedure

In July 2014 the *Student Identifiers Act 2014* was approved and came into effect from the 1st January 2015. All Students studying nationally recognised training in Australia from 1st January 2015, will be required to have a Unique Student Identifier (USI). A USI is a reference number made up of numbers and letters. The USI will allow Students online access to their training records and results (transcript) through their online USI account. In respect of certificates relating to nationally recognised training being issued by TACIS, the following rules apply:

- TACIS must not include the Student's USI on either the qualification or statement of attainment. This requirement is specified within the *Student Identifiers Act 2014*.
- Any USI provided to TACIS by a student must be verified with the USI Registrar. This may be achieved by inserting the USI into the Student details within RTO Data and changing the USI status to "Verify". RTO Data will verify any records with the USI Registrar with this status every 30 seconds. Once verified the status will have changed to "Valid". If the status does not change to valid then one of the following student details is incorrect:
 - ♣ First name
 - ♣ Last name
 - ♣ Date of Birth
 - ♣ The Unique Student Identifier

These are the only data elements used to verify a USI so if it does not verify then one of these elements is incorrect. A common error is the abbreviation of the Student's name. The Student may have registered their USI with the first name of "Benjamin" but has completed the enrolment application form with the first name of "Ben". The first name provided by the Student must align with the name they provided when they registered their USI.

Student Identifier details and all related documentation under the control of TACIS must be kept secure. This includes the information stored within RTO Data. User profiles and password protections to RTO Data are to be used in order to prevent any unauthorised access to USI

it's all about your destination

information. Where TACIS assisted the Student to create their USI, additional details such as the students Driver's Licence information will have been collected and stored within the RTO Data - Document Verification System (DVS). Once the student's USI has been successfully created, these details within the DVS are automatically removed (deleted) from the database. This is a requirement of the USI legislation and is aimed at protecting the student's privacy.

Further information on the Unique Student Identifier can be accessed via the following website:

<http://usi.gov.au/Training-Organisations/Pages/training-organisations.aspx>

TACIS ensures 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*;

TACIS ensures that where an exemption described in Clause 3.6 (b) of the Standards for RTOs 2015 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;

TACIS ensures that the security of Student Identifiers and all related documentation under its control, including information stored in its student management systems.