

## UNIQUE STUDENT IDENTIFIER (USI) POLICY AND PROCEDURE:

---

As an education provider, TACIS is required to collect and report your students' Unique Student Identifier (USI) numbers. TACIS requires a USI from all students in order to graduate and receive their award at TACIS. A USI is a reference number made up of numbers and letters. The USI will allow Learners 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 ensures that it will not include the Student's USI on either the qualification or statement of attainment. This requirement is specified within the Student Identifiers Act 2014.
- TACIS ensures that any USI provided to TACIS by a student must be verified with the USI Registrar.
- Student Identifier details and all related documentation under the control of TACIS will be kept secure.
- 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.
- Where an exemption described in Clause 3.6 (b) of the Standards for RTOs 2015 applies, TACIS 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 transcript prepared by TACIS.
- TACIS ensures that it maintains the security of Student Identifiers and all related documentation under its control, including information stored in its student management systems.

The [USI data access guidelines](#) under the [Student Identifiers Act 2014](#) are available from USI website:  
<https://www.usi.gov.au/about-us>