Unique Student Identifier (USI) Policy & Procedure

Purpose

The purpose of this policy and procedure is to ensure that Real Estate Training Solutions (RETS) meets the requirements of the Student Identifier Scheme, including:

a) verifying with the Registrar, a Student Identifier provided to RETS by an individual before using that Student Identifier for any purpose

b) ensuring that RETS 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 RETS student management systems.

This policy and procedure also meet the requirements of:

- The Standards for Registered Training Organisations (RTOs) 2015: Clause 2.3, 3.6
- Smart & Skilled Operating Guidelines: Standard 1.4, 5.1, 18.1, 18.6
- ACT Standards for Delivery of Subsidised Training: Standard 2.2, 9
- ACT Standards Compliance Guide for Australian Apprenticeships: Genera Direction – Unique Student identifier

Policy

- RETS ensures the privacy of information, including student identification information and that access to such information is limited to officers who are required to record and use identification information for enrolment, training and assessment and completion processes.

- Student identification information including student USI are stored in RETS Student Management System access to which is limited by authorised officers.

- RETS must seek the student's permission to:

  o create a USI on their behalf
  o search for their USI
  o view and/or update details on their USI account
  o disclose their USI to another provider
  o view their VET transcript

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This document is uncontrolled when printed (Printed:28/03/2022)

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- The student can also give RETS permission to acess their full VET transcript.

- RETS seeks permission from student regarding their USI using the Application Privacy and Consent Form.

- Verification of a student's USI is completed by authorised officers only using the Registrar's portal at https://www.usi.gov.au/providers/verify-student-usi

- Information about the USI and how to apply for one is included in the Student Handbook and on the RETS website.

- Prospective students are required to apply for and submit their USI information to RETS at the time of enrolment by including their USI number of the Application, Privacy & Consent Form.

- If the student is unable to secure their own USI, RETS may apply for a USI on behalf of the student subject to the student giving permission for RETS to do so in writing prior to RETS commencing the USI application process.

- RETS will notify USI exempt students prior to commencement of completion of studies that their training results will not appear on any VET Transcript prepared by the USI Registrar.

AQF certification insurance

- RETS will not issue AQF certification documentation to a student if they do not have a USI and it has been verified by RETS (with the execution of an exemption under the Student Identifiers Act 2014).
- AQF certification documentation is issued to a student who holds a verified USI and, within 30 calendar days of being assessed as meeting the requirements of the training product and has paid all agreed fees to RETS.
- RETS AQF Certification Issuance Register records a student's identity using their USI.
- RETS Issuance Register stores all records of AQF certification documentation issued against student USIs for 30 years.

AVETMISS Reporting/ Total VET Activity:

- RETS reports student information to the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS). This ensures that a student who has provided a verified USI will be able to access their records through the USI system.

Storage and Security:

- All student personal information including USI information is recorded and stored in RETS Student Management System (SMS).
- RETS protect the security of all information related to USIs.
- RETS has the following security measures in place to protect both digital and hard-copy records from loss, damage or unauthorised access:
  - Access to RETS SMS is limited to authorised officers as approved by the CEO/ PEO
  - Passwords are changed periodically

o   All hard copy documents are stored in locked cabinets
o   Back-up copies of records are created weekly.

Smart & Skilled

- RETS must assist students with applying for a USI, if required.

- RETS must ensure that students give permission to allow RETS access to their USI information.

- RETS must request the USI Register to verify the prospective student's USI before providing it to the Department as part of the Notification of Enrolment process.

- A USI is used with the consent of the student for notifying the Department of the enrolment in subsidised training of eligible prospective students.

- A USI is used as acceptable evidence for proof of identity requirements in accordance with Section 3 of the Smart and Skilled Student Eligibility Policy.

- RETS must ensure validity of the prospective student's USI via the USI Registry at the time of enrolment.

- RETS may also use USI data to verify Smart & Skilled age eligibility requirements by verifying the validity of student's USI at enrolment.

- RETS must use a subsidised student's USI when reporting all training activity data.

ACT User Choice Australian Apprenticeships

- RETS populates a student's USI against the student record in the ACT Vocational Education and Training Administration Records System (AVETARS) when it uploads its first AVETMISS file containing data for the AA.

- RETS must notify the Directorate of any USI exemptions at the RTO or student level.

- Where an exemption applies, RETS may issue AQF certification documentation to students who do not have a USI. In such instances, a USI will not be required for those students in submissions of AVETMISS compliant data to the National VET Provider Collection.

Procedure

Contact RETS for details of internal Unique Student Identifier (USI) procedures.

Pro-forma & Supporting Documentation

- Application, Privacy & Consent Form
- USI Collection Form
- Application for a USI Consent Form
- Qualification Issuance (File Audit) Checklist

Version Control:

Title	Unique Student Identifier (USI) Policy & Procedure			
Description	Describes processes used by RETS to meet its Unique Student Identifier obligations			
Created By	Joe Lynch			
Date Created	25.11.2021			
Maintained By	Joe Lynch			
Version Number	Modified By	Modifications Made	Date Modified	Status
1.1	Joe Lynch	Minor amendments following review by CEO	24.01.2022	Current