

## **Unique Student Identifier (USI) policy**

### **PURPOSE**

The purpose of this document is to outline the policy of managing Unique Student Identifiers under the Student Identifier Scheme, in compliance with the Student Identifiers Act 2014 and the Standards for Registered Training Organisations (RTOs) 2015.

### **POLICY**

APEIRO INSTITUTE will implement the national requirements for the Unique Student Identifier for all the students enrolled or enrolling into accredited courses. APEIRO INSTITUTE will adhere to all legislative requirements under the USI legislation and regulations (2014) and any amendments; this includes all Privacy requirements

It is the Policy of APEIRO INSTITUTE to ensure that:

- All students undertaking an accredited Qualification, course or Unit of Competency are provided information on the Unique Student Identifier are made aware of the requirements for providing and applying for a USI prior to and during the training
- Unique Student Identifiers are only applied for on behalf of a Student by the RTO once written permission is received and suitable identification documents are supplied
- All Unique Student Identifiers provided to APEIRO INSTITUTE by students are verified with the Registrar ([www.usi.gov.au](http://www.usi.gov.au)) prior to using or recording the number in any systems or databases
- Any USIs which are not successfully verified by the Registrar are not used or recorded until the discrepancy is rectified with the Student
- No AQF Certification documentation are issued to students, unless a USI has been provided by the student and verified with the Registrar (with the exception of cases where a USI exemption applies)
- USI's are not printed on any AQF Documentation, are treated as confidential and are stored in a secure location
- Student USI and Identification documents are stored securely and / or destroyed after use at all times
- Should a USI exemption apply, the student is made aware prior to enrolment or training that their training results will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the USI Registrar

### **APEIRO INSTITUTE ensures that the above policies are met by:**

- Providing Students with information on the Unique Student Identifier requirements prior to enrolment
- Ensuring USI information and requirements information is available publicly on the APEIRO INSTITUTE website, as well as in student handbooks
- Providing Students with a Step by Step procedure on applying for a USI and providing Students with ongoing support and assistance if required
- USI's are verified with the USI Registrar prior to the USI being accepted or recorded in any systems/files

- Students are notified immediately to rectify any USI's provided which are incorrect and were not able to be verified with the Registrar
- USI information is recorded only in Systems which are password protected and secure
- Students who have requested APEIRO INSTITUTE to apply for a USI on their behalf must mention so on the Enrolment form, along with an accepted form of Identification
- Any Student Identification documents are securely destroyed immediately after the USI has been created unless the document is required as a part of enrolment process
- The 'Issuing Qualifications and Statements of Attainment Checklist' is completed for each student prior to any AQF documentation being issued (this includes a check that USI has been provided and verified with the Registrar)
- Student Management System (TRUSS RTO) displays an error/warning if a USI is missing from the Student card file