

UNIQUE STUDENT IDENTIFIER (USI) POLICY

SCOPE

This policy applies to all staff and students of MEGT Education & Training to ensure the Unique Student Identifier (USI) is collected and stored in a safe manner, ensuring students privacy at all times.

The scope of this policy is to ensure the Privacy Act and Student Identifiers Act 2014 obligations and responsibilities for the data provision of student USI's are met.

It also informs students of their obligation to provide MEGT Education & Training with their USI. Staff are informed of the importance of collecting the USI and protecting the privacy of the student and their USI in the process.

POLICY STATEMENT

MEGT Education & Training will implement the requirements for the Unique Student (USI) and will adhere to all legislative requirements under the *USI Student Identifiers Act 2014*, *Standards for NVR Registered Training Organisations (RTOs) 2025*, *the Compliance Standards*, and any amendments; this includes all Privacy requirements.

POLICY

All students studying nationally accredited training in Australia from 1st January 2015, are 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.

Where certificates relating to nationally recognised training are issued by MEGT Education & Training, the following rules apply:

- MEGT Education & Training will not issue VET qualification or a VET statement of attainment to students unless the student has been assigned a USI;
 - unless there has been an exemption received by the Minister as stated in the *Compliance Standards; Division 2 - Student identifier requirements*
- MEGT Education & Training 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*
- Verification: verify that any student identifier provided by an individual belongs to that individual before MEGT uses the identifier for any purpose
- Student Identifier details and all related documentation under the control of MEGT Education & Training must be kept secure. This includes the information stored within the Student Management System user profiles and password protections are to be used in order to prevent any unauthorised access to USI information

Further information on the Unique Student Identifier can be accessed via: <https://www.usi.gov.au/>

PROCEDURE

- All students will be required to provide their USI at the time they enrol in a nationally accredited course delivered by MEGT Education & Training
- Student consent is obtained in the **Enrolment Form** (or subsequently) to provide personal information to the Student Identifier Registrar (via the USI website) and the *National Centre for*

Vocational Education Research (NCVER) and the relevant state, territory or commonwealth Department of Education (or equivalent) (via data lodgement of student details and results)

- All USI's will be verified at the time students enrol to study a course with MEGT Education & Training – see *Steps to verify* below
- It is expected most students will be able to manage their own USI through the USI website. MEGT Education & Training will only apply for a USI on a student's behalf if permission has been provided by indicating this on the student **Enrolment Form** and providing the acceptable forms of ID during enrolment
- The USI must be verified to finalise enrolment and must be verified before issuing a qualification
- The privacy of USI will be protected within all administrative tasks
- Students will be informed as to when their new qualifications will appear on their USI record
- A staff member will be designated to administer the USI system
- Staff will be trained in all aspects of USI administration and access and all computer security checked to ensure all unauthorised access is blocked
- Information regarding obtaining a USI will be published on the MEGT Education & Training website and in the Student Handbook.
- Exemptions – students can apply to the Student Identifiers Register for an exemption from needing a USI. If an exemption has been granted, the student will be issued a letter confirming the student does not need USI to receive their qualification or statement of attainment. A copy of the USI exemption letter must be provided to MEGT Education & Training. More information on exemptions can be found at https://www.ncver.edu.au/_data/assets/file/0030/8859/Fact-Sheet-USI-validation.pdf

Steps to Verify

Any USI provided to MEGT Education & Training by a student **must be verified** with the USI Registrar. This may be achieved by inserting the USI into the student details within the Student Management System (SMS) – aXcelerate - and changing the USI status to “Verify”. The SMS is linked to the USI Register where it will attempt to verify the information entered. Once verified the status will have changed to “Valid”. If the status does not change to valid then one of the following student details are 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 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.

RESPONSIBILITY FOR THIS POLICY

It is the responsibility of students enrolling in accredited training to provide their USI at the time they enrol into nationally accredited courses.

It is the responsibility of MEGT Education & Training to conduct the USI verification process. All documentation for obtaining USI from the student are maintained in accordance with Records Management Policy and it's the responsibility of the RTO manager to oversee the implementation of the USI Policy and procedures and all related documents and systems.

RELEVANT LEGISLATION AND GUIDELINES

- Standards for NVR Registered Training Organisations (RTOs) 2025
- Compliance Standards; Division 2 Student identifier requirements
- Student Identifiers Act 2014
- Student Identifiers Registrar's Privacy Policy
- Privacy Act 1988

RELATED DOCUMENTS

- Records Management Policy
- Privacy and Personal Information Policy
- Student Handbook
- Enrolment Form
- Credit Transfer Form
- Certificate Issuance Policy

REVIEW

This policy and procedure will be reviewed annually or amended following continuous improvement strategies implemented by the MEGT Education & Training.