

Unique Student Identifier (USI) Policy and Procedure

1 Purpose and Objective

- 1.1 The purpose of this policy is to ensure IIBIT meets the requirements of the Student Identifier scheme as per the Student Identifier Act 2014. The Student Identifier Act 2014 requires that any students enrolling into nationally recognised training as from 1st of January 2015 must obtain a Unique Student Identifier (USI) number. USI number will make it easier for students to find, collate and authenticate their VET achievements into a single transcript. It will also ensure that student's VET records are not lost. IIBIT will ensure that it complies with this policy and will not issue AQF certification documentation to an individual without being in receipt of a verified Student Identifier number for that individual.

2 Scope

- 2.1 This policy applies to all domestic and international students studying a vocational education and training program with IIBIT.

3 Policy and Procedure

USI Initiative

- 3.1 The USI initiative will enable students to provide IIBIT with access to an online authenticated record of student attainment. This will assist with the recording of enrolment details and will help to streamline the assessment of course prerequisites, credit transfer and the assessment of eligibility for funding assistance.

USI Privacy

- 3.2 IIBIT recognizes the importance of protecting your privacy and personal information. IIBIT is bound by the Australian Privacy Principles (APPs) in the Privacy Act 1988 (Cth) (the Privacy Act), which regulates how we collect, use, disclose and store personal information, including sensitive information, and how individuals may access and correct records containing their personal information. IIBIT respects your rights to privacy under the Privacy Act and we comply with all the Privacy Act's requirements in respect of the collection and management of your personal information.

IIBIT applying for USI on your behalf

- 3.3 If students do not have a USI number and wishes IIBIT to apply for a USI number to the Student Identifiers Registrar (Registrar) on their behalf, the student must give permission to IIBIT by agreeing to IIBIT's Terms and Conditions.
- 3.4 IIBIT will obtain personal information from the student via the enrolment form. The following personal information about the student will be provided to the Registrar at the

Office of the USI:

- a) Student's name, including first or given name(s), middle name(s) and surname or family name as they appear in an identification document;
- b) Student's date of birth, as it appears, if shown, in the chosen document of identity;
- c) Student's city or town of birth;
- d) Student's country of birth;
- e) Student's gender;
- f) Student's contact details; and
- g) Passport number (for international students).

3.5 Once IIBIT obtains student's USI number, the USI number will be entered into the student management system and emailed to the student as well for their records.

3.6 IIBIT collects personal information about a student so that it can perform its functions and activities and to provide the best possible quality of customer service. IIBIT will collect, hold, use and disclose student's personal information to:

- a) identify the student;
- b) process student's application for a Unique Student Identifier (USI) number;
- c) verify and or give a Unique Student Identifier;
- d) create an authenticated Vocational Education Training (VET) transcript; and
- e) update student's records and keep student's contact details up-to-date.

Individuals applying for their own USI

3.7 Individual students can create their USI by logging onto the www.usi.gov.au website and accessing the "Create a USI" icon. Students will require at least one form of ID from the list below to create their USI:

- a) Driver's License;
- b) Medicare Card (this includes a current family Medicare card where your name is included);
- c) Australian Passport;
- d) Visa (with Non-Australian Passport) for international students;
- e) Birth Certificate (Australian) *please note a Birth Certificate extract is not sufficient;
- f) Certificate of Registration by Descent;
- g) Citizenship Certificate; and
- h) ImmiCard.

3.8 Students must ensure that the details they enter when they create their USI matches exactly with those shown on the form of ID used.

3.9 Once students obtain their USI's they must email it to IIBIT which will be recorded in the student management system.

To whom we may disclose student's information

3.10 The third parties IIBIT may disclose your personal information to include, but are not

limited to:

- a) Commonwealth and State government departments and agencies, Boards of Study, specified VET-related bodies including the National Centre for Vocational Education Research for:
 - the purposes of administering and auditing Vocational Education and Training (VET), VET providers and VET programs;
 - education related policy and research purposes; and
 - VET Regulators to enable them to perform their VET regulatory functions;
- b) the National Centre for Vocational Education Research for the purpose of the Registrar creating authenticated VET transcripts, resolving problems with Unique Student Identifiers and for the collection, preparation and auditing of national VET statistics;
- c) any other person or agency that may be authorized or required by law to access the information; and
- d) any organization for any authorized purpose with the student's express consent.

3.11 Your personal information will not be shared or disclosed other than as described in this policy, without your consent.

Security

3.12 Once IIBIT receives personal information from you, the information is maintained in a secure environment. Student's personal information will not be released unless the law permits it or student's permission is granted.

3.13 IIBIT takes reasonable steps to ensure student's personal information is protected from misuse and loss and from unauthorized access, modification or disclosure. However, as the data is transmitted via the internet, IIBIT cannot provide assurance regarding the security of transmission of information. IIBIT also cannot guarantee that the information student's supply will not be intercepted whilst being transmitted over the internet.

3.14 IIBIT may hold student's information in either electronic or hard copy form. Personal information is destroyed or de-identified when no longer needed in accordance with the requirements of the Archives Act 1983 (Cth).

4 Roles and Responsibilities

4.1 The Chief Executive Officer is responsible for the implementation of this policy and to ensure that staff and students are aware of its application and procedures.

5 Definitions

IIBIT	International Institute of Business and Information Technology
SRTO	Standards for Registered Training Organisations (RTOs) 2015
USI	Unique Student Identifier

6 Associated Information

Related Documents	<ul style="list-style-type: none">• Privacy Policy and Procedure
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	<ul style="list-style-type: none"> • Student handbook
Related Legislation	<ul style="list-style-type: none"> • Archives Act 1983 (Cth) • Privacy Act 1988 (Cth) • Standards for Registered Training Organisations (RTOs) 2015 – SRTO 4.3 • Student Identifiers Act 2014
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Document Administrator	Senior General Manger (Operations)
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7 Change History

Version Control	Version 3.1	
Change Summary	V1 20/08/2012	Overall review
	V2 24/04/2017	Overall review
	V3 03/05/2017	Formatting
	V3.1 09/08/19	Applied new template, plus minor editorials, GMASQA Approved