

Unique Student Identifier(USI) Policy

Purpose

The Unique Student Identifier (USI) scheme allows students to access a single online record of their VET achievements. Each person will be assigned with a USI. NAHB will obtain and verify the student's USI at the time of enrolment. NAHB will comply with the Student Identifiers Act 2014 quoted in the Standard for RTOs 2015 (Standard 3.6). The purpose of this policy is to ensure all staff are correctly using and recording details of the USI.

Unique Student Identifier (USI) - is a mandatory requirement for anyone wishing to complete Nationally Recognised Training as of 1 January 2015.

Responsibility

Student administration department is responsible for enforcing and implementing this policy and procedure.

Process

1. Setting up a USI

If the student has not already obtained their USI, then NAHB will apply for the USI on their behalf at the time of enrolment. The student will need to provide the authorisation to NAHB's to look up and/or create the Unique Student Identifier (USI) on the student's behalf. The student needs to give the option by selecting 'yes' in the USI section of the application form. The student will need to provide at least one (1) form of ID from the list below in order for the Institute to apply for their USI.

Student forms of ID.

- Driver's License
- Medicare Card (this includes a current family Medicare card where your name is included)
- Australian Passport
- Birth Certificate (Australian) *Birth Certificate extract is not sufficient
- Certificate Of Registration By Descent
- Citizenship Certificate
- ImmiCard

Where a student has provided a USI it will be verified with the Registrar before being used for the student.

2. Recording and reporting a USI

NAHB is required by law (Student Identifier Act) to collect, maintain and report to relevant Government agencies the individual's Unique Student Identifier (USI) number in accordance with the National VET Provider Collection Data Provision Requirements.

The student's USI will be recorded in their individual file and provided with training records submitted with AVETMISS data. Student files will be stored as per the Records Management policy ensuring security of identifiers.

3. Issuing AQF Certification Documentation

AQF qualifications and statements of attainment will not be issued until a student has provided, or NAHB has applied for a student's USI on their behalf. The USI will not be included on the Testamur, Statement of Attainment or Record of Results

NAHB Will not disclose the Unique Student Identifier (USI) number for any other purpose, including on any Certification documents.

NAHB must not adopt the Unique Student Identifier (USI) number as its own identifier of the individual.