Unique Student Identifier (USI) Policy

Date Approved:	31 July, 2023
Date Effective:	31 July, 2023
Policy Category:	Student
Policy Owner:	National Manager – Student Support

1. Context, Purpose & Key Principles

SEDA Group (SEDA) will gather and utilise personal information in order to meet the obligations to create and verify a Unique Student Identifier (USI) in accordance with the Student Identifiers Act 2014 (USI Act).

All VET students enrolled at SEDA are required to have a current USI. From 1 January 2021, all VET students enrolling in a course at SEDA are required to have a current USI and are required to have a current USI in order to graduate.

All activities relating to USI for students are managed to ensure privacy, accuracy, and reliability in accordance with the USI Act. All personal information gathered for the purpose of obtaining and verifying a USI will be used, stored, and destroyed in accordance with the *Student Privacy Policy* and the *Records Management Policy.*

If necessary, SEDA will assist students to obtain a USI.

This policy has been developed to ensure that all employees, contractors, and students understand how students' USI numbers are collected and stored. It also outlines how each student's enrolment records are maintained and submitted (when required) to the regulatory bodies and the National Centre for Vocational Research (NCVER) for all Australian students' training and assessment history and achievement of competencies, and/or VET history and grades.

2. Scope

- Admissions/Enrolment
- All VET and VET in Schools (VETiS) students

3. USI Privacy Notice

All SEDA students are required to acknowledge that they have read and understood the USI Privacy Notice at the time of enrolment which includes the use of a student's personal information and the USI application process.

The information below is an excerpt of the [USI Privacy Notice](#) that is provided to SEDA students as part of the enrolment process.

The USI application process requires personal information, including your:

- name
- date and place of birth
- gender
- contact details
- identification documents

This information is used to confirm your identity and ensure your USI is unique.

The USI Registry System only keeps information about your name, date and place of birth, gender, contact details and the type of identification provided.

The USI Registry System doesn't retain details from the ID used to create your USI.

If you've authorised a third party to create a USI on your behalf, typically an education or training provider, they're required by law to destroy your personal information as soon as possible after making the USI application.

For USI account holders who are undertaking VET studies, the National Centre for Vocational Education and Research (NCVER) holds your training information, which is used to electronically create authenticated VET transcripts.

The Office of the Student Identifiers Registrar does not hold or store the information received from NCVER for this purpose.

NCVER is authorised to disclose information to the:

- Australian Government Department of Education, Skills, and Employment (DESE)
- Commonwealth authorities and State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulator for the purposes of:
- the administration of VET, including program administration, regulation, monitoring, and evaluation
- the facilitation of research relating to education, including surveys and data linkage understanding how the VET market operates, for policy, workforce planning and consumer information.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how NCVER will handle your personal information please refer to NCVER's Privacy Policy

4. Procedures

SEDA will verify the USI in the Student Management System (SMS/VETtrak)) and will assist in locating a student's USI (if applicable) through the SMS.

SEDA will:

- Ensure that students will be provided with information on the USI through a link to the Fact Sheet available on the USI website or the SEDA's website (and on enrolment)
- Ensure that no AQF certification documentation is issued to a VET student without having a verified USI for that student unless an exemption applies under the Student Identifiers Act 2014.
- Ensure that where an exemption described previously applies, SEDA will inform the student prior to either the completion of the enrolment or commencement of training and assessment that the results of the training and assessment will not be accessible via the USI system and the USI will not appear on any certification or transcripts provided by SEDA.
- Advise students that by creating a USI, the results of their training and assessment will be accessible through the Commonwealth USI system.
- Offer assistance to students to obtain a USI if required. In this case, a signed USI Privacy Form will be provided to the student for completion with collection of suitable identification documents.
- Collect a USI at time of enrolment if issued and when provided will verify the validity of the USI via the SMS.
- After collection of a verifiable USI, all identity documentation collected solely for this purpose will be destroyed in a secure way. SEDA's Student Management System will also be updated to indicate that the identity documentation is deleted on confirmation of a valid USI.
- In cases where a new student does not provide a USI, the Admissions will enroll the student as 'Conditional Enrolment' in the SMS.
- Not issue qualifications or Statements of Attainment for students who have not provided a USI (unless exempted) and this option has been chosen on the SMS.
- When a conditionally enrolled student provides a USI that is then verified, the enrolment will be changed to active/confirmed in the SMS and any outstanding certification can be issued.
- Ensure the security of Student Identifiers and all related documentation under its control, including information stored in its Student Management System.

5. Issuing Certification Documentation

Before a Testamur, Record of Results or a Statement of Attainment can be conferred to a VET student their Unique Student Identifier (USI) must be collected and verified by SEDA. For further information, please refer to SEDA's *__Academic Issuance Policy__*

6. Supporting documentation

RTO Reporting Requirements

7. Related legislation and Guidelines

Standards for Registered Training Organisations (RTO's) 2015

The Student Identifiers Act 2014

Privacy Act 1988

Australian Privacy Principles