

UNIQUE STUDENT IDENTIFIER POLICY AND PROCEDURE

PURPOSE

This policy and procedure outlines how the Central Coast Community College (the College) will meet the requirements for the collection and use of a national Unique Student Identifier (USI) for all enrolled students in accordance with the Student Identifiers Act 2014.

The USI is an online account or reference number that allows access to an individual's previous training records. This account assists with the recording of enrolment details and will help streamline the assessment of course prerequisites, credit transfers and the assessment of eligibility for funding assistance.

It is a requirement under Commonwealth legislation that providers record a valid USI for a student before that student is issued with a qualification or a statement of attainment. This applies to new students, pre-enrolled students and continuing students.

APPLICATION OF THE POLICY

This policy and procedure covers all enrolments of students into accredited training including qualifications, short accredited courses and single units of competency.

DEFINITIONS

Identifier means identifier means a unique combination of letters, numbers and symbols

Registrar means the Student Identifiers Registrar

USI means Unique Student Identifier

VET means vocational education and training

POLICY STATEMENT

Every student who undertakes nationally recognised Vocational Education and Training (VET) in Australia will be able to use a USI to access their enrolment and achievement record from a single online source.

New and continuing students undertaking nationally recognised VET courses must have a USI to receive their statement of attainment or qualification.

Students will be able to get a full transcript of all the accredited VET training they have undertaken from the time the USI comes into effect, or an extract of it that shows the particular

achievements they want it to. An individual can apply for a USI which then must be provided to their training provider before the person can receive a statement of attainment or qualification.

PROCEDURES

The College will ensure that all students undertaking an accredited qualification, course or unit of competency are provided with information on the USI and are made aware of the requirements for providing and applying for a USI prior to and during the training. This is done through the following methods:

- On the College website
- In the Student Handbook
- During subsidised training eligibility checks

The College will only apply for a USI on behalf of a student if written/verbal permission is received and suitable identification documents are supplied.

All USIs provided to the College by students are verified with the Registrar (www.usi.gov.au) through entry into the Student Management System. Any USIs which are not successfully verified are not used or recorded until the discrepancy is rectified with the student.

No AQF Certification documentation will be 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, evidence of the exemption is required from the student).

USIs are not printed on any AQF Documentation, are treated as confidential and are stored in a secure location within the Student Management System. USIs are not to given to a third party unless written permission has been received from the student.

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. This is to be documented into the Student Management System.

RELATED DOCUMENTS

Student Enrolment Policy and Procedure

Student Handbook

Records Management Policy and Procedure