

USI Policy Document



Purpose

The purpose of this Policy is to ensure Safeguard Training & Services maintains compliance against Standards for Registered Training Organisations (RTOs) Clause 3.6 and applicable legislative requirements.

A USI (Unique Student Identifier) is a reference number made up of numbers and letters. The USI is linked to the National Vocational Education and Training (VET) Data Collection, and this means an individual's nationally recognised training and qualifications gained anywhere in Australia, from different training organisations, will be kept all together.

The USI:

Links a participant's VET achievements, regardless of where in Australia they did the course

Let's participants easily access secure digital transcripts of their achievements from 1 January 2015

Gives participants more control over their VET information

It is the aim of the policy to provide clear and practical guidelines to ensure Safeguard Training & Services comply with the requirements of USI collection and management as required by National VET Data Collection requirements.

Scope

This policy relates to Safeguard Training & Services Pty Ltd RTO 90987, its trainers and assessors and employed staff. It includes any third party providing services on behalf of the RTO, including their trainers and assessors and administration staff. It also covers students of the RTO and third party providers.

Policy Statement

Safeguard Training & Services will collect a participant's USI at the time of enrolment. This will be obtained through the participant supplying their USI number.

Safeguard Training & Services will inform participants who wish to be exempt from supplying a USI with the process by which an exemption is sought, i.e. applying via the USI portal (<https://www.usi.gov.au/node/276>).

Safeguard Training & Services is not permitted to issue an Award to a participant who has not supplied a valid USI number or evidence of exemption from the USI system.

Safeguard Training & Services staff or approved third party delivering services on behalf of Safeguard Training & Services will provide potential participants with information on USI at or before enrolment.

A participant's USI will (can) be stored in the following locations:

Paper-based enrolment or declaration forms

Training Desk Student and Learning Management System

Where required, we only collect information that we need, and the ID documentation used to create a USI record are not stored by Safeguard Training & Services or third party delivering services on behalf of Safeguard Training & Services.

Safeguard Training & Services will at all times abide by all privacy of information laws in the collection, retention and management of our participant's enrolment information including the USI.

Procedures

USI Collection and Maintenance

All procedures with respect to the collection, storage and maintenance of USI information are handled within the Training Desk Student and Learning Management System.

USI Exemption

When a participant seeks exemption from supplying a USI, they need to apply for exemption via the USI website at <https://www.usi.gov.au/node/276>. Once this has been obtained, they can contact Safeguard Training & Services supplying evidence of exemption, this evidence will be attached to a ticket linked to the student profile, with a task assigned to a super admin.

A Training Desk super admin will exempt the student from the USI process within training desk and complete the task on the ticket. Safeguard Training & Services staff can then contact the participant if required.

Responsibilities

Handling of USI Collection and Maintenance

The Training Coordinator is responsible for the overall supervision and handling of USI collection and maintenance.

Compliance, monitoring and review

The Training Coordinator is responsible for implementing, reviewing, monitoring, and ensuring compliance with this policy.

Reporting

No additional reporting is required.

Records management

Employees must maintain all records in STS Database relevant to administering this policy securely.

Definitions

Terms and definitions

Unique Student Identifier (USI) – A USI (Unique Student Identifier) is a reference number made up of numbers and letters. The USI is linked to the National Vocational Education and Training (VET) Data Collection, and this means an individual's nationally recognised training and qualifications gained anywhere in Australia, from different training organisations, will be kept all together.

Related Legislation & Documents

[Standards for Registered Training Organisations \(RTOs\) 2015](#)

[National Vocational Education and Training Regulator Act 2011](#)

USI Portal – www.usi.gov.au