Training Aid

Australia *Pty Ltd*

RTO NUMBER

91411

USI Policy and Procedures

Version Number:	V.1.2024	**Review Date:**	February 2026
Version Date:	February 2024	**Approved:**	Phil Gillespie
Ownership:	Training Aid Australia Pty Ltd	**File Name:**	USI Policy and Procedure

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PURPOSE

The purpose of this document is to outline Training Aid Australia's (TAA) policy of managing Unique Student Identifiers under the Student Identifier Scheme, in compliance with the Student Identifiers Act 2014 and the Standards for Registered Training Organisations (RTOS) 2015.

SCOPE

This policy applies to all staff and students.

POLICY

TAA will comply with the requirements of the Student Identifier scheme by ensuring that;

1. All students undertaking an accredited Qualification, course or Unit of Competency are provided information on the Unique Student Identifier and are made aware of the requirements for providing and applying for a USI prior to and during the enrolment process.
2. All Unique Student Identifiers provided to TAA by students are verified with the Registrar (www.usi.gov.au) prior to using or recording the number in any systems or databases.
3. Any USIs which are not successfully verified by the Registrar are not used or recorded until the discrepancy is rectified with the student.
4. No AQF Certification documentation (including cards and licences) are 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.)
5. USI's are not printed on any AQF Documentation, are treated as confidential and are stored in a secure location student USI and Identification documents are stored securely and / or destroyed after use at all times.
6. 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.

PROCEDURES

Training Aid Australia will ensure compliance to the above polices by;

- Providing students with information on the Unique Student Identifier requirements prior to enrolment.
- Ensuring USI information and requirements information is available publicly on the MPA website, as well as in course information and handbooks.
- Providing Students with a Step by Step instruction guide on applying for a USI and providing students with ongoing support and assistance if required.
- USI's are verified with the USI Registrar prior to the USI being accepted or recorded in any systems/files.
- Students are notified immediately to rectify any USI's provided which are incorrect and were not able to be verified with the Registrar.
- USI information is recorded only in systems which are password protected and secure.
- The 'Issuing Qualifications and Statements of Attainment Checklist' is completed for each student prior to any AQF documentation being issued (this includes a check that USI has been provided and verified with the Registrar.)
- Student Management System (Coursesales) displays an error/warning if a USI is missing from the Student file.

REVISION HISTORY

Creation/ Revision Date	Comment	Created/ Revised by
07/12/18	Policy and procedure created	Compliance Consultant Simon Judge
02/08/19	Made changes to procedures due to new Student Management System	Compliance manager Simon Judge
12/07/20	Checked for currency	Compliance Manager Simon Judge
15/02/21	Passage reworded for clarity	Compliance Manager Simon Judge
27/03/22	Checked for currency	Compliance Manager Simon Judge
14/03/22	Checked for currency	Compliance Manager Simon Judge
15/02/24	Reviewed & updated	Compliance Manager Simon Judge

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