

USI Policy and Procedure (International Students)

Policy Context

This policy relates to:	
Codes and Standards	Standards for RTOs 2015 – Standard: 3.6; Schedule 5.3; 5.7;
Legislation or other requirements	National Vocational Education and Training Regulator Act 2012

Purpose

The purpose of this policy is to ensure that Raymond International College (RIC) is committed to assisting the Federal authorities with allocation of Unique Student Identifiers (USIs). RIC captures and records the Unique Student Identifiers (USIs) of all students, and reports enrolment details and results to the Department to ensure compliance with the requirements set by the Student Identifiers Act 2014, and the Standards for Registered Training Organisations 2015.

Objectives

The objective of this policy and procedure for RIC is to ensure that:

- Appropriate and suitable mechanisms are in place for handling the Unique Student Identifiers (USIs) of students
- Management and staff of RIC are aware of their responsibilities and obligations in relation to USIs
- There is a policy framework for handling USIs.
- Compliance with the Privacy Act 1988 and Student Identifiers Act 2014 obligations and responsibilities

Scope

This policy and procedure apply to all RIC staff who are responsible for the collection, storage and reporting of Unique Student Identifier (USI) data. This policy and procedure also apply to all students in nationally recognised training, except those students who are deemed to be exempt.

General Processes

RIC meets the requirements of the Student Identifier scheme, including:

- verifying with the Registrar, a Student Identifier provided to it by an individual before using that Student Identifier for any purpose

- ensuring that it will not issue AQF certification documentation to an individual without being in receipt of a verified Student Identifier for that individual, unless an exemption applies under the Student Identifiers Act 2014
- ensuring that where an exemption described in clause 3.6 (b) applies, it will inform the student prior to either the completion of the enrolment or commencement of training and assessment, whichever occurs first, that the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the Registrar
- ensuring the security of Student Identifiers and all related documentation under its control, including information stored in its student management systems.

1. Providing USI information

The prospective student is provided with the USI information which outlines;

- USI definition
- Purpose
- Process
- Consent section in enrolment form

Students are directed to the RIC website for USI information. If a potential student does not have access to the Internet, then RIC needs to ensure the access to the USI information on the RIC website for the student is available.

2. Consent for creating USI

RIC Administration Manager or an officer appointed by the RIC Managers hand over the completed and compliant enrolment form with relevant paperwork to the Administration staff. The RIC Administration Manager or an officer appointed by the RIC Managers ensures that the consent section on the enrolment form has been signed in order for the Administration staff to create a USI on the students' behalf. If the student does not have a USI, one can be created providing that there is an attachment of the student's photo copied ID.

A list of relevant ID is listed from one of the eight Document Verification Service (DVS) documents listed below:

- Australian Passport
- non-Australian Passport (with Australian Visa)
- Australian birth certificate
please note a Birth Certificate extract will not be accepted
- Australian Driver's Licence

if none of the documents listed above are available, applicants can also provide:

- Medicare Card
- Certificate of Registration by Descent
- Citizenship Certificate
- ImmiCard

Important:

If the student has not brought a DVS document with them or the check is unable to be completed on the day, RIC can proceed with its enrolment process and complete the USI creation process at a later stage, subject to the parameters of the RIC systems.

3. Checking enrolment paperwork

The Admissions Officer checks the enrolment paperwork against the eligibility component of student file checklist before accepting the Handover Record.

4. Check requirements of all enrolments for USI

If the student already has a valid USI, and this information has been filled into the enrolment form, then enrolment is processed as normal. If the student does not have USI, and consent has been provided to RIC to create a USI on learner's behalf, Administration staff will go through the next USI register process.

5. Register USI

- Administration staff registers USI based on the student's personal details and ID copies.
- Once the USI is created it is on the system and an email from the USI authority will be sent to the student automatically

6. USI Exemptions

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.

USI Exemptions apply according to the following criteria:

Exemption categories are:

- Students who complete all requirements for their VET Qualification or VET Statement of Attainment outside Australia.
- An individual who has completed all the requirements for the VET Qualification or VET Statement of Attainment before 1 January 2015.

- Students who demonstrate a genuine personal objection to being assigned a USI. This exemption can only be granted by the Student Identifiers Registrar.

Procedure

Procedure Steps	Responsibility
Providing USI Information	Student Support Officer
Consent for creating USI	Student Support Officer
Checking enrolment paperwork	Administration Team
Check requirements of all enrolments for USI	Administration Team
Register USI	Administration Team

Continuous Improvement

A summary of all USI related matters and concerns will be presented in the Management Meeting for review. The purpose of this is to ensure management becomes aware of:

- Common threats relating to the compliance and quality assurance
- Repeat issues
- Any general adverse trends that need correction

Confidentiality and Privacy Statement

For more Information, please refer to our Privacy policy and procedure.

Publication

This policy once approved, will be available to all students and staff by accessing RIC website or on request. This policy and procedure will form part of the information distributed and communicated during staff orientation.

Review process

The policy and procedure will be reviewed annually by the Administration Manager/CEO.