

POLICY

Unique Student Identifier (USI)			
Standard 3	STD 3 Clause 3.6	Policy No.	RTO.S3-POL-003
		Related Procedure No.	RTO.S3-PRO-003
Policy Owner	Ferne Robinson, Compliance Manager		
Scope	This policy applies to clients, participants and employees of Risk Management Training Solutions and its associated entities.		
Date of approval	01.10.19	Review Date	30.09.21
Change Control	Review as part of continuous improvement		
Version No.	1.2		
Related Policies	Enrolment Policy AQF Certification Documentation Policy		

1. Overview

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 will:

- link a participant's VET achievements, regardless of where in Australia they did the course
- let participants easily access secure digital transcripts of their achievements (transcripts will be available from April 2016)
- give participants more control over their VET information



2. Policy

- 2.1 RMTS will collect a participant's USI at the time of enrolment. This will be obtained through the participant supplying their USI number.
- 2.2 RMTS is not permitted to issue an Award to a participant who has not supplied a valid USI number.
- 2.3 RMTS training staff will provide potential participants with information on USI at or before enrolment.
- 2.4 A participant's USI will be stored in the following locations:
 - Paper-based enrolment form
 - Student management system
- 2.5 RMTS 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.

3. Definitions

Unique Student Identifier (USI):

The USI is a reference number made up of ten numbers and letters that:

- creates a secure online record of your recognised training and qualifications gained in Australia, from all training providers you undertake recognised training with
- will give you access to your training records and transcripts
- can be accessed online, anytime and anywhere
- is free and easy to create and
- stays with you for life

Who needs a USI and why:

If you are a new or continuing student undertaking nationally recognised training, you need a USI in order to receive your qualification or statement of attainment. If you don't have a USI you will not receive your qualification or statement of attainment.

Your USI will give you access to an online record of the training you have done since 1 January 2015. You will also be able to produce a comprehensive transcript of your training. This can be used when applying for a job, seeking a credit transfer or demonstrating pre-requisites when undertaking further training.

4. References

Standards for Registered Training Organisations (RTOs) 2015

Standard 3 – Clause 3.6

[Australian Government - Unique Student Identifier](#)