Beerwah State High School

Procedure

Unique Student Identifier

Relevant clauses: 3.6

1. Introduction

The purpose of this procedure is to detail the process to be followed for obtaining and/or verifying the Unique Student Identifier for each learner enrolled at the RTO.

2. Scope

This procedure covers all learners enrolled in any qualification on the scope of the RTO.

The objective of this procedure is to ensure that each student enrolled in a qualification at the RTO has the details of their learning 'banked' in the national register and they can access information about their training history at a later date.

3. Definitions

Standards for Registered Training Organisations (RTOs) 2015 is a set of nationally agreed quality assurance arrangements for training and assessment services delivered by Registered Training Organisations (RTOs).

Code means the unique identifier for units of competency, skill sets, VET accredited courses, modules, AQF qualifications or training packages as required by the Standards for Training Packages and Standards for VET Accredited Courses.

Registrar means the Student Identifiers Registrar.

Student Identifier [also referred to as *Unique Student Identifier (USI)*] means an identifier assigned to an individual by the Registrar under section 10 or 12 of the *Student Identifiers Act 2014*.

4. Roles and responsibilities

The *Chief Executive Officer* (Principal) is responsible for:

- Ensuring the correct implementation of this procedure.

The *RTO Manager* is responsible for:

- Ensuring all learners are informed about the existence and purpose of the USI scheme;
- Informing students about the process of obtaining a USI;
- Informing students that they will not be issued with certification documentation without first providing a USI and ensuring that this process is followed;
- Managing the process of obtaining and/or verifying USIs for each student;
- Managing the security and maintaining the privacy of USIs; and
- Ensuring data is reported with USIs.

The *SDCS Officer* is responsible for:

- Recording and verifying USIs provided by learners on OneSchool;
- Storing USIs securely;
- Downloading and updating the USI CSV file from QCAA, updating and uploading via RABS;

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- Ensuring all learners have a USI prior to issuing certification documentation; and
- Ensuring accurate data in relation to USIs is reported as required.

The *Classroom teacher* is responsible for:

- Collecting USIs provided by learners;
- Informing SDCS Officer of USI number for each student in class
- Communicating with students and parents regarding missing USI numbers.

5. Procedure

At the start of each year each learner will either be required to provide their existing USI (if not already on record at the RTO) or apply for a USI. It will be at the discretion of the RTO Manager each year, depending on numbers of class enrolments, whether this will occur in class time or if students will be responsible for applying in their own time.

Students will be provided with the USI Fact Sheets at the start of the year that are located on the network here: Fact Sheets and Help. This folder also contains posters and other material that will be used in the RTO to promote the USI.

Each year, and whenever a new VET learner enrols, the RTO Manager will determine one of the following courses of action:

1. *The student applies for a USI at home (THIS OPTION FOR 2018)*
    - The RTO sends home information about the USI and what the process will be for application and provision
    - Students obtain a USI at home via the website www.usi.gov.au
    - The student provides the USI to the RTO using the USI Collection and Verification form
    - The RTO verifies the USI via the website www.usi.gov.au
    - The RTO records the USI, inputs this information into the Student Management System and records on OneSchool.

2. *The student applies for a USI at the RTO*
    - The RTO sends home information about the USI and the process will be for application and the types of identification that will be required by the learner
    - Students apply at the RTO during a set class time with the assistance of the RTO Manager (or the Trainer and Assessor depending on class numbers)
    - Students will record their USI and provide the number to the RTO Manager using the USI Collection and Verification form
    - The RTO verifies the USI via the website www.usi.gov.au
    - The RTO records the USI, inputs this information into the Student Management System or record in the USI Register

3. The RTO applies for a USI on behalf of the student
    - The RTO sends home information about the USI and the process will be for application and the types of identification that will be required by the learner that

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needs to be submitted to the RTO Manager along with completion of the USI Consent form

- The RTO will create a USI on behalf of the learner via www.usi.gov.au
- The RTO records the USI and provides this to the learner
- The RTO records the USI, inputs this information into the Student Management System or record in the USI Register

After each major data submission, the SDCS Officer will download a CSV file from QCAA identifying any learners who have not had a USI recorded. The RTO will update this spreadsheet and upload to RABS to update the records.

Prior to issuing any certification documentation it will be ensured by the SDCS Officer (overseen by the RTO Manager) that a USI has been recorded and reported for the learner.

6. Records and documentation

USI Fact Sheets

USI Consent form

USI Collection and Verification form

USI Register

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