

# UNIQUE STUDENT IDENTIFIER (USI) POLICY AND PROCEDURES

## 1. PURPOSE

The purpose of this policy is to ensure The Lan-Grove Office Training Centre Pty Ltd trading as The Sydney Business and Travel Academy and The Sydney English Language Academy herein known as “The Academy” meets the requirements of the Student Identifier scheme as per the Student Identifier Act 2014.

The Student Identifier Act 2014 requires that any students enrolling into a nationally recognised training as from 1st of January 2015 must obtain a Unique Student Identifier (USI) number. USI number will make it easier for students to find, collate and authenticate their VET achievements into a single transcript. It will also ensure that student’s VET records are not lost. The Academy will ensure that it complies with this policy and will not issue AQF certification documentation to an individual without being in receipt of a verified Student Identifier number for that individual.

## 2. USI INITIATIVE

The USI initiative will enable students to provide The Academy with access to an online authenticated record of student attainment. This will assist with the recording of enrolment details and will help to streamline the assessment of course prerequisites, credit transfer and the assessment of eligibility for funding assistance.

## 3. USI PRIVACY

The Academy recognises the importance of protecting your privacy and personal information. The Academy is bound by the Australian Privacy Principles (APPs) in the Privacy Act 1988 (Cth) (the Privacy Act), which regulates how we collect, use, disclose and store personal information, including sensitive information, and how individuals may access and correct records containing their personal information. The Academy respects your rights to privacy under the Privacy Act and we comply with all the Privacy Act’s requirements in respect of the collection and management of your personal information.

## 4. THE ACADEMY APPLYING FOR USI ON YOUR BEHALF

- a) If students do not have a USI number and wishes SBTA to apply for a USI number to the Student Identifiers Registrar (Registrar) on their behalf, the student must give permission to The Academy by agreeing to The Academy’s Terms and Conditions.
- b) The Academy will obtain personal information from the student via the enrolment form. The following personal information about the student will be provided to the Registrar at the Office of the USI:
  - Student’s name, including first or given name(s), middle name(s) and surname or family name as they appear in an identification document;
  - Student’s date of birth, as it appears, if shown, in the chosen document of identity;
  - Student’s city or town of birth;
  - Student’s country of birth;
  - Student’s gender; and
  - Student’s contact details.
- c) Once The Academy obtains student’s USI number, the USI number will be entered into the student management system and emailed to the student as well for their records.

- d) The Academy collects personal information about a student so that it can perform its functions and activities and to provide the best possible quality of customer service. The Academy will collect, hold, use and disclose student's personal information to:
- identify the student;
  - process student's application for a Unique Student Identifier (USI) number;
  - verify and or give a Unique Student Identifier;
  - create an authenticated Vocational Education Training (VET) transcript;
  - update student's records and keep student's contact details up-to-date;

## 5. INDIVIDUALS APPLYING FOR THEIR OWN USI

- a) Individual students can create their USI by logging onto the [www.usi.gov.au](http://www.usi.gov.au) website and accessing the "Create a USI" icon. Students will require at least one form of ID from the list below to create their USI:
- Driver's Licence
  - Medicare Card (this includes a current family Medicare card where your name is included)
  - Australian Passport
  - Birth Certificate (Australian) \*please note a Birth Certificate extract is not sufficient
  - Certificate of Registration by Descent
  - Citizenship Certificate

Students must ensure that the details they enter when they create their USI matches exactly with those shown on the **form of ID** used.

- b) Once students obtain their USI's they must email it to The Academy which will be recorded in the student management system

## 6. TO WHOM WE MAY DISCLOSE STUDENT'S INFORMATION

The third parties The Academy may disclose your personal information to include but are not limited to are:

- Commonwealth and State government departments and agencies, Boards of Study, specified VET-related bodies including the National Centre for Vocation Education Research for:
  - the purposes of administering and auditing Vocational Education and Training (VET), VET providers and VET programs;
  - education related policy and research purposes; and
- VET Regulators to enable them to perform their VET regulatory functions;
- the National Centre for Vocational Education Research for the purpose of the Registrar creating authenticated VET transcripts, resolving problems with Unique Student Identifiers and for the collection, preparation and auditing of national VET statistics;
- any other person or agency that may be authorised or required by law to access the information;
- Any organisation for any authorised purpose with the student's express consent.
- Your personal information will not be shared or disclosed other than as described in this policy, without your consent

## 7. SECURITY

Once The Academy receives personal information from you, the information is maintained in a secure environment. Student's personal information will not be released unless the law permits it or student's permission is granted.

The Academy takes reasonable steps to ensure student's personal information is protected from misuse and loss and from unauthorised access, modification or disclosure. However, as the data is transmitted via the Internet, The Academy cannot provide assurance regarding the security of transmission of information. The Academy also cannot guarantee that the information student's supply will not be intercepted whilst being transmitted over the internet.

The Academy may hold student's information in either electronic or hard copy form. Personal information is destroyed or de-identified when no longer needed in accordance with the requirements of the Archives Act 1983 (Cth).

## 8. ASSOCIATED DOCUMENTS

- Training and Assessment Strategies
- Student Handbook
- Policies and Procedures Manual

## 9. RELATED STANDARDS

- Standards 3, Clauses 3.6
- National Code 2018
- ESOS Act 2000
- Student Identifier Act 2014
- Privacy Act 1988

## 10. RESPONSIBILITY

- Students
- Student Services Coordinator
- Administrative Assistant

Approved by: Jane Koch  
 Position: Chief Executive Officer  
 Signature: *Jane Koch*  
 Date: 19 January 2018

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