

USI Policy and Procedure

USI Policy

ADE will gather and utilise personal information in order to meet their obligations to create and/or verify a USI in accordance with the Student Identifiers Act 2014.

Student Identifiers will be created on behalf of the student only when written consent has been received from the student.

The student will be given the option of creating their own USI and informing the RTO of their USI

Where the student is under 18, parental permission will be obtained in writing before a USI is created on behalf of a student.

All Student Identifiers, once obtained will be verified using JobReady - Student Management System.

An AQF qualification will not be issued to a student:

- who has not created a USI or provided authority for a USI to be obtained on their behalf
- who has not provided ADE with their USI by the time of completion
- when the RTO is unable to verify their USI

Students will be advised that a USI will enable them to access the results of their training through the Commonwealth and will appear on any authenticated VET transcript prepared by the Registrar.

Personal information gathered solely for the purpose of creating and or obtaining verification of the USI will be used and stored in accordance with the Privacy Policy and the Records Management Policy in place.

Personal information gathered solely for the purpose of creating and or obtaining verification of the USI will be destroyed within 4 months of verification, unless required under other legislation and contractual obligations.

USI Procedure

Informing the student

At enrollment, ADE will provide the student with:

The USI student fact sheet – provided through the USI website: <http://www.usi.gov.au>

- The RTO Learner Information on the USI website
- A USI Learner consent form (as needed)
- The USI Registrar's Privacy Policy
- ADE's Complaints and Appeals Policy

Students wishing ADE to obtain their USI on their behalf, will complete a USI Authority Form and will provide ADE with the relevant identification.

Identification will be sighted and copied (scanned) for use and retention,

or

The student creates their own USI and informs ADE.

Create and verify the USI

The authorised user of the USI register records relevant data and creates the USI

The USI is entered into the SMS database JobReady and is verified.

Issue AQF Qualification or Statement of Attainment

At completion of the course, a Certificate of Qualification or Statement of Attainment will be issued, in accordance with ADE's Issuing Certificates and Statements of Attainment Policy.

Related documents

Enrolment Form

Training Plan