

POLICY & PROCEDURE

UNIQUE STUDENT IDENTIFIER (USI) POLICY

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1. Purpose

- 1.1 The purpose of this Policy is to ensure Allens Training maintains compliance against Standards for Registered Training Organisations (RTOs) Clause 3.6 and applicable legislative requirements.
- 1.2 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:

- 1.2.1 Links a participant's VET achievements, regardless of where in Australia they did the course
- 1.2.2 Let's participants easily access secure digital transcripts of their achievements from 1 January 2015
- 1.2.3 Gives participants more control over their VET information
- 1.3 It is the aim of the policy to provide clear and practical guidelines to ensure Allens Training comply with the requirements of USI collection and management as required by National VET Data Collection requirements.

2. Scope

- 2.1 This policy relates to Allens Training Pty Ltd RTO 90909, its trainers and assessors and employed staff. It includes any third party providing services on behalf of the RTO, including their trainers and assessors and administration staff. It also covers students of the RTO and third party providers.

3. Policy Statement

- 3.1 Allens Training will collect a participant's USI at the time of enrolment. This will be obtained through the participant supplying their USI number.
- 3.2 Allens Training will inform participants who wish to be exempt from supplying a USI with the process by which an exemption is sought, i.e. applying via the USI portal (<https://www.usi.gov.au/node/276>).
- 3.3 Allens Training is not permitted to issue an Award to a participant who has not supplied a valid USI number or evidence of exemption from the USI system.
- 3.4 Allens Training staff or approved third party delivering services on behalf of Allens Training will provide potential participants with information on USI at or before enrolment.
- 3.5 A participant's USI will (can) be stored in the following locations:
 - 3.5.1 Paper-based enrolment or declaration forms
 - 3.5.2 Training Desk Student and Learning Management System
- 3.6 Where required, we only collect information that we need, and the ID documentation used to create a USI record are not stored by Allens Training or third party delivering services on behalf of Allens Training.
- 3.7 Allens Training 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.

4. Procedures

USI Collection and Maintenance

- 4.1 All procedures with respect to the collection, storage and maintenance of USI information are handled within the Training Desk Student and Learning Management System.

USI Exemption

- 4.2 When a participant seeks exemption from supplying a USI, they need to apply for exemption via the USI website at <https://www.usi.gov.au/node/276>. Once this has been obtained, they can contact Allens Training supplying evidence of exemption, this evidence will be attached to a ticket linked to the student profile, with a task assigned to a super admin.
- 4.3 A Training Desk super admin will exempt the student from the USI process within training desk and complete the task on the ticket. Allens Training staff can then contact the participant if required.

5. Responsibilities

Handling of USI Collection and Maintenance

- 5.1 The General Manager of Regulatory Compliance is responsible for the overall supervision and handling of USI collection and maintenance.

Compliance, monitoring and review

- 5.2 The General Manager of Regulatory Compliance is responsible for implementing, reviewing, monitoring, and ensuring compliance with this policy.

Reporting

- 5.3 No additional reporting is required.

Records management

- 5.4 Employees must maintain all records in Training Desk relevant to administering this policy securely.

6. Definitions

Terms and definitions

Unique Student Identifier (USI) – 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.

7. Related Legislation & Documents

[Standards for Registered Training Organisations \(RTOs\) 2015](#)

[National Vocational Education and Training Regulator Act 2011](#)

USI Portal – www.usi.gov.au

8. Feedback

- 8.1 Feedback about this document can be emailed to compliance@allenstraining.com.au.

9. Approval and Review Details

Approval Authority			Next Review Date
CEO			June and December of each year
Version	Effective Date	Author(s)	Description
Draft		David Kleinschmidt / Ferne Robinson	Initial draft for review by Management Team
V1.0	19.10.22	Ferne Robinson	Version 1.0

10. Appendices

Not applicable.