



P-003 Unique Student Identifier Policy and Procedure

P-003 Unique Student Identifier Policy and Procedure V1

Purpose

This policy ensures that all activities relating to the Unique Student Identifier (USI) for learners enrolled at Dijan Training Program Ltd are managed in compliance with the Student Identifiers Act 2014. It ensures the protection of student privacy, accuracy of records, and alignment with national requirements.

Definitions

USI: Unique Student Identifier – a nationally issued reference number for students undertaking nationally recognised training.

SMS: Student Management System – a platform that is AVETMISS-compliant and used for training administration.

Verify: The process of confirming a USI via the USI Registry using an authorised connection embedded within the SMS.

Policy Statement

- The CEO is responsible for the overall implementation and compliance of this policy.
- The RTO Business Manager and Administration Team are responsible for operational administration.
- Dijan Training Program Ltd will collect, use, verify, and protect student personal information strictly for the purpose of creating or confirming a USI, as outlined in the Student Identifiers Act 2014.
- A USI may only be created on behalf of a learner where written consent is obtained.
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Learners may choose to:

- Create their own USI and provide it to Dijan Training Program; or
- Authorise the organisation to create it on their behalf.

For learners under 18 years of age, parental or guardian consent must be obtained in writing before a USI is created on their behalf.

If learners are required to create their own USI, they will be guided accordingly.

A verified USI is mandatory before the issuance of:

- AQF Qualifications, or
- Statements of Attainment.

All personal information collected solely for USI purposes will be:

- Stored in accordance with the Privacy Policy and Records Management Policy, and
- Destroyed within four (4) months of verification, unless otherwise required by law or contractual obligations.

Procedure

1. Inform the Learner:

At the time of enrolment, the learner is provided with:

- USI Student Fact Sheet (<http://www.usi.gov.au>)
- Dijan Training Program Learner Handbook (including USI information)
- Enrolment form containing the USI Learner Consent
- Privacy Policy
- Complaints and Appeals Policy

The learner must either:

- Complete and return the USI Consent Form and provide valid ID (sighted and scanned by admin staff), or
- Create their own USI and submit the number to Dijan Training Program.

2. Create and Verify the USI:

An authorised Administration Officer:

- Records the required personal information
- Creates the USI using the USI Registry
- Inputs and verifies the USI in the SMS (Cloud Assess)

3. Issue Qualification or Statement:

- On completion of training, a Certificate of Qualification or Statement of Attainment is issued electronically (or in hardcopy upon request).
- Issuance follows the Certificate Issuance Policy

Records Management

Personal data used solely for USI purposes is deleted/destroyed within four (4) months post-verification, unless retention is required by other legal or contractual obligations. Records must be stored securely and handled in accordance with the Privacy Policy and Records Management Policy.

People Affected by This Policy

- Chief Executive Officer
- RTO Business Manager
- Senior Compliance Manager
- Administration Staff
- All learners of Dijan Training Program

Related Documents and Forms

- Privacy Policy & Procedure
- Complaints and Appeals Policy
- Records Management Policy
- Certificate Issuance Policy
- Student Enrolment Form containing the USI Learner Consent Form
- Web link: [Home page | Unique Student Identifier](#)

Standards for RTOs 2015 Alignment

- Clause 5.2: Inform students about data collection and USI usage
- Clause 7.5: Securely maintain student records and ensure privacy
- Clause 8.5: Comply with legislation, including the Student Identifiers Act 2014

USI Process

