USI POLICY

# POLICY

To ensure all students enrolled have a Unique Student Identifier and all activities relating to the USI of learners are managed to ensure privacy, accuracy, reliability and complliance with the Student Identifier Act 2014.

MBA Group Training will gather and utilise personal information in order to meet our obligations to create and verify a USI in accordance with the Student Identifiers Act 2014. MBA Group Training will assist if required students to obtain a USI.

MBA Group Training will verify the USI in our Student Management System (VETtrak) and will help locate a student’s USI through VETtrak with students permission.

Qualifications or Statement of Attainments will not be issued to a learner who has not provided a valid USI.

All personal information gathered for the purpose of obtaining and verifying a USI will be used, stored and destroyed in accordance with the USI Privacy Policy and MBA Group Training Students Records Management Policy.

# PROCEDURE

1. Students will be provided with information on the purpose of a USI through our enrolment processes. Links to USI Fact Sheets are available on the USI website or MBAGT website.
2. Students will also be advised that by creating a USI, the results of their training will be accessible through the Commonwealth and will appear on any authenticated VET transcript prepared by the Registrar
3. Learners can request for MBAGT assistance when obtaining a USI by requesting that the RTO applies for a USI on the learner’s behalf.
4. Learners will predominantly provide a verifiable USI to MBAGT prior to Enrolment unless an exemption is in place. (refer usi.gov.au)
5. When a USI is received, MBAGT Admin staff will record this in the Student Management System VETtrak, which is programmed to verify the validity of the USI.
6. In the case MBAGT apply for a USI on a student’s behalf – a signed USI Privacy Policy will be received from the learner with copies of suitable identification documents.
7. After MBAGT obtains a verifiable USI for the student, all identity documents will be destroyed in a secure bin allocated for this purpose. VETtrak will also be ticked to indicate that the identity document is deleted on confirmation of a valid USI.
8. If a student does not provide a USI or consent for MBAGT to create a USI on their behalf, MBAGT Admin staff will enrol the student in the Student Management System.
9. Qualifications or Statement of Attainments WILL NOT BE ISSUED for students who have not provided a USI, as in the Organisation Wizard in VETtrak , the option “Only allow certificate and statement awards to be created for clients with a verified USI” has been ticked. This will ensure that the student will not be awarded or issued a certificate prior to a USI being entered.
10. When a student provides a verifiable USI, the Certificate/SOA can be issued.
11. Certificates are given to the Commercial Director for signing against a USI valid attendance register
12. SOA or Certificates will only be issued for Students that have provided MBAGT with a valid USI.

## Related DOCMENTS AND Forms

* USI Fact Sheet
* POL008 - USI Privacy Policy
* POL013 - Privacy Policy
* POL018 – Enrolment Policy
* MBA Website

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| **Relevant Standard: 3.6 (Standards for Registered Training Organisations 2015)**  **Responsibility: Commercial Director, MBAGT administration staff**  **Approved:** Oct 2020    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_  **Liz Nair** Commercial Director |