POL011 USI POLICY

This policy applies to both Southern Training Organisation RTO#91378 and MBA Group Training Limited RTO#88163

This policy outlines the approach of, and method adopted by, the RTO in regard to the management of Unique Student Identifiers (USI's). This policy applies to all nationally recognised training provided on the RTO's scope of registration.

USI DATA AND USAGE

In accordance with the Standard 3.6 (see Standards for Registered Training Organisations (RTOs) 2015) and the Student Identifiers Act 2014, the RTO required all students participating in a nationally recognised training product to provide a USI number at the time of enrolment.

Potential students are prompted to provide their USI at the time of enrolment. Forgotten USI numbers can be located or a new USI created using the USI website: https://www.usi.gov.au/. The RTO can also assist students to locate or create a USI if the appropriate identification documents are provided. Acceptable identification documents include:
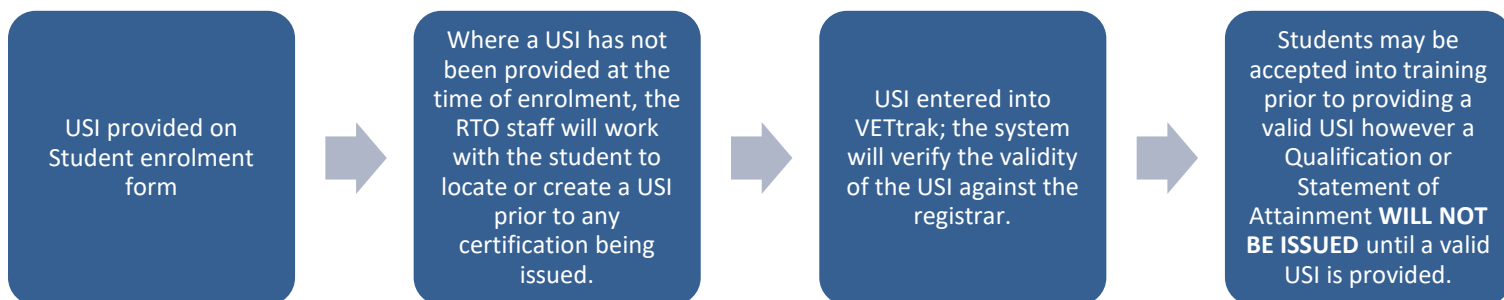
- Australian passport
- non-Australian passport (with Australian visa)
- Australian birth certificate
- Australian driver's licence

The RTO will verify all USI's on the registrar using our Student Management System (VETtrak). Qualifications or Statement of Attainments will not be issued to a student who has not provided a valid USI. The RTO ensures no certification is issued without a valid USI through the configuration of our Student Management System. The setting *"Only allow certificate and statement awards to be created for clients with a verified USI"* has been enforced for all nationally recognised training products.

Any identification documents used to locate or create a USI will not be used for any other purpose by the RTO and will be handled in accordance with the RTO's privacy policy.

USI PROCESS

The following diagram shows the process followed by RTO staff when handling USI data. USI provided to RTO at time of enrolment.
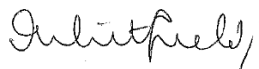
| USI provided on Student enrolment form | → | Where a USI has not been provided at the time of enrolment, the RTO staff will work with the student to locate or create a USI prior to any certification being issued. | → | USI entered into VETtrak; the system will verify the validity of the USI against the registrar. | → | Students may be accepted into training prior to providing a valid USI however a Qualification or Statement of Attainment **WILL NOT BE ISSUED** until a valid USI is provided. |