POL012 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 regarding the management of Unique Student Identifiers (USI's) as required by Standard 3.6 of the Standards for Registered Training Organisations (RTOs) 2015 and in accordance with the Student Identifiers Act 2014. This policy applies to all nationally recognised training provided on the RTO's scope of registration.

USI DATA AND USAGE

In accordance with Standards for RTOs 2015 and the Student Identifiers Act 2014, the RTO requires all students participating in a Nationally recognised training product to provide a valid USI number at the time of enrolment.

The Student Identifiers Act 2014 was approved and came into effect on the 1st of January 2015. Any USI provided to the RTO must be verified by the USI Registrar. This may be achieved by inserting the USI into the student details within the Student Management System, VETtrak and changing the USI status to "verify". The SMS will verify any USI records with the USI Registrar.

Once verified, the status will change to "valid". If the status does not change to valid, then one of the following student details is incorrect:

- First name
- Last name
- Date of birth
- The Unique Student Identifier

These are the only data elements used to verify a USI, so if it does not verify then one of these elements is incorrect.

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:
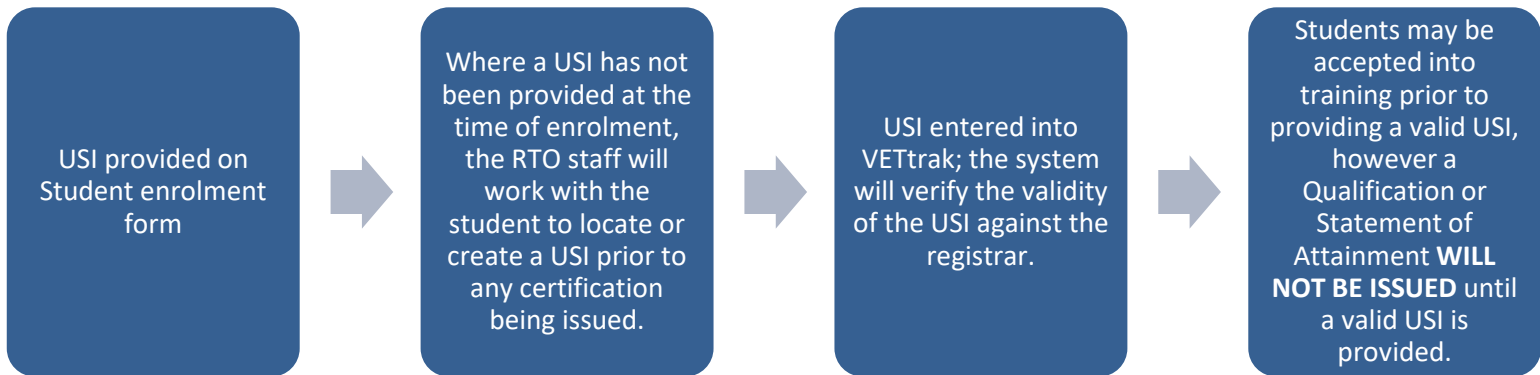
- Australian passport
- non-Australian passport (with Australian visa)
- Australian birth certificate
- Australian driver's licence

Students will need to complete the USI Application Form if they wish for the RTO to apply for a USI on their behalf. Student Identifier details and all related documentation under the control of the RTO will be kept secure. This includes information stored within VETtrak. User profiles and password protections for VETtrak are to be used by RTO staff to prevent any unauthorised access to USI information. Where the RTO assisted the student to create their USI, additional documentation stored will be disposed/deleted once the students USI

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has been successfully created. Further information on the Unique Student Identifier can be accessed via: https://www.usi.gov.au/

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. |

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