

Policy Name:	VET Unique Student Identifier Policy
Document Number:	V11.1.01
Approved by:	Senior Academic Manager Foundation and VET Programs
Last Approval Date:	April 2022
Review Date:	April 2024
Audience:	UQ College Staff, Students and Community
Contact Officer:	Course Coordinator VET
Related Policies:	The Student Identifiers Act 2014, The Student Identifiers Regulation 2014; and The Student Identifiers Act 2014
Related Documents:	Clause 3.6 of Standard 3, namely that the RTO meets the requirements of the Student Identifier Scheme GM1.1.02 UQC Privacy Procedure SR1.103 USI Procedure Fact Sheet –USI- Student Quick Guide
Legislation:	Student Identifiers Act 2014 Privacy Act 1988

1. Purpose and Objective

This policy applies to all students who undertake Nationally Accredited Qualifications which are on the Scope of Registration for UQ College.

3. Definitions

USI – Unique Student Identifier

AQF – Australian Qualification Framework

UQC – UQ College

4. Policy Statement

UQ College meets the requirements of the Student Identifier scheme, including:

- a)** verifying with the Course Coordinator VET, a Student Identifier provided to it by an individual before using that Student Identifier for any purpose;
- b)** ensuring that it will not issue AQF certification documentation to an individual without being in receipt of a verified Student Identifier for that individual, unless an exemption applies under the Student Identifiers Act 2014;
- c)** ensuring that where an exemption described in Clause 5.6 applies, it will inform the student prior to either the completion of the enrolment or commencement of training and assessment, whichever occurs first, that the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the Registrar; and
- d)** ensuring the security of Student Identifiers and all related documentation under its control, including information stored in its student management systems.

5. POLICY

1. UQC will ensure privacy arrangements surrounding personal information relating to the ID of the student will be secured and access limited to those staff who are required to record and use the USI for its' intended purpose.
2. Access to the SMS where the USI will be stored and verified will be limited to those staff who are required to use the system as part of their daily duties.
3. It is the responsibility of the student to apply for and provide to UQC their USI.
 - a. The USI must be provided to the UQC at the time of enrolment.
4. In the event a student has difficulty with the application of the USI, UQC will apply for a USI on behalf of the student, only if given permission by the student in writing.
 - a. Permission must be given by the student, prior to UQC accessing the register and creating the USI.
 - b. The evidence gathered as proof of ID for creating a USI will be securely held in accordance with the Student Record Management Procedure AR2.3.03 until it is no longer needed.
 - c. Evidence gathered and used solely for the purpose for issuing of the USI will be destroyed using secure methods outlined in the QMS Document and Record Control Procedure as soon as practicable after the application is made or it is no longer needed for that purpose.
5. UQC will not provide a Certificate of Qualification or a Statement of Attainment to any student who does not have a verified USI recorded against their name, unless an exemption is in place as outlined in the Student Identifiers Act 2014.
6. If an exemption for USI does exist, UQC will inform the student prior to either the completion of the enrolment or commencement of training and assessment, whichever occurs first, that the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the College Administration Coordinator.
7. UQC will verify each individual USI through their SMS.
8. All Students will be provided with:
 - a. Fact Sheet – USI – Student Quick Guide – as developed by the regulator to create their own USI
 - b. Fact Sheet – USI – Student Quick Guide – as developed by the regulator for UQC to create the USI
 - c. USI Permission Form
 - d. UQC Student information – USI
9. Changes to this policy will occur at the time of:
 - a. review or
 - b. when required due to changes in the Student Identifier Act or
 - c. as directed by the regulator

Version History				
Review Period:		2 years from date of last approval		
Version Number:	Approved by:	Approval Date:	Effective Date:	Sections Modified:
D1	Mgr.BD			Drafted New Policy developed
V1	CMC	October 2019	October 2021	Approved Policy
V2	Senior Academic Manager Foundation and VET Programs	April 2022	April 2022	Updated policy to align to organisation chart responsibilities