RTO POLICY

Unique Student Identifier (USI) Policy

PURPOSE

The purpose of this document is to outline the policy of managing Unique Student Identifiers under the Student Identifier Scheme, in compliance with the Student Identifiers Act 2014 and the Standards for Registered Training Organisations (RTOS) 2015.

POLICY

It is the Policy of Master Plumbers Association of South Australia Inc to ensure that:

- All students undertaking a Nationally Accredited Qualification, Skill Set or Unit of Competency are provided information on the Unique Student Identifier are made aware of the requirements for providing and applying for a USI prior to and during the training

- Unique Student Identifiers are only applied for on behalf of a Student by the RTO once written permission is received and suitable identification documents are supplied

- All Unique Student Identifiers provided to MPA by students are verified with the Registrar (www.usi.gov.au) prior to using or recording the number in any systems or databases

- Any USIs which are not successfully verified by the Registrar are not used or recorded until the discrepancy is rectified with the Student

- No AQF Certification documentation (including cards and licences) are to issued students, unless a USI has been provided by the student and verified with the Registrar (with the exception of cases where a USI exemption applies)

- USI's are not printed on any AQF Documentation, are treated as confidential and are stored in a secure location

- Student USI and Identification documents are stored securely and / or destroyed after use at all times

- Should a USI exemption apply, the student is made aware prior to enrolment or training that their training results will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the USI Registrar

- Student identification documentation provided for obtaining a USI is destroyed immediately after use.

Master Plumbers Association of SA Inc ensures that the above policies are met by:

- Providing Students with information on the Unique Student Identifier requirements prior to enrolment

- Ensuring USI information and requirements information is available publicly on the MPA website, as well as in course information and handbooks

- Providing Students with a Step by Step instruction guide (created by MPA) on applying for a USI and providing Students with ongoing support and assistance if required

- USI's are verified with the USI Registrar prior to the USI being accepted or recorded in any systems/files

- Students are notified immediately to rectify any USI's provided which are incorrect and were not able to be verified with the Registrar

- USI information is recorded only in Systems which are password protected and secure

- Students who have requested MPA to apply for a USI on their behalf must sign and return a USI permission form, along with an accepted form of Identification

- Any Student Identification documents are securely destroyed immediately after the USI has been created

- The 'Issuing Qualifications and Statements of Attainment Checklist' is completed for each student prior to any AQF documentation being issued (this includes a check that USI has been provided and verified with the Registrar

- Student Management System (VETtrak) displays an error/warning if a USI is missing from the Student card file

- Procedures are in place to ensure all Student Identification documentation provided to MPA for the purpose of applying for a USI on the Student's behalf is securely destroyed after a USI has been obtained.

RTO POLICY (Continued)

Revision Record

Date	Version	Revision
10/1/2015	1.0	Document created as per the introduction of the Unique Student Identifier and RTO Standards requirements
16/2/2016	2.0	Updated to incorporate new requirements and process updates
4/6/2018	3.0	Updated to include reference to destroying personal student identification documentation.

Policy Approval

Approved By:	Andrew Clarke	Position:	Executive Officer