USI Policy and Procedure

**Purpose**

ARC Training has created this policy and procedure to provide guidelines under which student USI information is collected and stored which comply with Standards for National Vet Regulator (NVR) and any relevant legislation.

**Scope**

This policy applies to information provided by students, for the generation of the USI and the usage of the USI by the RTO.

**Definitions**

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| USI | Unique Student Identifier |
| RTO | Registered Training Organisation |
| SMS | Student Management System |

**Aim**

This policy and procedure is designed to inform students of the purpose of the application for a USI and demonstrate compliance with the National Vet Regulator (NVR) standards, referring to standard 3.6, 8 and schedule 5, other government funding requirements and all relevant legislation.

Policy

ARC Training requires all students (unless exemption has been obtained) to provide, or give consent, to the RTO to obtain a USI for training purposes. This is a requirement of the NVR Standards and the Student Identifier scheme. No AQF certification documentation can be issued to a student without the provision and verification of the USI.

A student may complete a form to give ARC Training permission to apply for the USI on their behalf (a privacy notice is provided at this time). ARC Training ensures that the data relating to a student’s USI is securely managed. Only authorised personnel of the RTO have access to the USI information. The USI does not appear on any AQF certification for the student. AQF certification refers to certificates, statements of attainment and transcripts.

The USI is not provided to any third party without the consent of the student. At enrolment the student signs to give consent for the RTO to disclosure data to the NVR, and other government bodies as required or legislated in the course of training only.

Procedure

1. Students are required to complete enrolment forms and provide identity documents, at this time they will either provide an existing USI or complete a give consent for ARC Training to apply for the USI on their behalf.
2. All documents relating to the students enrolment and USI are kept securely on the SMS and in locked filing cabinets. Only authorised staff have access to these records.
3. Any request for confirmation of their USI by the student, will be provided only after the identity of the student has been proven.
4. Using the SMS no certification can be issued by this system unless the USI has been recorded and verified.
5. Certification data (completed Certificates, Statements of Attainment and Transcripts) will be provided annually to update the USI registry. This means that information about certification issued can be accessed by the student and other parties under the students USI account.

Provision of information to third parties

1. At enrolment students complete an enrolment form which requires a signature for consent to provide information (in relation to training only) to third parties. This may include:
	* VET regulators, the Australian Skills Quality Authority, Training Accreditation Council and the Victorian Registration and Qualifications Authority.
	* The Australian Information Commissioner
	* Government (under funding arrangements)
	* Australian Apprenticeship Centres
	* Employers (under traineeship contracts)
2. Circumstances regarding provision of information to third parties without consent would only be as required by law under order of a Court.

Requirements of NVR Standards

ARC Training understands that all procedures must comply with NVR Standards. This includes adherence to the following legislation and authorities requirements:

Student Identifiers Act 2014

Office of the Australian Information Commissioner’s (OAIC)

Australian Skills Quality Authority (ASQA) – Data Provision Requirements

Victorian Registration and Qualifications Authority (VRQA)

Training Accreditation Council, Western Australia (WA TAC)

Standards for NVR (National VET Regulator) Registered Training Organisation 2015

Privacy Act 1988