

## Unique Student Identifier (USI) Policy

<b>Policy Owner</b>	Principal Executive Officer		
<b>Document Management</b>	Compliance Manager		
<b>Department</b>	Student Services and Administration		
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### Policy

Sydney City College of Management will ensure that it meets the requirements of clause 3.6 of the Standards for Registered Training Organisations (RTOs) 2015. Sydney City College of Management will ensure that it:

- Verifies with the Registrar, a Unique Student Identifier provided to it by an individual before using that Student Identifier for any purpose
- 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
- Where an exemption described in Clause 3.6 (b) 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
- Ensures security of Student Identifiers and all related documentation under the Institutes control, including information stored in its student management system

### Guidelines

#### 1.0 Verifying with the Registrar, a Unique Student Identifier provided by an individual before using it for any purpose

- 1.1 The Institute will inform all students of the need to provide their Unique Student Identifier to the Institute via its Enrolment Form, Letter of Offer and Student Acceptance Agreement and Student Handbook
- 1.2 Students must register for their Unique Student Identifier (USI) and provide it to the Institute by their Orientation date
- 1.3 Information on how students are able to register for their Unique Student Identifier is provided in the Institute's Student Handbook and assistance is provided to Students if they require it by the Student Services Team
- 1.4 The Marketing and Admissions Officer is responsible for collecting each Students Unique Student Identifier (USI) at orientation

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1.5 Following the collection of the students USI, the Marketing and Admissions Officer is responsible for verifying each USI through the USI registry system within 5 working days of receipt by following the step by step guide provided in the USI Registry System User Guide for Training Organisations

## **2.0 Unique Student Identifier and AQF Certification**

2.1 The Institute ensures that it will not issue students AQF certification 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 through implementation of this policy and the Institute’s Certificate and Statement of Attainment Issue Policy

2.2 Students are informed of this requirement via the Institute’s Enrolment Form, Offer Letter and Student Acceptance Agreement and Student Handbook

2.3 Individual Student (USI’s) are collected at orientation and verified in line with points 1.4 and 1.5 of this policy

## **3.0 Where an exemption described in Clause 3.6 (b) 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**

3.1 Students are informed of the requirements stated in point 3.0 of this policy via the Institute’s Enrolment Form, Offer Letter and Student Acceptance Agreement.

## **4.0 Ensures security of Student Identifiers and all related documentation under the Institutes control, including information stored in its student management system**

4.1 Unique Student Identifiers are stored within the Students Profile in the Institute’s Student Management System. Staff members who have access to the system must use their designated emails and secure passwords to access the system with specific permissions authorised only by the Operations Manager

4.2 Hard copy records of Unique Student Identifiers are stored securely in the Marketing and Admissions Office and are kept under lock and key

### **Policy Implementation Manager**

- Student Services Manager

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