

## USI Policy and Procedure

### 1. Purpose

To ensure the Privacy Act and Student Identifiers Act obligations and responsibilities, and that government funded or subsidized training contract requirements for the data provision of Student USI's are met

### 2. Related Documents

International Student handbook

Policies and procedures

Website

Enrolment Form

How to Create a USI

### 3. Relevant Legislation

Privacy Act 1988

Student Identifiers Act

### 4. Scope

This policy and procedure cover all enrolments of Students into accredited training.

### 5. Responsibilities

The Supervisor, Student Services is responsible for implementing the USI policy and Procedure

### 6. Definitions

Student	a person who is studying at a university or other place of higher education
USI	Unique Student Identifier

### 7. Policy Provisions

7.1 The creation of the USI Policy and Procedure is done with information from the USI website:

<https://www.usi.gov.au/>

7.2 Obtaining or holding a valid USI is compulsory at enrolment.

7.3 The requirement is to meet national data reporting requirements and for government funded or subsidized program eligibility confirmation, and other matters in accordance with the Authorisation in the Student Identifiers Regulation 2014.

7.4 Students are advised in the Enrolment Terms and Conditions that they are required to provide ACMi with their USI and to allow access to their USI records including contact details, and to be able to verify a USI.

7.5 Email and personal reminders will be sent until a USI is lodged and it is able to be validated as matching your

full name and date of birth as held by the USI Registrar.

7.6 New Zealand citizens enrolled in College course in Australia need to obtain a USI.



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- 7.7 Under the USI guidelines New Zealand citizens cannot create a USI using their New Zealand passports until they have arrived in Australia and their passport has been registered with the Australian Department of Immigration.
- 7.8 Overseas Student exemption applies to Students studying by distance overseas who are not Australian Permanent Residents or Citizens are exempt from providing a USI.
- 7.9 ACMi will not be required to provide the training record data to the USI Register for overseas Students who are not studying in Australia.
- 7.10 USI needs to be provided to be awarded qualifications.
- 7.11 ACMi is prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you have not provided a valid Unique Student Identifier.
- 7.12 ACMi will obtain Student consent in the Enrolment Application to provide and request personal information to the Student Identifier Registrar (via the USI website) and the National Centre for Vocational Education Research (NCVER) and the relevant state, territory or commonwealth Department of Education (or equivalent) (via data lodgment of Student details and results).
- 7.13 ACMi will obtain the Students consent in the Enrolment Application to the Student Identifier Registrar, NCVER and relevant state, territory or Commonwealth Departments of Education (or equivalent) to access and use your personal information as indicated.
- 7.14 ACMi enrolment is conditional upon the consent being given.
- 7.15 The Student Identifiers Registrar's Privacy Policy is available at:  
<http://www.usi.gov.au/Pages/privacy-policy.aspx>
- 7.16 Privacy Act Consent: Nationally recognised training is governed by legislation requiring ACMi to collect, use and report data provided during the enrolment process and as the Student progress and completes their studies.

## 8. Policy Information

Authorised Officer	Supervisor, Student Services
Supporting documents, procedures & forms of this policy	International Student handbook Policies and procedures Website Enrolment Form How to Create a USI
Related Legislation and Codes of Practice	ESOS Act 2000 National Code 2018 Standards for Registered Training Organisations 2015 The Privacy Act 1988 (Privacy Act)



## USI Policy and Procedure

Audience

Public

### 9. Procedures

- 9.1 When Students apply to enroll to study with ACMi , they are to obtain a USI number via <http://www.usi.gov.au>.
- 9.2 Students will be advised on how to apply for a USI if required.
- 9.3 Students are to submit the USI number with the enrolment form.
- 9.4 ACMi will ensure that the Privacy Act and responsibilities are met for the Student.
- 9.5 ACMi will submit the course outcomes each reporting period.
- 9.6 If ACMi cease to exist all qualification outcomes will be sent to ASQA.

