



Unique Student Identifier (USI)

Regulation	Student Identifiers Act 2014
Policy	<p>In July 2014 the <i>Student Identifiers Act 2014</i> was approved and came into effect from the 1st January 2015. All international students on a student visa studying in Australia from 1st January 2015, will be required to have a Unique Student Identifier (USI). A USI is a reference number made up of numbers and letters. The USI will allow Students online access to their records through their online USI account. In respect of certificates relating to ELICOS courses being issued by POLLARD ENGLISH, the following rules apply:</p> <ul style="list-style-type: none"> - POLLARD ENGLISH must not include the Student’s USI on the certificate or statement of attainment. This requirement is specified within the <i>Student Identifiers Act 2014</i>. - Any USI provided to POLLARD ENGLISH by a student must be verified with the USI Registrar. This may be achieved by inserting the USI into the Student details within RTO Data and changing the USI status to “Verify”. RTO Data will verify any records with the USI Registrar with this status every 30 seconds. Once verified the status will have changed to “Valid”. If the status does not change to valid then one of the following student details is incorrect: <ul style="list-style-type: none"> ▪ First name ▪ Last name ▪ Date of Birth ▪ The Unique Student Identifier <p>These are the only data elements used to verify a USI so if it does not verify then one of these elements is incorrect. A common error is the abbreviation of the student ’s name. The Student may have registered their USI with the first name of “Benjamin” but has completed the enrolment application form with the first name of “Ben”. The first name provided by the Student must align with the name they provided when they registered their USI.</p> <p>Student Identifier details and all related documentation under the control of POLLARD ENGLISH must be kept secure. This includes the information stored within college Data. User profiles and password protections to Data are to be used in order to prevent any unauthorised access to USI information. Where POLLARD ENGLISH assisted the Student to create their USI, additional details such as the students Driver’s Licence information will have been collected and stored within the college Data - Document Verification System (DVS). Once the student’s USI has been successfully created, these details within the DVS are automatically removed (deleted) from the database. This is a requirement of the USI legislation and is aimed at protecting the student’s privacy. Further information on the Unique Student Identifier can be accessed via the following website: http://usi.gov.au/Training-Organisations/Pages/training-organisations.aspx</p>
Reviewed	Annually
Version	0.1