

P.53V4-Unique Student Identifier Policy

1.0 Purpose

1.1 The purpose of this policy is to ensure all staff is correctly using and recording details of the USI.

2.0 Responsibility

2.1 Administration Department

3.0 Definitions

3.1 Unique Student Identifier (USI) - is a mandatory requirement for anyone wishing to complete Nationally Recognised Training as of 1 January 2015.

4.0 Requirements/ Process

The Unique Student Identifier (USI) scheme allows students to access a single online record of their VET achievements. Each person will be assigned with a USI. Barkly International College (BIC) will obtain and verify the student's USI at the time of enrolment. BIC will comply with the Student Identifiers Act 2014.

4.2. Setting up a USI

If the student has not already obtained their USI, then Barkly International College will apply for the USI on their behalf at the time of enrolment. The student will need to sign F.45V02 Unique Student Identifier (USI) Consent Form giving BIC authorisation to apply on their behalf. The student will need to provide at least one (1) form of ID from the list below in order for the college to apply for their USI.

Student forms of ID.

- Driver's Licence
- Medicare Card (this includes a current family Medicare card where your name is included)
- Australian Passport
- Visa (with Non-Australian Passport) for international students
- Birth Certificate (Australian) *Birth Certificate extract is not sufficient
- Certificate Of Registration By Descent
- Citizenship Certificate
- ImmiCard

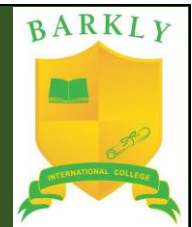
Where a student has provided a USI it will be verified with the Registrar before being used for the student.

4.3. Recording a USI

The student's USI will be recorded in their individual file and provided with training records submitted with AVETMISS data. Student files will be stored as per the P.27V6 Records Management policy ensuring security of identifiers.

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4.4. Issuing AQF Certification Documentation

AQF qualifications and statements of attainment will not be issued until a student has provided, or Barkly International College has applied for a student's USI on their behalf. The USI will not be included on the Testamur, Statement of Attainment or Record of Results as per the Application of the AQF P.24V6 Issuance of Testamurs and Statements of Attainment within the VET sector.

Related Documents

F.45V02-Unique Student Identifier (USI) Consent Form

P.24V5- Issuance of Testamurs and Statements of Attainment

P.27V6 -Records Management

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