

RTO010 Policy Unique Student Identifier (USI)

1. Purpose

The purpose of this policy is to ensure that Health Information Management Association of Australia Limited (HIMAA) has policies and procedures in place to obtain and verify Unique Student Identifiers (USI) for students who enrol into courses with HIMAA and to comply with regulating bodies.

2. Scope

This policy applies to all HIMAA Education Services staff and the Quality and Compliance Officer.

3. Standard 3 Clause 3.6

The RTO meets the requirements of the Student Identifier scheme, including:

- a) Verifying with the Registrar, a Student Identifier provided to an individual before using that Student Identifier for any purpose;
- b) Ensuring that it 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;
- c) Ensuring that 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; and
- d) Ensuring the security of Student Identifiers and all related documentation under its control, including information stored in its student management systems.

4. References

- Standards for Registered Training Organisations (RTOs) 2015
- User Guide Standards for Registered Training Organisations (RTOs) 2015
- VET Act 2011
- Australian Government Department of Industry Skills Unique Student Identifier
- The USI Initiative
- Student Identifiers Act 2014
- RTO001 Work Instruction Unique Student Identifier (USI) Process
- RTO019 Form Consent from a Student for HIMAA to Apply for a Unique Student Identifier (USI)
- RTO010 SOP Unique Student Identifier
- ORG002 Policy Privacy and Confidentiality
- ORG002 SOP Privacy and Confidentiality
- RTO002 Work Instruction AVETMISS Reporting

File Name: RTO010 Policy Unique Student Identifier (USI)		Version: 1.0	Release Date: 18/04/16
Date of Review: 18/04/17	Responsibility: Chief Executive Officer		Page 1 of 2

- RTO014 Policy Governance and Administration
- RTO014 SOP Governance and Administration
- ORG003 Form Privacy Complaint
- ORG007 Form Confidentiality and Non-Disclosure Agreement for Staff
- RTO003 Work Instruction Recording AVETMISS Data
- RTO002 Work Instruction AVETMISS Reporting

5. Policy

- 4.1 HIMAA will comply with regulatory bodies for the collection, verification and issuance of Unique Student Identifiers (USI).
- 4.2 HIMAA will ensure that from 1st January 2015 it will obtain the USI from learners and where a learner needs a USI issued, HIMAA will organise for a USI to be issued to the learner.
- 4.3 HIMAA will not issue a Statement of Attainment (SOA) to learners without a valid USI. This applies to new learners, pre-enrolled learners and continuing learners.
- 4.4 HIMAA will verify the learner's USI upon receiving the USI from the learner.
- 4.5 HIMAA will obtain the learner's permission to gain access to the learners' electronic VET record for credit transfer and pre-requisite information.
- 4.6 HIMAA will obtain the necessary identification from a learner when obtaining a USI on the learner's behalf.
- 4.7 HIMAA will ensure that the identification provided by the learner will match the details entered into the USI system.
- 4.8 If HIMAA applies for a USI for a learner it will obtain the learner's permission in writing prior to application being entered into the USI system.
- 4.9 Learners can update their personal information (such as name and contact details) at any time in the USI system.
- 4.10 HIMAA will adhere to the collection, verification, use and disclosure rules in relation to the USI.
- 4.11 If HIMAA is to obtain a USI on behalf of a learner, HIMAA shall in accordance with section 11 of the Student Identifiers Act 2014 cth (SI ACT), destroy personal information which we collect from the learner solely for the purpose of applying for a USI on the learners behalf as soon as possible after the USI application has been made unless HIMAA is required by law to retain it.
- 4.12 HIMAA ensures that all learner's information is kept secure. HIMAA's Student Management System (SMS) Business Applications is password protected so only those who have approved access to the system can access the system.

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Date of Review: 18/04/17	Responsibility: Chief Executive Officer		Page 2 of 2