



ROYAL
INTERNATIONAL
COLLEGE

RTO Code: 46036 | CRICOS Code: 04153F

USI POLICY AND PROCEDURE

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1.29. USI Policy and Procedure

Policy Content

Aspect	Details
Regulator	Australian Skills Quality Authority (ASQA)
Standards Referenced	
Legislation / Requirements	

Purpose

To ensure the RTO accurately collects, verifies, protects, and reports Unique Student Identifiers (USIs) for all students undertaking nationally recognised training, in accordance with legislative and regulatory requirements.

Objectives

The objectives of this policy are to:

- Ensure all students have a verified USI before issuance of AQF certification documentation.
- Define roles and responsibilities for the management of USIs within the RTO.
- Ensure that USI handling complies with privacy and confidentiality requirements.
- Outline procedures for USI collection, verification, creation (where permitted), exemption handling, and data retention.

Scope

This policy applies to:

- All staff involved in enrolment, student data management, and certification.
- All students enrolled in nationally recognised training courses delivered by the RTO.
- Any agents, third-party providers, or partners engaged in student enrolment or training.

Policy Statement

The RTO is committed to:

- **Collecting and verifying a valid USI for each student prior to issuing certification documentation.**
- **Maintaining confidentiality and security of student USI data in accordance with the Privacy Act 1988.**
- **Supporting students in creating or recovering a USI where required.**
- **Advising students about USI obligations and exemptions, where applicable.**

General Principles

- **USIs are mandatory for all students in accredited training unless an exemption applies.**
- **Certification documentation cannot be issued without a verified USI unless exempt under legislation.**
- **The RTO must not print the USI on testamurs or statements of attainment.**
- **The USI system must be securely accessed and protected to prevent misuse or unauthorised access.**
- **All USI-related processes must be documented, auditable, and updated when changes to legislation or systems occur.**

1.29.1 Procedures

Step	Activity	Responsibility
1	Provide USI information to prospective students via website and/or printed material outlining its purpose, requirement, and use.	Student Support Officer
2	Ensure student consent is obtained on the enrolment form to create or verify USI on their behalf.	Student Support Officer
3	Collect relevant ID documents if creating USI (e.g. Medicare, Passport, Driver's Licence, etc.).	Student Support Officer

4	Verify existing USI or create new USI using official registry portal or integrated Student Management System (SMS).	Enrolment/Admissions Officer
5	Ensure verified USI is recorded securely in the SMS before issuing any certification.	RTO Manager
6	Inform students where a valid exemption applies that results will not be accessible via USI transcript.	RTO Manager
7	Store all USI information securely and restrict access to authorised personnel only.	Compliance Manager
8	Retain USI records in accordance with Schedule 5 and destroy obsolete or superseded data per the retention schedule.	Compliance Manager

USI Exemptions

Students may be exempted from USI if:

- Training is completed entirely outside of Australia.
- Completion of VET qualification occurred prior to 1 January 2025.
- They hold a personal exemption granted by the Student Identifiers Registrar (on genuine personal objection grounds).

Students must be informed of the consequences of exemption, including non-inclusion in Commonwealth transcript records.

Privacy and Confidentiality

- All USI data is handled in compliance with the Privacy Act 1988 and the Student Identifiers Act 2014.
- USI records are treated as sensitive personal information and managed accordingly.
- Staff involved in handling USI data must complete confidentiality and data security training.

- No USI shall appear on any AQF certificate, testamur, or transcript issued by the RTO

Continuous Improvement

- This policy is reviewed annually or upon changes to legislation or standards.
- Feedback from staff, students, or auditors will inform improvements.
- Training sessions are conducted to ensure ongoing compliance and awareness.

Record Retention

- USI records must be retained for at least 30 years in accordance with Schedule 5.
- All records are stored securely in a protected network and backed up.
- Only authorised RTO staff may access stored USI data.