

# 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.