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STUDENT USI (UNIQUE STUDENT IDENTIFIER) POLICY

This policy is designed to inform students undertaking training at First Aid Certification and Training. This policy outlines the rights of the students and the duties of the Staff at First Aid Certification and Training.

FACT Policy 18

WHAT IS THE UNIQUE STUDENT IDENTIFIER (USI)?

The Unique Student Identifier (USI) scheme allows students to access a single online record of their VET achievements. The online system provides each student with a USI and allows for reliable confirmation of these achievements by employers and other RTOs. The USI scheme will provide a national online authenticated record of student's training attainment and will serve as a building block for a range of vocational education and training reforms. Over time, the ability of students to access and share their training records will make enrolment processes more efficient for training providers and students.

PURPOSE OF THE UNIQUE STUDENT IDENTIFIER (USI)

When reporting data about the training, each record of nationally recognised training that is provided to the national centre for vocational education research (NCVER) national VET provider collection will have a USI attached. This USI will used to draw down on this data collection in real time. This means that, in the future, students will be able to draw down a record of their VET achievements from one place. They can view this online, or they can use the data to develop a transcript that they can attach to a job application, for example.

FACT (with the student's permission) will also be able to draw down information about that student's previous VET attainments throughout Australia. This will assist with assessing student's admission to courses and in some circumstances, their eligibility for funding. Training providers will have access to an online information source to manage student transfers between training providers, and the assessment of credit transfer and pre-requisites.

STUDENTS UNIQUE STUDENT IDENTIFIER (USI) RESPONSIBILITY

FACT does not create a USI for students, every student that books on to any course delivered by FACT will be required to create their own USI if needed. The USI will then be entered into the Student Management System via the link provided in the booking email.

The student must enter an original personal email address into the Student Management System failure to provide an original email will prevent the SOA from been emailed to the student.

Any student that does not provide the USI will not be able to receive the Statement of Attainment for the training course. Automated emails will be sent to the student from FACT Student Management System reminding the student to enter the required details into the enrolment email. The list of emails are as follows

- Booking email on the day of booking
- Training reminders prior to the training date
- USI missing data email (a reminder to complete the USI) after the course completion date

FACT will only issue a qualification or statement of attainment to a student after the student has provided a verified USI or FACT applies for a USI on behalf of the student. To avoid any delays in issuing certification documentation FACT will ensure that student's USIs are applied for or verified USI at the time of enrolment. FACT will protect the security of all information related to USIs.

USI SECURITY

Security measures are in place to protect both digital and hard-copy records from loss, damage or unauthorised access. FACT stores paper-based records in a locked room. Digital records are backed up on a Cloud system. All AQF certification documentation issued by FACT is kept for 30 years.

FEES

There are no fees associated with creating a USI from the government website. If you require FACT staff to assist with managing your USI entry or creation, administration fees may be applicable.

MORE INFORMATION

More information is available from the Department of Industry's website where a comprehensive video outlines the USI scheme and exemptions available.

www.USI.gov.au