



Unique Student Identifier (USI) Policy and Privacy Statement

1. Purpose

This policy and procedure is to assist Oak Leaf students, Partners and staff ensure the management of the Unique Student Identifier (USI) is effective, managed with accuracy, reliability, validity and in a timely manner; and meets the requirements of relevant standards and privacy requirements.

2. Scope

Students undertaking nationally recognised training delivered by a registered training organisation now need to have a Unique Student identifier (USI).

This policy applies to all the current and prospective clients of the RTO.

3. Definitions

USI: Unique Student Identifier

4. Legislative Context

- National Vocational Education and Training Regulator Act 2011 (Cth)
- The Standards for Registered Training Organisations
- Australian Privacy Principles (APPs)
- Privacy Act 1988 (Cth)

5. Policy

5.1 Oak Leaf shall ensure that all the students applying to enrol into colleges program/courses/units of competency either provide a valid USI or consent to Oak Leaf applying for and verifying USI on their behalf. Such consent should be made using the “USI Consent form”.

5.2 Oak Leaf shall ensure that the USI privacy statement containing the nature of personal information, and disclosure, is available to all enrolling/prospective students.

5.3 Oak Leaf shall ensure privacy arrangements surrounding personal information relating to the ID of students, including verification and storage of information, will be secured and access limited to those staff who are required to record and use the USI for its’ intended purpose.

5.4 In the event a student has difficulty with the application of the USI, Oak Leaf may apply for a USI on behalf of the student, only if given permission by the student in writing. Permission must be obtained from the students, prior to Oak Leaf accessing the register and creating the USI.

5.5 The evidence/information gathered as proof of ID for the purpose of creating a USI will be securely held and managed in accordance with RTO’s records management policy and procedure until it is no longer needed.



5.6 Oak Leaf shall not provide a testamur or a Statement of Attainment to any student who does not have a verified USI recorded against their name, unless an exemption is in place as outlined in the Student Identifiers Act 2014

5.7 If an exemption for USI does exist, Oak Leaf 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 USI Registrar.

5.8 Oak Leaf will ensure the USI is reported in accordance with the VET data collection and reporting requirements.

6. Procedure

6.1 Students are provided with USI information, read, understand the privacy notifications and agree to:

1. Providing Oak Leaf with their USI, or if required;
2. Oak Leaf creating a USI on their behalf

6.2 USI is provided to Oak Leaf;

1. Oak Leaf is advised of the USI
2. USI is entered into Student Management System and verified
3. If verification does not succeed, student is contacted to confirm details
4. When correct USI is received, SMS is updated and verified
5. Student records and maintained on student file
6. Personal information gathered as part of the USI identification process is managed in accordance with Oak Leaf policies and procedures

6.3 USI is created by Oak Leaf

1. USI Consent Form is signed and submitted to Oak Leaf Admissions Officer with the required application fee (refer to schedule of fees)
2. Required evidence supporting student identification is provided to Oak Leaf Admissions Officer
3. Consent form is retained on student file
4. The Admissions Officer accesses and enters personal information into USI Register, creating USI number Notification is received of successful generation
5. Student is notified of successful USI generation
6. USI is entered into Student Management system and verified
7. If verification does not succeed, student is contacted to confirm details
8. When correct USI is received, records are updated and verified
9. Personal information gathered as part of the USI identification process is managed in accordance with Oak Leaf policies and procedures

7. Student Privacy Notice – Pro-Forma

This privacy notice must be provided to all the incoming students and applicants (e.g. Student Handbook, Pre-enrolment Information Pack);

From 1 January 2015, all students studying a VET course, completing an apprenticeship or skill set or enrolled in a Certificate or Diploma course will require a Unique Student Identifier (USI).

A USI gives you access to your online USI Account which will help keep all your training records together.

To create your USI go to the USI website and follow the steps below:

Website: <https://www.usi.gov.au/>

- *View the Student Video*
- *Click on the Create a USI Panel and follow the directions*
- *Once created, login to your USI Account and give Oak Leaf permission to view and update your details*
- *Store your USI number in a secure place*
- *Contact and advise Oak Leaf of your USI Number.*

If you are a continuing student at Oak Leaf, you will need to include your USI Number when enrolling.

If you do not already have a Unique Student Identifier (USI) and you want Oak Leaf to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf, Oak Leaf will provide to the Registrar the following items of personal information about you:

- *Your name, including first or given name(s), middle name(s) and surname or family name as they appear in an identification document;*
- *Your date of birth, as it appears, if shown, in the chosen document of identity;*
- *Your city or town of birth;*
- *Your country of birth;*
- *Your gender; and*
- *Your contact details.*

When we apply for a USI on your behalf, the Registrar will verify your identity. The Registrar will do so through the Document Verification Service (DVS) managed by the Attorney-General's Department which is built into the USI online application process if you have documents such as a Medicare card, birth certificate, driver licence, Australian passport, citizenship document, certificate of registration by descent, ImmiCard or Australian entry visa.

If you do not have a document suitable for the DVS and we are authorised to do so by the Registrar, we may be able to verify your identity by other means.

In accordance with Section 11 of the Student Identifiers Act 2014 Cth (SI Act), we will securely destroy personal information which we collect from you solely for the purpose of applying for a USI on your behalf as soon as practicable after the USI application has been made or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

The personal information about you that we provide to the Registrar, including your identity information, is protected by the Privacy Act 1988 Cth (Privacy Act). The collection use and disclosure of your USI are protected by the SI Act.

If you ask Oak Leaf to make an application for a student identifier on your behalf, Oak Leaf will have to declare that Oak Leaf has complied with certain terms and conditions to be able to access the online student identifier portal and submit this application, including a declaration that Oak Leaf has given you the following privacy notice:

You are advised and agree that you understand and consent that the personal information you provide to us in connection with your application for a USI:

- *is collected by the Registrar for the purposes of:*
 - *applying for, verifying and giving a USI;*
 - *resolving problems with a USI; and*
 - *creating authenticated vocational education and training (VET) transcripts*
- *may be disclosed to:*
 - *Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:*
 - *the purposes of administering and auditing Vocational Education and Training (VET), VET providers and VET programs;*
 - *education related policy and research purposes; and*
 - *to assist in determining eligibility for training subsidies;*

- VET Regulators to enable them to perform their VET regulatory functions;
- VET Admission Bodies for the purposes of administering VET and VET programs;
- current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
- schools for the purposes of delivering VET courses to the individual and reporting on these courses;
- the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
- researchers for education and training related research purposes;
- any other person or agency that may be authorised or required by law to access the information;
- any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and
- will not otherwise be disclosed without your consent unless authorised or required by or under law.

Privacy Concerns and Complaints

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the Registrar's Privacy Policy by contacting the Office of the Student Identifiers Registrar on 13 38 73.

The Registrar's Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.

You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act, which includes the following:

- Misuse or interference of or unauthorised collection, use, access, modification or disclosure of usis; and
- A failure by Oak Leaf to destroy personal information collected by you only for the purpose of applying for a USI on your behalf.

RTO Responsibilities

Oak Leaf takes the management and security of personal information seriously.

All stages of the USI data transaction process adhere to strict data protection and management procedures. These procedures are developed in accordance with local and national legislation, including:

- the Tasmanian Personal Information and Protection Act 2004;
- the Right to Information Act 2009;
- the Privacy Act 1988; and
- the Archives Act 1983

A person is provided with the legally enforceable right to be provided with information in the possession of a public authority, provided that it is not exempt information. The right to information is provided under the Right to Information Act 2009.

7. Responsibility

The Student Admissions Officer is responsible for checking and ensuring that all the applications include a USI. Where USI is not provided, to communicate with the student and advise the requirements in accordance with this policy.

The Academic Manager or an officer delegated by the Academic Manager is responsible for accessing and applying for USI when student consent has been obtained.

The Academic Manager is responsible for effective implementation and management of this policy and procedure.

The CEO has overall responsibility for the implementation and review of this policy and procedure.

Any complaints or breaches in relation to this policy should be reported to the Chief Executive Officer in person or by email to: info@oakleaf.edu.au

Document No & Name:	Oak Leaf Unique Student Identifier (USI) Policy and Privacy Statement V1.1
Status:	Approved
Approved by:	CEO
Approved Date:	31/05/2024
Review Date:	30/06/2024
Standards:	SRTO Standard
Responsibility:	CEO + Compliance Team
Modification History:	Annual P&P review: Reformatted for consistency & updated to meet the requirements of National Code of Practice for Providers of Education and Training to Overseas Students 2018 & ELICOS Standards 2018 & Standards for RTOs 2015