

Unique Student Identifier Policy and Procedure

Last Updated:**Approval:**15th June 2025**Director***Lisa Materano*

Purpose

The purpose of this policy is to ensure that Blended Learning International (BLI) complies with all requirements under the Student Identifiers Act 2014, Standards for RTOs, and relevant legislative instruments by ensuring all VET students have a Unique Student Identifier (USI) prior to issuance of certification documentation.

Scope

This policy applies to all students enrolling in nationally recognised VET qualifications or units of competency and all staff involved in student enrolment, data entry, records management, compliance, and certification. Any Third-party providers (if applicable) acting on behalf of Blended Learning International.

Policy Statement

Blended Learning International:

- Ensures no AQF certification documentation is issued to a student unless a valid USI is recorded.
- Collects, verifies, stores, and maintains student USI records securely.
- Complies fully with the Student Identifiers Act 2014 and relevant privacy and data security obligations.
- Provides appropriate support and information to students to obtain a USI.
- Ensures staff are trained and fully understand their obligations regarding USIs.

Responsibilities

Role	Responsibilities
Student Services	<ul style="list-style-type: none">• Ensure USI is collected and verified at enrolment.• Assist students in applying for a USI if they do not have one.• Verify student identity documents when assisting with USI creation
Training Staff	<ul style="list-style-type: none">• Confirm that students possess a verified USI prior to progression and certification.
IT	<ul style="list-style-type: none">• Securely store USI data.• Maintain secure systems for data access and reporting.
CEO / General Manager	<ul style="list-style-type: none">• Ensure institutional compliance with Student Identifiers Act 2014.• Monitor continuous compliance through audits and reports• Maintain policies and procedures in line with current legislation.• Monitor staff compliance with USI requirements.

Compliance Obligations

Blended Learning International must:

- Collect and verify the USI for every student before issuing certification.
- Not issue AQF certification without a valid verified USI (except where exemptions apply).
- Accurately record the USI in the student management system.
- Report USI data accurately to the National VET Data Collection.
- Maintain student USI records securely in compliance with privacy laws.
- Provide students with clear information about why their USI is required, how it will be used, and their privacy rights.

Procedures

Collection and Verification

- All students are advised at initial enquiry and enrolment that a USI is mandatory.
- Students are encouraged to apply for a USI directly via www.usi.gov.au.
- Students unable to apply themselves may authorise BLI to apply on their behalf.
- Where applying on behalf of students, BLI must:
 - Obtain student authorisation (signed consent form).
 - Verify identity documents (as listed by the USI Registrar).
 - Create USI on behalf of the student using secure government systems.
- All USIs collected are verified electronically via the USI Registry System prior to enrolment finalisation.
- All USI-related records will be available for audit and compliance review by the National VET Regulator or as part of internal audits

Storage and Security

- Verified USIs are stored securely in BLI's Student Management System (SMS).
- Access to USI data is restricted to authorised personnel.
- USI records are retained for the required retention period as per RTO data retention obligations.

Reporting

- USI data is included in AVETMISS reporting.
- Compliance Manager audits data prior to submission to ensure completeness and accuracy.

Certification Issuance

- No certification (statement of attainment or qualification) will be issued unless a valid USI is held and verified.
- If a student is exempt (based on approved exemptions under the Act), evidence of the exemption will be held on file.

Exemptions

- BLI will confirm all exemptions directly with ASQA and the USI Registrar.
- In cases of exemption, BLI will still maintain full records of the circumstances and supporting documentation.

Privacy and Confidentiality

- BLI collects USIs under strict privacy protocols.
- Students are informed of the collection and use of their USI at enrolment.
- USIs are used only for permitted purposes under the Student Identifiers Act 2014.
- All data breaches involving USI information will be reported in accordance with the Notifiable Data Breaches Scheme.

Breaches and Non-Compliance

- Any breach of this policy may result in disciplinary action.
- Non-compliance may be reportable to ASQA and could impact registration.

Review and Evaluation

- This policy is reviewed annually by the Compliance Manager and CEO to ensure it remains current and effective.