

## Unique Student Identifier

**Last Updated:**

5 October 2021

**Director Approval:**

*Lisa Materano* (original signed)

**Purpose:**

Blended Learning International will advise students how to obtain their USI to meet government funded or subsidised training contract requirements for the data provision. And ensure that the Privacy Act and Student Identifiers Act obligations and responsibilities are met. For reference, please see <https://www.usi.gov.au/>

From 1 January 2015, all students enrolled in nationally recognised training are required to have a Unique Student Identifier (USI). A USI is a reference number made up of numbers and letters. Creating a USI is free. It creates a secure online record of a student's nationally recognised training that can be accessed as required.

**Scope:**

- Students
- Trainers/Facilitators
- RTO Administrator
- Directors

## Policy and Procedure

1. Blended Learning International will advise students at the time of enrolment that they are required to provide Blended Learning International with their USI.
2. Blended Learning International will request students to apply for their USI on the USI website.
3. Blended Learning International will also provide appropriate support to assist students to apply for the USI.
4. Relevant laws and regulations
  - Student identifier Act 2014 <https://www.legislation.gov.au/Details/C2014A00036>
  - Registers Privacy Policy <http://www.usi.gov.au/Pages/privacy-policy.aspx>