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| RTO | City-Wide Building & Training Services Pty Ltd (RTO ID 91138) |
| Type | Public |
| Applicable standards | Standards for Registered Training Organisations 2015 State and Territory Funding contracts Education Act 1900 Student Identifiers Act 2014 Privacy Act 1988 |
| Authorised by | General Manager - Quality & Compliance |
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Policy: Unique Student Identifier (USI) Collection

Overview

From 1 January 2015 Students enrolling in nationally recognised vocational education and training in Australia will need a Unique Student Identifier (USI).

The USI gives Students access to their online USI account which is made up of ten numbers and letters. The USI account will link Students to their training records and results which are held in the national training collection. Students will be able to access their records online, download them and share them with future training organisations electronically.

With the Student's permission, City-Wide Building and Training Services (CWBT S) will be able to see their Students' entire nationally recognised training record with records collected commencing in 2015. CWBT S will find it easier to assess prerequisites and credit transfers and assess Students' eligibility for Government Funded training places.

Student Requirements

CWBT S will be required to gather personal Student information in order to meet its obligations when creating and or verifying a USI. This information will include:

- 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.



Prospective Students will be provided with information about the USI prior to enrolment. Information provided to prospective Students will include:

1. The requirement to obtain a USI prior to enrolment by visiting <http://www.usi.gov.au> (except where a USI has already been obtained by the Student with previous enrolment at CWBT S)
2. The USI Privacy Notice (Appendix 1)
3. The importance of ensuring that the personal details provided in the process of obtaining a USI are identical to those provided to CWBT S at the time of enrolment
4. The need to bring their USI with them to their scheduled interview and sign-up session
5. If CWBT S is requested to apply for a USI, the student must complete and sign a CWBT S USI Permission Form and supply valid ID. If CWBT S is requested to find an existing USI on behalf of a student, the student will agree and give permission in their enrolment form.

Students who express a genuine personal objection to being assigned a USI will be advised to apply to the Student Identifiers Registrar for an exemption.

Students who present for enrolment without a USI will be supported to access the website and obtain their USI before enrolment can proceed.

Applying, Finding and Verifying A USI

If CWBT S is requested to apply for a USI, or to find an existing USI on behalf of a Student, the Student must complete and sign a CWBT S USI Permission Form and supply valid ID.

If CWBT S is requested to find an existing USI on behalf of a student, the student will agree and give permission in their enrolment form.

If a student's USI cannot be verified they will be contacted by CWBT S and if required, further information will be requested, or the student without a USI will be supported to access the USI website and obtain their USI before enrolment can proceed.

CWBT S staff then will verify the students USI with the USI Registrar through the SMS VETtrak.

When applying for a USI, the USI system accepts any one of the following valid forms of ID:

- Current Drivers Licence
- Current Medicare Card
- Current Australian Passport
- Current Visa (with Non-Australian Passport)
- Birth Certificate (Australian)
- Certificate of Registration by Descent
- Citizenship Certificate

Names entered into the USI system must match the ID presented. Without one of these documents a USI cannot be issued or located therefore enrolment may not be possible. In order to verify a Student USI individual information recorded on the Student's enrolment form must identically match the information held for that Student in the USI system



Setting Appropriate Access Controls

CWBTS ensures that every Student sets their access controls in relation to their USI to allow the Department and the Provider the appropriate levels of access to their USI records.

Issuing of Qualifications

Under the USI legislation, CWBTS cannot issue an AQF qualification or statement of attainment to a Student without a verified USI.

Security of USI Data

The CWBTS Privacy Policy applies to the collection of a Student's USI. The Student USI will be stored within the CWBTS Student Management System and will not be made available to general staff accessing the system. Only those with responsibility for entering and editing Student's data will have access to this information.

Student's USI will not be provided on any internal CWBTS reports accessible by general staff or used to assign as a Student identifier.

Student's USI will not be included on any reports to Students, including confirmation of enrolment, AQF certification documentation or transcripts of results etc.

Appendix 1

Privacy Notice for Students

<https://www.usi.gov.au/documents/privacy-notice>

The information you provide through the USI application process:

- is collected by the Student Identifiers Registrar for a number of purposes
- may be disclosed to a number of organisations, departments, regulators and other persons where it is reasonably necessary for the purposes of performing functions or exercising powers
- may be disclosed to the Oversight Authority in instances pertaining to digital identity to enable them to perform their functions
- will not otherwise be disclosed without their consent unless authorised or required by or under law.

Detailed information on the use of your information can be found in Division 5 - Collection, use or disclosure of student identifiers of the Student Identifiers Act 2014 and in our Privacy Policy

Privacy Policies and Complaints

Students can find out more about how the Student Identifiers Registrar collects, uses and discloses their personal information:

- in the Student Identifiers Registrar's Privacy Policy
- by emailing the Registrar
- by calling [1300 857 536](tel:1300857536) or from outside Australia [+61 2 6240 8740](tel:+61262408740)



The Student Identifiers Registrar's Privacy Policy contains information about:

- how students can access and seek correction of the personal information held about them
- how to make a complaint about a breach of privacy by the Registrar in connection with the USI
- how complaints are handled

The student can also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act 1988. This includes the misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs.