



USI Policy & Procedures

1. Purpose

This policy is in place to ensure all students enrolled in an AQF course with RBIT have a Unique Student Identifier (USI) and that all activities related to the student USI are managed in a manner that ensures privacy, accuracy, reliability, and compliance with the the [Student Identifier Act 2014](#) and [SRTO 2015 clause3.6](#)

2. Policy

2.1 Definitions, Purpose and Usage

- Unique Student Identifier (USI): The USI is an individual student's education number for life and creates an online record of the student's Australian training achievements
- An USI is required
 - by students studying a [nationally recognised](#) Vocational Education and Training (VET)
 - by higher education students seeking a HELP loan or Commonwealth Supported Place
 - by higher education students graduating in 2023 or beyond.
- USI account holders can access their VET outcomes online through an authenticated USI VET transcript, which can be shared with employers or educational providers via [VET transcripts portal page](#).

2.2 RBIT Responsibilities:

RBIT will ensure the following:

- All students undertaking an AQF Qualification course or Unit of Competency will be informed about the USI requirement and the need to provide their USI to RBIT if already issued or apply for a USI prior to or during the training.
- The RBIT can only apply for a USI on behalf of a student once written permission is received and suitable identification documents are provided.
- All USIs provided by students will be verified first on the RBIT Student Management System (SMS) or the official [USI Registry](#) website before being used or recorded in any systems or databases.
- Any USIs that are not successfully verified by the USI Registry will not be used or recorded until the discrepancy is clarified with the student, and the issue is rectified.
- All information related to USIs, including digital and hard-copy records, will be securely protected. Only authorized personnel with a need-to-know basis will have access to the SMS, and printed student folders will be kept in a locked cabinet.
- No AQF Qualifications or Statements of Attainment will be issued to students unless a valid USI has been provided by the student and verified with the USI Registry, except in cases where a [USI exemption](#) applies.
- Students will be informed prior to enrollment or training if a USI exemption applies to them, and they will be made aware that their training results will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the USI Registrar.
- USIs will not be printed on any AQF Documentation. They will be treated as confidential information and stored securely.



By implementing this policy, RBIT aims to ensure compliance with USI requirements and maintain the privacy, accuracy, and reliability of student USI information throughout their training and assessment activities.

3. Procedures

3.1 Communication and Information Provision

- During the enrollment process, students will be informed of the USI requirement. Information regarding the USI will be included in the Student Enrollment Form, Policy, and Student Handbook.

3.2 USI Application for International Students

- International students on a student visa can only apply for a USI after their arrival in Australia. During the Student Orientation, students will be reminded of the USI requirement, and the Administration Office will be responsible for collecting USI information from the students.

3.3 USI Benefits and Access

- During the Student Orientation, students will be advised that creating a USI will allow their training results (transcript) to be uploaded and eventually made accessible via the USI Student Portal.

3.4 USI Application Process

- Students can apply for their own USI via the USI Student Portal, or they can authorize RBIT to apply on their behalf by signing and returning a USI Application Form to RBIT, along with an accepted form of identification. Once the USI is created, the USI Registry portal will directly send the USI information to the email address provided by the student.

3.5 USI Verification and Recording

- After obtaining the USI, the student will provide it to RBIT. The Administration Officer will log in to the SMS (JR+) and enter the USI information provided by the student in the student record. The "Verify" key will be clicked to initiate the verification process.
- Upon successful verification, a green tick will be displayed next to the student's USI entry in the student record. If the USI provided is incorrect and unable to be verified with the USI Registry, the student will be immediately notified to rectify the issue. The SMS vendor has a quick verification feature linked to the USI Registry system for this purpose.
- The verified USI information will be recorded in the Student Management System (SMS) and will remain with the student record. The SMS login is protected by a password. All student-related information and files will be securely stored in a cabinet within the Archived Room.

3.6 Testamur Issuance and Graduation

- As part of the Testamur Issuance and Graduation process, the student record in the SMS will be checked to ensure that the USI remains verified for that student. Any issues will be rectified before the Testamur and Statement of Attainment are created and issued to the student.

By following these procedures, RBIT aims to ensure that students are informed about the USI requirement, that accurate USI information is obtained and verified, and that the USI remains verified throughout the student's enrollment and graduation processes.