

Policy Name	Unique Student Identifier (USI) Requirements Policy
Date	16 January 2025
Responsible dept.	Student Administration
Current Version:	4

PURPOSE

The objective of the Unique Student Identifier (USI) Requirements Policy is to ensure that The College for Adult Learning (CAL) Registered Training Organisation (RTO) No. 22228, meets the requirements of the Student Identifier Act 2014 and the VET Regulator.

SCOPE

This policy is applicable to all CAL staff, students and other external stakeholders.

CAL has established this policy to support the Australian Skills Quality Authority (ASQA) *Standards for Registered Training Organisations (RTOs) 2015*.

POLICY STATEMENT

This policy and procedure version is effective as of 1 June 2018.

CAL will meet requirements of the Student Identifier Act 2014 by collecting and validating USI data.

CAL will meet the USI requirements by:

- Providing USI information prior to and on enrolment,
- Providing assistance with creating and validating USI, and
- Not issuing Australian Qualification Framework AQF certification unless a valid USI is provided,
- Meeting Total VET Activity reporting obligations.

Please note that CAL will not create a USI on behalf of any student.

This Policy is to be read in conjunction with:

- Issuing AQF Certification Documentation Policy
- Privacy Policy
- Records Management Policy
- Student Handbook.

Credit Transfer and the USI Transcript

An authenticated VET transcript (USI Transcript) issued by the Registrar can be used as evidence for the assessment of credit transfer for units of competency and/or modules (unless licencing or regulatory requirements prevent this). This means RTOs should continue to exercise due diligence when assessing a student’s eligibility for credit transfer but can now use the online version of the USI Transcript by asking students to give CAL enrolment officers permission to view their transcript.

Updated Personal Details

If a student’s name has changed since enrolment with CAL, the student is obliged to change their name by logging into the USI account and by updating personal details. Once the USI account is updated by the student, he/she will need to notify CAL of any changes in order to update the student records management system.

Please note that AQF certification will only include the names that validate against the USI provided by the student.

PROCEDURE

Action	Responsibility
Student provides a USI at the time of enrolment.	Student
USI is validated against first name, last name and date of birth provided by the student through the CAL Student Management System.	Student Administration
If the USI provided is not validated, Student Administration will contact the student via email to confirm the USI and to receive updated details.	Student Administration
Student responds with updated details.	Student
USI is validated against first name, last name and date of birth provided by the student through the CAL Student Management System.	Student Administration

Policy Administration			
Version	Date Approved	Approved by	Next Review Due
1	1 January 2015	Helen Sabell	January 2017
2	1 February 2018	Helen Sabell	February 2019
3	28 October 2019	Sarah Sabell	October 2020
N/A	30 November 2022	Sarah Sabell	November 2023
4	16 January 2025	Sarah Sabell	January 2026
Compliance References			
Statutory	The <i>Standards for Registered Training Organisations (RTOs) 2015</i> Clauses: 3.5, 3.6		
Industry	Vocational Education and Training (VET)		
Document Located	E:\Public Documents\03_CAL Operations\CAL Policies\02_CAL POLICIES STUDENTS		