

Understanding Unique Student Identifier

The Unique Student Identifier (USI) is a 10-digit reference number that students undertaking nationally recognised training must have in order to receive their qualification or Statement of Attainment. It is a crucial component of the Student Identifier Scheme.

Standards for RTOs 2015 Requirements

Clause 3.6 of the Standards for RTOs 2015 outlines the requirements that RTOs must meet in order to participate in the Student Identifier Scheme. These requirements are essential for compliance and ensuring the accuracy and security of student information.

1. **Verifying USIs:** RTOs must verify the USIs provided by students before using them. This verification process ensures that the USIs are valid and associated with the correct student. It helps prevent errors and inaccuracies in recording and reporting student data.
2. **USI Requirement for AQF Certification Documents:** RTOs must ensure that AQF certification documents, such as qualification certificates and Statements of Attainment, are not issued to students before they supply their USI. This requirement emphasises the significance of the USI in accurately tracking and reporting student achievements and qualifications.
3. **Exceptions and Exemptions:** Under the Student Identifiers Act 2014, there are exemptions to the requirement of providing a USI. RTOs must inform students about exemptions before enrolment or the start of their course (whichever comes first). In cases where exemptions apply, the RTO must communicate to the student that their results will not be available from the Commonwealth government and will not appear on authenticated VET transcripts prepared by the Registrar.
4. **Secure Storage of USI Information and Documentation:** RTOs must ensure that all information and documentation related to USIs are stored securely in their student management system. This includes protecting the privacy and confidentiality of student data, complying with data protection regulations, and implementing appropriate security measures to prevent unauthorised access or disclosure.

Note: This VET Fact Sheet provides general information and should not be considered as legal advice.