



Unique Student Identifier (USI) Policy & Procedure

1. Policy

SCAA SWTI is committed to the implementation and management of the USI for students. SCAA SWTI aware of the implementation requirement for all RTOs regarding the Unique Student Identifier which came into force on 1 January 2015. SCAA SWTI has integrated the USI into the enrolment process, informing all students and trainees of the requirements of the USI system.

SCAA SWTI will ensure it complies with all regulations regarding the USI system, including privacy, the providing of information to students and the implementation of the USI system.

In accordance with government regulations, SCAA SWTI is not able to issue Certificates or Statements of Attainment to students and trainees until a USI has been provided and verified.

2. Procedure

For Students Commencing from 1 January 2015

As part of its enrolment process, SCAA SWTI shall provide all enrolling students information regarding the USI system.

Students will be provided with the privacy policy which is included in the Student Handbook, as well as a USI Fact Sheet.

All students and trainees will be required to:

- provide SCAA SWTI with their USI, or
- give SCAA SWTI permission to look up their USI, or
- give SCAA SWTI permission to create a USI on their behalf.

This information will be collected on the enrolment form and students will be required to provide an identification document from the following list, including reference or document number.

- | | |
|--|---|
| <input type="checkbox"/> Medicare Card | <input type="checkbox"/> Citizenship Document |
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Certificate of Registration by Descent |
| <input type="checkbox"/> Driver's Licence | <input type="checkbox"/> Immigration Card |
| <input type="checkbox"/> Australian Passport | <input type="checkbox"/> Australian Entry Visa (eg NZ Passport) |

Students are also advised that SCAA SWTI will delete from its system, any personal documents gathered for the sole purpose of obtaining a USI.

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For Students Continuing Training from 2014

Any student continuing training from 2014 into 2015 will also require a USI. SCAA SWTI will ensure all continuing students are aware of the requirements of the USI system.

All students and trainees will be required to:

- provide SCAA SWTI with their USI, or
- give SCAA SWTI permission to look up their USI, or
- give SCAA SWTI permission to create a USI on their behalf.

Students will be provided with copies of the USI Privacy Policy and USI Fact Sheet and will be required to complete a USI Access Authority form and provide the required information to access or verify their USI. This information is the same as those students commencing training from 1 January 2015.

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