



OZ FORD COLLEGE OF BUSINESS RTO No. 21442 (CRICOS: 02573B)

Unique Student Identifier (USI) Policy

1. PURPOSE

This policy has been developed to assist Ozford to ensure the management of student USI is in compliance with the Student identifiers Act 2014 and relevant VET Quality Framework.

2. SCOPE

This policy applies to all Ozford College of Business (Ozford) staff and students who are currently enrolled in a nationally recognised training courses.

3. POLICY

- 3.1 Ozford is committed to participating and meeting the requirements of the Student Identifier scheme, including:
- verifying with the Registrar, a Student Identifier provided to it by an individual before using that Student Identifier for any purpose
 - ensuring that it will not issue AQF certification documentation to an individual without being in receipt of a verified Student Identifier for that individual, unless an exemption applies under the *Student Identifiers Act 2014*
 - ensuring that where an exemption described in Clause 3.6 (b) applies, it will inform the student prior to either the completion of the enrolment or commencement of training and assessment, whichever occurs first, that the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the Registrar, and
 - Ensuring the security of Student Identifiers and all related documentation under its control, including information stored in its student management systems.
- 3.2 All students undertaking nationally recognized training courses are provided information on the USI during orientation. All students without USI are given opportunity to apply for a USI during orientation.
- 3.3 Ozford does not apply USI on behalf of students in general. In exceptional cases, Ozford will apply USI numbers on behalf of a student only when written consent is received and suitable identification documents are supplied to Ozford.
- 3.4 All USI numbers are validated with the USI registrar prior to using the numbers. Any USI numbers that cannot be validated are not used or recorded until the discrepancy is rectified with the students.
- 3.5 No AQF certification documentation can be issued to students, unless a USI number has been validated.

- 3.6 USI numbers are not to be used as internal student identification numbers and not to be printed on any student certification documentations.
- 3.7 USI numbers and associated identification documents are stored securely and/or destroyed after use at all times.
- 3.8 Should a USI exemption apply, the student is made aware prior to commencement of training that their training record will not be available and accessible through the Commonwealth and will not appear on any statement of result produced by the USI Registrar.

4. PROCEDURES

- 4.1 During orientation, students are provided with USI information and they are given an opportunity to apply or verify their USI. The USI are validated on the Student Management System. Students are contacted and asked to have their USI numbers rectified if the USI provided cannot be validated. Refer to Standard Orientation procedures for further details.
- 4.2 For exceptional cases where students are unable to apply a USI, Ozford will apply USI on students' behalf. Written consent is sought from students if they request and authorise Ozford to apply for a USI on their behalf. Student need to complete and return a USI Consent Form with associated identification documents. Associated student identification documents are securely destroyed once the USI is validated.
- 4.3 USI is recorded on Student Management System which is password protected. Only authorised staff have access to the Student Management System.
- 4.4 Students USI status on VETTrak are checked before a certification can be issued. Refer to "Issuance of Certification Documentation Policy and Procedures" for further details.