

## Unique Student Identifier [USI]

### Procedures

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May 2016	Initial release (V1.0)
September 2016	Reviewed and updated (V1.1)
August 2017	Reviewed and revises (V1.2) Director of Quality Assurance removed

Procedure Title	Unique Student Identifier [USI]
<p><b>1. Procedure</b></p>	<p><b><u>Providing USI information to students</u></b></p> <ul style="list-style-type: none"> <li>• Information about the USI is provided to prospective and enrolled students in a number of ways               <ol style="list-style-type: none"> <li>i. In an initial email sent by the National Scheduler when providing prospective students with information relating to enrolment and orientation.</li> <li>ii. On the website “My USI”</li> <li>iii. In the Student Handbook</li> <li>iv. In the Orientation Pack</li> <li>v. Students are also directed via a link on the USI information sheet [iv above] to <a href="http://www.usi.gov.au">www.usi.gov.au</a></li> </ol> </li> <li>• Students will be notified that the USI system will record all results from VET study but will not record/include results for any exemptions.</li> </ul> <p><b><u>Collecting the USI</u></b> USI's are collected by the College for the purposes of fulfilling our legislative compliance requirements.</p> <p><b><i>No academic qualification or statement of attainment can be issued by a RTO from 1 January 2015 unless a USI has been provided.</i></b></p> <ul style="list-style-type: none"> <li>• Students who have already studied a VET qualification in Australia from 1 January 2015 will be required to provide their USI on their application form, or within one (1) week after enrolment.</li> <li>• Students who do not have a USI may choose to               <ol style="list-style-type: none"> <li>i. Apply directly for the USI - <a href="http://www.usi.gov.au">www.usi.gov.au</a></li> <li>ii. Create one at orientation with the aid of the College</li> </ol> </li> </ul> <p>See College website -&gt; Vocational → New Students → Unique Student Identifier</p> <p>The College will verify the USI once received.</p> <p><b><u>Using the USI</u></b></p> <ul style="list-style-type: none"> <li>• All USI's are verified by the College and stored on our SMS [TEAMS]. Verification, application and storing of student USI's is the responsibility of the College registrar.</li> <li>• When Cambridge International College applies for a USI on behalf of a student the Registrar will verify his/her identity. The Registrar will do so through the Document Verification Service (DVS) managed by the Attorney-General's Department which is built into the USI online application process if the student has documents such as a Medicare card, birth certificate, driver licence, Australian passport, citizenship document, certificate of registration by descent, ImmiCard or Australian entry visa.</li> </ul>

	<ul style="list-style-type: none"> <li>• If the student does not have a document suitable for the DVS and Cambridge International College (WA) is authorised to do so by the Registrar Cambridge International College (WA) may be able to verify the student's identity by other means. If the student does not have any of the identity documents mentioned above, and Cambridge International College is not authorised by the Registrar to verify the student's identity by other means, Cambridge International College cannot apply for a USI on the student's behalf and the student should contact the Student Identifiers Registrar.</li> <li>• In accordance with section 11 of the Student Identifiers Act 2014 Cth (SI Act), Cambridge International College (WA) will securely destroy personal information which Cambridge International College collects from the student solely for the purpose of applying for a USI on the student's behalf as soon as practicable after the USI application has been made or the information is no longer needed for that purpose, unless Cambridge International College is required by or under any law to retain it.</li> <li>• The personal information about the student that we provide to the Registrar, including your identity information, is protected by the Privacy Act 1988 Cth (Privacy Act). The collection, use and disclosure of the student's USI is protected by the USI Act.</li> <li>• No transcripts and/or award certificates and/or any testamur qualifications will be issued to any student until the USI has been verified</li> </ul> <p><b><u>Storage of the USI</u></b></p> <ul style="list-style-type: none"> <li>• Student USI's are stored in line with the College Privacy and Record keeping procedures and Policies.</li> <li>• All student records are stored for a period of thirty [30] years.</li> </ul> <p><b><u>Disclosure</u></b> USI information may be disclosed to:</p> <ul style="list-style-type: none"> <li>• Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:             <ol style="list-style-type: none"> <li>I. The purposes of administering and auditing Vocational Education and Training (VET), VET providers and VET programs;</li> <li>II. Education related policy and research purposes; and</li> <li>III. To assist in determining eligibility for training subsidies;</li> </ol> </li> <li>• VET Regulators to enable them to perform their VET regulatory functions;</li> <li>• VET Admission Bodies for the purposes of administering VET and VET programs;</li> <li>• Current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;</li> <li>• Schools for the purposes of delivering VET courses to the individual and</li> </ul>
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	<p>reporting on these courses;</p> <ul style="list-style-type: none"><li>• The National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;</li><li>• Researchers for education and training related research purposes;</li><li>• Any other person or agency that may be authorised or required by law to access the information;</li><li>• Any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and</li><li>• Will not otherwise be disclosed without your consent unless authorised or required by or under law.</li></ul> <p>You can find further information on how the Registrar collects, uses and discloses the personal information about you in the Registrar's Privacy Policy (<a href="http://usi.gov.au/Pages/privacy-policy.aspx">http://usi.gov.au/Pages/privacy-policy.aspx</a>) or by contacting the Registrar at: Privacy Officer- Office of the USI Registrar- Canberra City ACT 2601 GPO Box 9839 - Canberra ACT 2601 - Email: <a href="mailto:usi@industry.gov.au">usi@industry.gov.au</a></p> <p><b>Privacy policies and complaints</b></p> <p>The Registrar's Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.</p> <p>You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act, which includes the following:</p> <ul style="list-style-type: none"><li>• Misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs; and</li><li>• A failure by Cambridge International College (WA) to destroy personal information collected by you only for the purpose of applying for a USI on your behalf.</li></ul> <p>For information about how Cambridge International College (WA) collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to Cambridge International College privacy policy which can be found at <a href="http://www.cic.edu.au">www.cic.edu.au</a> Cambridge International College Privacy Policy is also available in our <i>Student Handbook</i>, at each Cambridge International College office location</p>
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<b>2. Related Policy and Procedures</b>	Unique Student Identifier [USI] Policy Unique Student Identifier [USI] Form Privacy and Personal Information Policy
<b>3. Related Forms</b>	Unique Student Identifier [USI] Form
<b>4. Policy Owner and Delegated Authority</b>	Director of Studies – Melbourne, Perth CIC Admissions
<b>5. Approved by</b>	CEO VET Education Director
<b>6. Approved Date</b>	May 2016