

Policy No. 13

Unique Student Identifier (USI) Requirements

1. Policy Objective

The objective of the Unique Student Identifier (USI) Requirements Policy and Procedure for St John Ambulance Western Australia Ltd (St John) Registered Training Organisation (RTO) No. 0392 (St John RTO) is to ensure that the RTO meets the requirements of the Student Identifier Act 2014 and the VET Regulator.

This Policy and Procedure supports the following Standards for Registered Training Organisations 2015:

- ▶ Standard 3.6.

2. Policy

1. This Policy and Procedure version is effective as of 1 November 2017.
2. St John RTO will meet the requirements of the Student Identifier Act 2014 by collecting and validating USI data.
3. St John RTO 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 Qualifications Framework (AQF) certification without a validated USI.
4. St John RTO will record a participant's USI by:
 - ▶ Collecting the participant's USI on enrolment;
 - ▶ Validating the participant's USI prior to issuing AQF certification; and
 - ▶ Meeting Total VET Activity reporting obligations.
5. This Policy and Procedure is to be read in conjunction with:
 - ▶ St John RTO Policy and Procedure No. 12 Issuing of AQF Certification;
 - ▶ St John RTO Policy and Procedure No. 19 Reporting Obligations; and
 - ▶ St John RTO Policy and Procedure No. 22 Records Management.
6. St John RTO Stakeholders may have written Work Instructions in place to supplement this Policy and Procedure.

Policy Administration		
Directorate:		Responsible Manager:
Community Services		Executive Manager Education Services
Risk Rating:	Review Cycle:	Review Next Due:
High	Annual	July 2018
Compliance References:		
Statutory:	Standards for RTOs 2015	
Industry	Vocational Education and Training	
St John Ambulance:	RTO	
Quality Management System:		
Document Location	G:\25 RTO Policies and Procedures\Word Documents - Policies Procedures\13 USI Requirements\Policy and Procedure No. 13 USI Requirements V4 (Draft).docx	
Version:	Decision Reference:	Synopsis:
1	Document Created	VET Reform and Standards for RTOs 2015
2	Minor Changes	St John RTO Stakeholder Feedback provided on 29/6/2015
3	Changes to Numbers in Documents Related Updated Spelling/Formatting and Included References to LMS Change to Role	Following Review of Compliance Documentation Introduction of St John LMS
4	Annual review by RTO Stakeholders	1. New format 2. Section 5 reduced 3. Section 6 added 4. Effective as of 1.11.2017