

# 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 3.5
- ▶ Standard 3.6
- ▶ Schedule 5.

### 2. Policy

1. This Policy and Procedure version is effective as of March 2022.
2. For the purposes of this Policy and Procedure “St John RTO Stakeholders” refers to the First Aid Training Services Administration team, the Customer Experience team, the Marketing Programs team and other relevant departments in St John Ambulance.
3. St John RTO Stakeholders will inform their staff of the requirements of this RTO Policy and Procedure.
4. St John RTO Stakeholders will adhere to this Policy and Procedure at all times.
5. St John RTO will meet the requirements of the Student Identifier Act 2014 by collecting and verifying USI data.
6. St John RTO will meet the USI requirements by:
  - ▶ Collecting course participants’ USI information prior to or on enrolment
  - ▶ Providing assistance with creating a USI, if required
  - ▶ Not issuing Australian Qualifications Framework (AQF) certification without a verified USI.
7. St John RTO will record course participants’ USI information by:
  - ▶ Asking for course participants’ USI information prior to or on enrolment
  - ▶ Verifying course participants’ USI prior to issuing AQF certification
  - ▶ Meeting National Centre for Vocational Education Research (NCVER) reporting obligations.
8. St John RTO Stakeholders will:
  - ▶ **Conduct** compliance activities as detailed in the annual RTO Compliance Calendar
  - ▶ **Store** evidence of their ongoing compliance

- ▶ **Provide** evidence of their compliance for the purposes of internal, external audits and on request.
- 9.** 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
  - ▶ St John RTO Policy and Procedure No. 22 Records Management.
- 10.** St John RTO Stakeholders may have written Work Instructions in place to supplement this Policy and Procedure.

Policy Administration		
<b>Directorate:</b>		<b>Responsible Manager:</b>
Communications & Brand		Head of First Aid Quality
<b>Risk Rating:</b>	<b>Review Cycle:</b>	<b>Review Next Due:</b>
High	Annual	April 2023
<b>Compliance References:</b>		
<b>Statutory:</b>	Standards for RTOs 2015	
<b>Industry</b>	Vocational Education and Training	
<b>St John Ambulance:</b>	RTO	
<b>Quality Management System:</b>		
<b>Document Location</b>	G:\04. RTO Compliance\2021-22\RTO Policies and Procedures	
<b>Version:</b>	<b>Decision Reference:</b>	<b>Synopsis:</b>
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
4.1	Annual review	1. 10:20 updated
5	Review and update	Updated to reflect current process