Unique Student Identifier Policy 2018

VERSION CONTROL

CURRENT VERSION	REVIEW DATE	PERSONS INVOLVED	NEW VERSION	AMENDMENTS
V1.0 / MARCH 2018	SEPTEMBER 2018	B. GREEN		Creation of policy for RTO audit

INTRODUCTION

The Collective Training Group (CTG) has developed the *Complaints & Appeals Policy 2018* to ensure compliance with The Standards for Registered Training Organisations (RTOs) 2015, specifically:

STANDARD 3

The RTO issues, maintains and accepts AQF certification documentation in accordance with these Standards and provides access to learner records.

Clause 3.6 – The RTO meets the requirements of the Student Identifier scheme, including:

a) Verifying with the Registrar, a Student Identifier provided to it by an individual before using that Student Identifier for any purpose

b) 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

c) 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

d) ensuring the security of Student Identifiers and all related documentation under its control, including information stored in its student management systems.

VERIFICATION OF UNIQUE STUDENT IDENTIFIER (USI)

Learners wishing to enrol with the Collective Training Group (CTG) must provide a USI. If the Learner does not have a USI they must follow the steps clearly outlined in the *Enrolment Form 2018* and enter the number into the space provided. USI numbers must be entered by the Learner on the enrolment form in the appropriate place.

CTG will verify with the Registrar that the USI provided by the Learner is correct. CTG will access the following website to conduct the check:

https://portal.usi.gov.au/org

If the USI is incorrect, the Learner will be notified and will be responsible for providing an accurate USI.

ISSUANCE OF AQF DOCUMENTATION

The CTG has created the *Secure Certificate Policy 2018* which ensures AQF documentation will not be issued without all requirements being met. The *Secure Certificate Policy 2018* should be referred to in conjunction with the *Individual Leaner Record of Progress* (ILRP) spreadsheet.

The ILRP is used to securely store all information in relation to Learner enrolment, personal details including USI numbers and progress with study. The IRLP has several checks and measures in place that must be satisfied before AQF documentation can be issued.

USI EXEMPTIONS

The CTG does not offer training products that are exempt from USI requirements. All Learners wishing to engage with training products offered by the CTG must obtain a USI.

SECURE STORAGE OF USI INFORMATION

The CTG maintains the secure storage of USI information, including all personal information and progress of study with the use of the IRLP. The IRLP is saved to a secure, stand alone, data base which is backed up on a weekly basis. This information is not shared with external agencies unless required for reporting obligations. This information will be stored for 30 years