

Unique Student Identifier Policy and Procedure

1. Policy

It is a requirement that all learners must provide a Unique Student Identifier (USI) to MGA Industry Training before a Statement of Attainment can be issued (unless a USI Exemption has been granted by the Department of Education and Training). This procedure describes the process which will be followed to ensure that MGA Industry Training complies with this requirement.

Information on the USI can be found at the website: <http://www.usi.gov.au/Pages/default.aspx>

2. Procedure

2.1 Informing participants and collecting USI

MGA Industry Training will ensure all pre-enrolment information contains details of the requirement to apply for a USI and provide this as part of their enrolment information. All potential participants will be directed to the USI website at <http://www.usi.gov.au/create-your-USI/Pages/default.aspx>.

MGA Industry Training will include provision for the USI on the enrolment form and encourage all participants to generate their own USI. The RTO will also provide information on the Enrolment Form on how to apply for a USI exemption, and inform participants that if a USI exemption is granted then 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.

If the learner has not included the USI on the enrolment form, they will be contacted and advised that the USI is required before any Statement of Attainment can be issued (unless a USI Exemption has been granted by the Department of Education and Training).

USI Exemption

A person with a genuine personal objection to being assigned a USI can apply for an exemption to the Student Identifiers Registrar. To apply for an exemption, the participant must complete the Commonwealth Statutory Declaration Form found at: <https://www.usi.gov.au/individual-exemptions-students>

The participant must send it to the register at the following address:

Student Identifiers Registrar
C/- Department of Education and Training
GPO Box 9880
Adelaide SA 5001

Note: Exemptions are also provided for offshore international participants, but this is not relevant to MGA Industry Training.

If a USI exemption is granted, then 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.

2.2 Verifying USI number

Upon receipt of an enrolment form from a learner, MGA Industry Training will confirm that the USI has been included on the enrolment form (unless a USI Exemption has been granted by the Department of Education and Training) and will verify that this USI is correct by using the Student Management System to check the USI through the USI Registry System on a regular basis (quarterly) .

If the USI check returns a “not valid” response, the learner will be contacted and the USI will be confirmed. A further check will be made through the USI Registry System

A notation will be made on the student record in the student management system that the USI has been confirmed as correct

The confirmed USI will be included in the participant details on the Student Management System

2.3 Recording a participant’s USI

Prior to the issuing of a Statement of Attainment, the Training Co-ordinator will confirm that the participant information on the Student Management System includes the learner’s USI (unless the participant has a USI Exemption).

As part of recording the participant’s issuance of a Statement of Attainment the Student Management System will upload data as required to the USI register.

2.4 Privacy of Participant USI

All participants USI’s will be maintained in accordance with the RTO records and remain private and confidential.

A participant’s USI is not to be included on a Statement of Attainment.