



Macarthur Community College Inc  
RTO ID 6860

POLICY				
<b>Title</b>	<b>Unique Student Identifier (USI)</b>			
<b>Purpose</b> Describe policy intent	To outline the policy on the collection, recoding and reporting of Unique Student Identifier (USI)			
<b>Scope</b> List who this policy and procedure applies to	All staff Tutors Assessors Course Coordinators AQF Participants			
<b>References and legislation</b>	National Vocational Education and Training Regulator Act 2011 Standards for RTO Organisations 2015 Student Identifiers Act 2014 Privacy Act 1988			
<b>Definitions</b>	<b>AQF</b> Australian Qualification Framework <b>Unique Student Identifier (USI)</b> is an individual ten character code that will link to an online account that contains all your training AQF records and results (transcript) that you have completed from 1 January 2015 onwards. Your results from 2015 will be available in your USI account in 2016.			
<b>Policy</b>	<p>All participants who enrol in an AQF qualification course to obtain and provide the College with a valid USI.</p> <p>The College will record the USI in relevant enrolment of 4D and maintain these records in a secure manner.</p> <p>The College will accept USI Exemptions (as outlined on USI website <a href="http://www.usi.gov.au/Pages/exemptions.aspx">http://www.usi.gov.au/Pages/exemptions.aspx</a>). Participants who advise the College they are exempt must provide a valid exemption code as received by USI website.</p> <p>USIs will be collected and reported as required by the RTO Standards for 2015 Data Provision Requirements.</p>			
<b>Relevant documentation</b>	AVETMISS Policy Enrolment Policy Privacy Policy Issuance of Certificates Policy Data Collection, Recording and Reporting Policy			
<b>Communication and support for staff</b>	Policies are available to all staff via electronic access upon commencement with the College. Updates will be communicated via email notification. Hard copies will be made available upon request			
<b>Procedure</b>	USI			
<b>Review date</b>	March 2016			
<b>Mapping to Standards for RTOs</b>	3.6, 7.5, 8.1, 8.5			
<b>Version and Date issued</b>	Version	1	Date issued	01/4/15
<b>Developed By</b>	VET Manager			
<b>Approved by</b>	Principal			



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