Purpose and Legislative Background

This policy and procedure are to assist Project Controls Institute, Australia's students, partners, and staff to ensure the management of the Unique Student Identifier (USI) is effective and managed with accuracy, reliability, validity, and promptness.

Under Standard 3.6 – Participate in the Student Identifier Scheme, Project Controls Institute, Australia is required to ensure that the requirements of the Student Identifier scheme are met, 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 receiving 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 before 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.

Scope

This policy applies to all students who undertake Nationally Accredited qualifications which are on the Scope of Registration of Project Controls Institute, Australia and applies to all Third−Party Arrangements/Agents and staff.

Policy

A Unique Student Identifier (USI) is a reference number made up of numbers and letters that creates a lifetime record for an individual of all the nationally recognised training that has been completed. Under the Unique Student Identifiers Act 2014, all RTOs must ensure they have a valid USI for any student that enrolls in nationally recognized training from 2015. This means that as a student you must either:

a) Provide Project Controls Institute, Australia with your USI, or
b) Provide Project Controls Institute, Australia with permission to access or create your USI on your behalf.

If you are providing us with permission to access or create your USI we will need a valid form of identification. The ID that you provide for this purpose will be destroyed once we have used it for this purpose

If you would like to create your own USI, please visit: http://www.usi.gov.au/Students/Pages/default.aspx

Unique Student Identifier (USI)Policy and Procedure

We are unable to issue a qualification or a statement of attainment unless we have a valid USI.

1. Project Controls Institute, Australia will ensure privacy arrangements surrounding personal information relating to the ID of the student will be secured and access limited to those staff who are required to record and use the USI for its intended purpose.
2. Access to the Student Management System where the USI will be stored and verified will be limited to those staff who are required to use the system as part of their daily duties.
3. It is the responsibility of the student to apply for and provide to Project Controls Institute, Australia their USI. The USI must be provided at the time of enrolment or before an award is issued.
4. In the event a student has difficulty with the application of the USI, Project Controls Institute, Australia will apply for a USI on behalf of the student, only if given permission by the student in writing.
   a) Permission must be given by the student, prior to Project Controls Institute, Australia accessing the register and creating the USI.
   b) The evidence gathered as proof of ID to create a USI will be securely held following the Privacy Policy until it is no longer needed.
   c) Evidence gathered and used solely for the purpose issuing of the USI will be destroyed using secure methods outlined in the Privacy Policy as soon as practicable after the application is made or it is no longer needed for that purpose.
5. Project Controls Institute, Australia will not provide a Certificate of Qualification or a Statement of Attainment to any student who does not have a verified USI recorded against their name unless an exemption is in place as outlined in the Student Identifiers Act 2014.
6. If an exemption for USI does exist, Project Controls Institute, Australia will inform the student either during enrolment or commencement of training and assessment, 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 USI Registrar.
7. Project Controls Institute, Australia will verify each USI through their Student Management System.
8. All Students will be provided with a Fact Sheet – USI – Student Quick Guide – as developed by the regulator to create their own USI as part of the student orientation.

Changes to this policy will occur at the time of:

1. review or
2. when required due to changes in the Student Identifier Act or
3. as directed by the regulator

Project Controls Institute, Australia will ensure information relating to the USI and its requirements is maintained and updated on its website and is reported following the VET data collection and reporting requirements

Procedure

Project Controls Institute, Australia will follow the following procedure:

1. Students are provided with information and requirements relating to a USI. Students are obligated to read and agree to:
   a. The USI Privacy and terms;
   b. Provide Project Controls institute, Australia with their USI; or
   c. Request Project Controls Institute, Australia to check for an existing USI or to create a USI on their behalf.

2. In the event of USI being provided, Project Controls Institute, Australia will:
   a. Enter the USI on their student management system and verify;
   b. If verification does not succeed, the student is contacted to confirm details;
   c. When the correct USI is received, the SMS is updated and verified.

3. Personal information gathered as part of the USI identification process is recorded following the Records Management Policy.

4. Qualification/SOA is issued to the student.

5. Data is reported.

USI is created by Project Controls Institute, Australia

1. USI request form is signed and submitted to Project Controls Institute, Australia staff; this is included in the Student application form;

2. Required evidence supporting student identification is provided to Project Controls Institute, Australia staff along with supporting documents for the application;

3. The permission form is retained on the student file;

4. Project Controls Institute, Australia to follow the steps as indicated below;

   a. Confirmation of ID (driver's license, Medicare card, passport, IMMI card)
   b. Have contact details ready (e.g. email address, or mobile number, or address)
   c. Check if a USI already exists for the student –www.usi.gov.au/students/find-your-usi
   d. Visit the USI website at www.usi.gov.au
   e. Select 'Student Entry' and then select 'Create a USI' link and follow the steps.
   f. Agree to the Terms and Conditions.
   g. Follow the instructions to create a USI – it should only take a few minutes. Upon completion, the USI will be displayed on the screen. It will also be sent to the student's preferred method of contact.
   h. The student should then write down the USI and keep it somewhere handy and safe.

Management Action and Responsibility

The Academic Manager is responsible for the overall implementation of this policy & ensuring every student enrolled with Project Controls Institute, Australia has a USI. Academic manager is also responsible for ensuring no student is issued any academic documents without a valid USI.

CEO has overarching responsibility for this policy.

Definitions

The Act: means the Student Identifiers Act 2014.

Authenticated VET transcript: has the same meaning given to it in the Act.

Registrar: means the Student Identifiers Registrar.

The Regulation: means the Student Identifiers Regulation 2014.

Unique Student Identifier (USI): means a unique combination of letters, numbers, and/or symbols and assigned by the Registrar as an identifier following the Act.

VET-related body has the same meaning given to it in the Act.

VET standard has the same meaning given to it in the Regulation.

Legislative Context

The legislative base for this policy is as follows:

1. National Vocational Education and Training Regulator Act 2011 (Cth)
2. Standards for RTOs 2025