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Purpose

This Policy ensures BCC Institute's compliance with the NSW government's Smart and Skilled Program requirements for the Unique Student Identifier (USI) and is in accordance with the USI Student Identifiers Act 2014 and the Standards, including Privacy requirements. It outlines the specifications for attaining a USI. Since January 2015, all students undertaking nationally recognised training in Australia must have a USI to receive their qualification or Statement of Attainment. The USI is a lifelong number which enables records and results obtained after 1 January 2015 to be collected in an online system so that students may access training records and results when required.

Definitions

College means Bankstown Community College Inc, also trading as BCC Institute.

Policy means this Smart and Skilled Unique Student Identifier Policy.

Smart and Skilled Program means the NSW government initiative to reform the NSW vocational education and training system by assisting people to get the skills they need to find a job and advance their careers. Eligible students are provided with an entitlement to government-subsidised training up to and including Certificate III or government funding for higher-level courses (Certificate IV and above) in targeted priority areas.

Standards means the Standards for Registered Training Organisations (RTOs) 2015 from the VET Quality Framework.

USI means Unique Student Identifier, an individual education number assigned to a student for life. It also gives students an online record of their VET training undertaken in Australia.

VET means Vocational Education and Training.

Policy

1. Verification

BCC Institute will provide all information in relation to obtaining a USI to students prior to enrolment in the Student Handbook and on the website. All students will be asked for their USI on enrolment and pre-existing USI will be verified on enrolment. USI must have been verified before issuing a Qualification or

Statement of Attainment. Students will be informed as to when their new qualifications will appear on their USI record. The privacy of USI will be protected within all administrative tasks.

2. Administration

It is expected most students will be able to manage their own USI through the USI website <https://www.usi.gov.au>. However, where a student is unable to obtain their own USI they can authorise a staff member to assist them in obtaining a USI. Enrolment staff will be will trained in all aspects of USI administration and access and all computer security will be checked to ensure all unauthorised access is blocked.

For courses of one day or less duration the College will issue a Statement of Attainment to students who have not been able to provide a USI before completion of training. The College will inform all students who are unable to provide a USI that their training outcome will not be recorded on their USI account and will not be available in future years as part of the authenticated USI transcript service.

Students who have a genuine personal objection to being assigned a student identifier may apply for an exemption to the Student Identifiers Registrar, see <https://www.usi.gov.au/students/individual-exemptions>. Any information gathered to create a USI will be destroyed upon completion in line with the College's Privacy Policy and in adherence to the Privacy Act 1988.

- Smart & Skilled additional requirement:

Students will be directed to ensure access controls allow the Department and the Provider the appropriate levels of access to their USI records.

3. Privacy Notice

Students that do not already have a Unique Student Identifier (USI) can request BCC Institute apply for a USI to the Student Identifiers Registrar (Registrar) on their behalf. In these instances, the College will provide the following personal information about the student to the Registrar:

- Date of birth, as it appears, if shown, in the chosen document of identity;
- City or town of birth;
- Country of birth;
- Gender; and
- Contact details.

When the College applies for a USI on behalf of the student, the Registrar will verify the student's identity. The Registrar will do so through the Document Verification Service (DVS) managed by the Attorney-General's Department which is built into the USI online application process if documents such as a Medicare card, Birth Certificate, Driver Licence, Australian Passport, citizenship document, Certificate of registration by descent, Immicard or Australian entry visa can be provided.

If there is no document suitable for the DVS and the College is authorised to do so by the Registrar, the College may be able to verify the student's identity by other means. If the student does not have any of the identity documents mentioned above, and the College is not authorised by the Registrar to verify their identity by other means, the College cannot apply for a USI on the student's behalf and the student should contact the Student Identifiers Registrar.

In accordance with section 11 of the Student Identifiers Act 2014 (SI Act), the College will securely destroy personal information collected from the student solely for the purpose of applying for a USI on the student's behalf as soon as practicable after the USI application has been made or the information is no longer needed for that purpose, unless the College is required by any law to retain it.

The personal information about the student provided to the Registrar, including identity information, is protected by the Commonwealth Privacy Act 1988 (Privacy Act). The collection, use and disclosure of the student's USI are protected by the SI Act.

If the College has made an application for a student identifier on the student's behalf, the College will have to declare that it has complied with certain terms and conditions to be able to access the online student identifier portal and submit this application, including a declaration that the College has given the student the following privacy notice:

You are advised and agree that you understand and consent that the personal information you provide to us in connection with your application for a USI:

- is collected by the Registrar for the purposes of:
 - applying for, verifying and giving a USI;
 - resolving problems with a USI; and
 - creating authenticated vocational VET transcripts
- may be disclosed to:
 - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions related to VET for:
 - the purposes of administering and auditing VET, VET providers and VET programs;
 - education related policy and research purposes; and
 - to assist in determining eligibility for training subsidies;
 - VET Regulators to enable them to perform their VET regulatory functions;
 - VET Admission Bodies for the purposes of administering VET and VET programs;
 - Current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
 - Schools for the purposes of delivering VET courses to the individual and reporting on these courses;
 - The National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
 - Researchers for education and training related research purposes;
 - Any other person or agency that may be authorised or required by law to access the information;
 - Any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and
- Will not otherwise be disclosed without your consent unless authorised or required by or under law.

Privacy policies and complaints

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the Registrar's Privacy Policy or by contacting the Registrar on email usi@industry.gov.au or telephone the Skilling Australia Information line on 13 38 73, international enquiries +61 3 5454 5280. The Registrar's Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a

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complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.

You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act, which includes the following:

- misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs; and
- a failure by us to destroy personal information collected by you only for the purpose of applying for a USI on your behalf.

For information about how BCC Institute collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to our privacy policy which can be found at www.bcci.edu.au.

(Signature of acceptance by student)

Name of student

Document Control

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