

STUDENT IDENTIFIER SCHEME POLICY

INTRODUCTION:

JMD Business Institute trading as State Institute of Training will ensure its compliance with the requirements of Clause 3.6 – Participate in the student identifier scheme, of the Standards for RTO's 2015.

USI – Unique Student Identifier

The Student Identifier scheme, enabled by the Student Identifiers Act 2014, allows students to access a single online record of their VET outcomes. The online system provides each student with a USI. All new or continuing students undertaking nationally recognised training, need a USI in order to receive their Qualification or Statement of Attainment. The USI is a reference number made up of ten numbers and letters that:

- creates a secure online record of the recognised training and qualifications gained in Australia, from all training providers the student undertakes recognised training with
- will give the students access to their training records and transcripts
- can be accessed online, anytime and anywhere
- is free and easy to create and
- stays with the student for life

In line with ASQA Standards for RTO's 2015 - Clause 3.6 SIT will meet the requirements of the Student Identifier scheme, including:

- verifying with the Registrar, a Student Identifier provided to SIT by a student before using that Student Identifier for any purpose. SIT enrolling officer will undertake this activity at the time of enrolling a student in a course of study at SIT.
- ensuring that SIT will not issue AQF certification documentation to a student without being in receipt of a verified Student Identifier for that student, unless an exemption applies under the Student Identifiers Act 2014.
- ensuring that where an exemption described in clause 3.6 (b) applies, SIT 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
- ensuring the security of Student Identifiers and all related documentation under its control, including information stored in its student management systems.

Security

- SIT will protect the security of all information related to USI;
- SIT will retain this information on the Student's File which will be stored in lockable cabinets on SIT's premises.
- In addition records of all AQF certification documentation issued by SIT will be kept for 30 years.
- Where a qualification or Statement of Attainment is recorded in the Student Identifier scheme, SIT will not need to retain additional records to demonstrate this, as the records required will exist within the Student Identifier scheme.