

## Unique Student Identifier Policy

### Purpose

EmployEase by Healthcare Australia is subject to all regulatory requirements applicable to a Registered Training Organisation. The purpose of this policy is to ensure that EmployEase by Healthcare Australia meets all requirements of the Student Identifiers Act 2014 and of the Standards for Registered Training Organisations (RTOs) 2015.

EmployEase by Healthcare Australia is committed to providing high-quality education and training to our students. As part of this commitment, we recognise the importance of ensuring that each student's progress and achievements are accurately tracked and recorded.

### Scope

This policy applies to all EmployEase by Healthcare Australia students seeking to undertake nationally recognised Vocational Education and Training.

### Policy Principles

EmployEase by Healthcare Australia is committed to complying with the requirements of the Australian Government's Department of Education and Training regarding the use of Unique Student Identifiers (USIs) for all students undertaking vocational education and training (VET) in Australia.

The following principles underpin the **Unique Student Identifier Policy** at EmployEase by Healthcare Australia:

1. EmployEase by Healthcare Australia requires all students enrolled in our registered training organisation (RTO) to obtain and provide their USI before the commencement of their VET program. This policy is consistent with the requirements of the Student Identifiers Act 2014 and the Student Identifiers (Exemptions) Instrument 2014.
2. To support students in obtaining their USI, EmployEase by Healthcare Australia will provide guidance and support through our administration services, including online resources and face-to-face assistance where required. EmployEase by Healthcare Australia will ensure that our students are fully informed of the requirements and the benefits of obtaining a USI, and the implications of not having one.
3. EmployEase by Healthcare Australia will ensure that all USIs are collected and stored following the Privacy Act 1988 and the Student Identifiers Act 2014, and that access to USIs is restricted to authorised staff for legitimate purposes only.
4. EmployEase by Healthcare Australia will also ensure that our trainers and assessors are trained and equipped to collect and use USIs in the delivery and assessment of VET programs and that they are aware of the implications of non-compliance with the USI requirements.

### Legislation and Standards

EmployEase by Healthcare Australia **Unique Student Identifier Policy** is designed to meet **Standard 3 of the Standards for Registered Training Organisations (RTOs) 2015** which states;

*Accurate and accessible information about an RTO, its services and performance is available to inform prospective and current learners and clients.*

More specifically it relates to the following clause 3.6:

The RTO meets the requirements of the Student Identifier scheme, 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 being in receipt of 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 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; and*
- d) *ensuring the security of Student Identifiers and all related documentation under its control, including information stored in its student management systems.*

#### Student Identifiers Act 2014

<https://www.legislation.gov.au/Details/C2017C00038>

#### Roles and Responsibilities

Role/Decision/Action	Responsibility	Conditions and limitations
This policy ensures that EmployEase by Healthcare Australia meets its USI obligations under the Student Identifiers Act 2014, and the Standards for Registered Training Organisations (RTOs) 2015.	Administration Team	Refer to policy scope

#### Related Documents

Legislation and Standards	<a href="#">Standards for Registered Training Organisations (RTOs) 2015 Unique Student Identifier Act</a>
Reference Policies, Procedures and Supporting Documentation	Unique Student Identifier Procedure

#### Version control and accountability table

<b>Accountable Area</b>		Administration		
<b>Responsible Officer</b>		RTO Manager		
<b>Review Date</b>		June 2024		
<b>Approved by</b>				
Sara Rooney - RTO Manager				
<b>Endorsed by</b>				
Robin Lindsay - Compliance Manager				
Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
1.0	Sara Rooney - RTO Manager	New document	08/01/2024	16/01/2024

#### Definitions

<b>Unique Student Identifier (USI)</b>	The reference number that is assigned to an individual student undertaking vocational education and training (VET) in
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	Australia. It is a requirement mandated by the Australian Government's Department of Education and Training and is designed to provide students with a secure and portable record of their recognised training and qualifications. The USI enables students to access and consolidate their VET records from different training providers and helps to streamline administrative processes for training providers, regulators and employers.
<b>Training Product</b>	An AQF qualification, skill set, unit of competency, accredited short course and module.