

## Unique Student Identifier Procedure

### Purpose

EmployEase by Healthcare Australia is subject to all regulatory requirements applicable to a Registered Training Organisation. The purpose of this procedure 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 procedure has been designed to ensure that EmployEase by Healthcare Australia complies with all requirements relevant to implementing the Student Identifiers Act 2014, and clause 3.6 of the Standards for Registered Organisations (RTOs) 2015. It includes the processes for collecting and verifying the Unique Student Identifier (USI) of students, as well as reporting national training data to the National Centre for Vocational Education Research for updates to the USI Registry.

### Procedure

Implementation of USI		
Ref	Steps	Responsibility
1.	<b>Collection of USIs</b> <ul style="list-style-type: none"> <li>All students enrolled on programs delivered by EmployEase by Healthcare Australia, will be required to provide their USI before the commencement of their VET program. This information will be collected as part of the enrolment process, and students will be advised of the requirement to provide their USI at this time.</li> <li>Students who do not have a USI will be advised to create one via the Australian Government's USI website. EmployEase by Healthcare Australia will provide guidance and support to students who require assistance with this process. Students will be advised of the benefits of having a USI and the implications of not having one.</li> </ul>	Business Development Team Administration Team
2.	<b>Verification of USIs</b> <ul style="list-style-type: none"> <li>Before the commencement of training, EmployEase by Healthcare Australia will verify all USIs in the Student Management System. This will ensure that the correct USI has been provided and that it is valid. If a USI is found to be incorrect or invalid,</li> </ul>	Business Development Team Administration Team

	the student will be advised to update their USI and provide the correct information.	
3.	<p><b>Reporting of AVETMISS Data</b></p> <ul style="list-style-type: none"> <li>• EmployEase by Healthcare Australia will report all AVETMISS data annually to the National Centre for Vocational Education Research (NCVER). This will include students' USIs, which will be used to update the USI register. EmployEase by Healthcare Australia will ensure that all USIs are reported accurately and following the requirements of the Student Identifiers (Exemptions) Instrument 2014.</li> <li>• USIs are not to be displayed on student academic documentation, including but not limited to: <ul style="list-style-type: none"> <li>○ Testamur</li> <li>○ Record of Results</li> <li>○ Statement of Attainment</li> </ul> </li> </ul>	Administration Team

Correction of incorrect USI data		
Ref	Steps	Responsibility
1.	<p><b>Identifying the error</b></p> <ul style="list-style-type: none"> <li>• EmployEase by Healthcare Australia will identify the error in the student's USI record. This may involve reviewing the student's enrolment and assessment records, and/or contacting the student directly to confirm the correct USI.</li> </ul>	Administration Team
2.	<p><b>Contact the relevant authority</b></p> <ul style="list-style-type: none"> <li>• EmployEase by Healthcare Australia will contact the relevant authority, such as the National Centre for Vocational Education Research (NCVER), to report the error and request that the record be corrected.</li> </ul>	Administration Team
3.	<p><b>Provide supporting evidence</b></p> <ul style="list-style-type: none"> <li>• EmployEase by Healthcare Australia will provide any supporting evidence that is required to correct the USI record, such as copies of enrolment or assessment records.</li> </ul>	Administration Team
4.	<p><b>Confirm the correction</b></p> <ul style="list-style-type: none"> <li>• Once the USI record has been corrected, EmployEase by Healthcare Australia will confirm the correction with the relevant authority and update our records as necessary.</li> </ul>	Administration Team

## Records

All records related to this procedure are maintained as detailed in the Records Management Procedure.

### Related Documents

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

### 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 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.