

USI Student Identifier (USI) Policy and Procedure

As an education provider, SIIT is required to collect and report your students' Unique Student Identifier (USI) numbers. SIIT requires a USI from all students in order to graduate and receive their award at SIIT. A USI is a reference number made up of numbers and letters. The USI will allow Learners online access to their training records and results (transcript) through their online USI account.

In respect of certificates relating to nationally recognised training being issued by SIIT, the following rules apply:

- SIIT ensures that it will not include the Student's USI on either the qualification or statement of attainment. This requirement is specified within the Student Identifiers Act 2014.
- SIIT ensures that any USI provided to SIIT by a student must be verified with the USI Registrar.
- Student Identifier details and all related documentation under the control of SIIT will be kept secure.
- SIIT ensures 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.
- Where an exemption described in Clause 3.6 (b) of the Standards for RTOs 2015 applies, SIIT 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 transcript prepared by TIIS.
- SIIT ensures that it maintains the security of Student Identifiers and all related documentation under its control, including information stored in its student management systems.

The [USI data access guidelines](#) under the [Student Identifiers Act 2014](#) are available from USI website: <https://www.usi.gov.au/about-us>.