



Unique Student Identifier (USI) Policy and Procedure

The Privacy Act and Student Identifiers Act sets out obligations and responsibilities, and ensures that government funded or subsidised training contract requirements for the data provision of student USI's are met

This policy and procedure covers all students enrolled in VET Courses at Pacific Pines SHS.

RESPONSIBILITY

It is the responsibility of students to provide their USI on the form provided by Pacific Pines SHS.

USI verification process is the responsibility of the school and will be completed and USIs will be recorded in One School

Pre-existing USI's will be verified on enrolment.

USI collection and verification procedure

- At the beginning of each year, Industry Liaison Officer (ILO) sends communication to all students once enrolled in Year 10, requesting Unique Student Identifier (USI).
- ILO will collect and record student USI numbers on register
- The same calendar year, Data Capture person verifies USI of Year 11 students participating in VET courses using USI registrar and One School.
- All students not verified with a USI will be required to register for one before conferring a qualification or state of attainment (supported by the Data Capture person).
- Security of USI register will be ensured by storing on PPSHS G Drive.
- PPSHS will adhere to all legislative requirements under the USI legislative requirements

As part of the SETP interview process, all year 10 students (who do not have a USI) and their parent/guardian will be asked to log on to a school computer to complete the process through <https://www.usi.gov.au/>

Year 10, 11 or 12 students who are new to the school will be given the USI Letter with their Enrolment Pack.

It is expected most students will be able to manage their own USI through the USI website, however, where a student is unable to obtain their own USI the RTO will assist



in the process. Students new to the school and students who are having trouble or don't understand the process are to be sent to HOD Senior Schooling

All USIs will be checked before issuing a qualification

Any information gathered to create a USI will be destroyed upon completion in line with the privacy policy (Privacy Act 1988)

Once a term the RTOM will communicate to relevant HODs to follow up on students who do not have a USI.

All USI's will be used to bank credits in the SLIMS system.