

## Unique Student Identifier

The Council of Australian Governments agreed to implement the Unique Student Identifier (USI) to provide students with the ability to obtain a complete record of their training from a single source. The Student Identifiers Act 2014 was introduced and it came into effect from 1 January 2015.

### General USI Principles

AIHFE is required to:

- Ensure students undertaking nationally recognised training provide their USI to us. Should a student not have one, they are required to obtain one from the Australian Government's USI website [here](#).
- Verify each student's USI to confirm their validity prior to issuing any Qualification or Statement of Attainment documents. At AIHFE, we verify the validity of a student's USI during the enrolment stage, and once again before the Qualification or Statement of Attainment documents are issued.
- Follow the guidelines as outlined in the Student Identifiers (VET Exemptions) Instrument 2021 where a USI is not required to be collected, as follows:
  - o Where, after having consulted with ASQA, is exempt from the requirement to collect and submit AVETMISS compliant data on a nationally recognised training activity where submission of that data would conflict with defence or national security legislation or could jeopardise the security or safety of defence, border protection, customs, national security or police personnel;
  - o International students undertaking and completing their nationally recognised training program outside of Australia; and
  - o Individuals who have been granted an exemption from the Registrar to be assigned a USI in order to be issued a VET Qualification or Statement of Attainment where the individual has a genuine personal objection to being assigned a USI.

### USI exemption

Where students meet the guidelines as outlined in the Student Identifiers (VET Exemptions) Instrument 2021 where a USI **is not required** to be collected, AIHFE has a responsibility to inform these students that their assessment results will not appear on their authenticated VET transcript or

be available to them through the USI registry system. This information is relayed to the student pre-enrolment in the Student Handbook.

### USI Verification Procedure

1. **Collection** – AIHFE collects a student’s USI during the enrolment process, when the student submits their enrolment form. If a student is having trouble creating a USI, offer them assistance and walk them through the steps. If it is an unfamiliar error, refer them to the USI Help Centre on the USI website.
2. **Verification** – when we receive the student’s enrolment form, they are to review the information provided and confirm that a USI has been provided. If no USI is provided, the student is to be contacted to request for the USI to be provided to us. If a USI has been provided, the staff member is to verify that the information matches to that on the USI Registry.
3. **Notification** – if the USI is verified to be correct, a note will appear in the USI section automatically so that you know that it has been verified to be correct. If the USI portal returns with an error advising that the information entered is not matching, it is advisable to check the information and try again a second time. Sometimes, the student may have entered their first name as Kate, however their first legal name is Katherine. The first name provided by the student must align with their first legal name as that would have been the name provided when they registered for their USI. If it is still returning an error, we are to contact the student advising them of the error and requesting for them to provide us with the correct information.

**IMPORTANT:** All information relating to a student’s USI must be kept secure. This includes the information stored within the Student Management System and only authorised personnel will have access to this information.