

Student Identifier Requirements Policy

Purpose

Under the Student Identifiers Act 2014, all vocational education and training students are required to hold a Unique Student Identifier, or valid exemption. The purpose of this is twofold – to support the integrity of the national vocational training system, and to allow reporting of vocational education and training achievement to the national Student Identifiers Registrar. As a Registered Training Organisation, selectability Training has the following obligations:

- ensure that USI data is collected, verified, and managed in accordance with privacy and Commonwealth reporting requirements,
- notify students that their training records will not be available from the Student Identifiers Registrar if they do not hold a valid USI,
- ensure that all VET students have a verified Unique Student Identifier (USI) or exemption before the issuance of any AQF certification documentation,
- ensure a USI is not stated on any AQF certification documentation, and
- report student achievement to the Student Identifiers Registrar where a verified USI is provided.

This is covered under Division 2 Integrity of Nationally Recognised Training Products (Compliance Standard Section 2.12) in the Compliance Requirements of the 2025 RTO Standards.

This policy outlines the responsibilities of selectability Training in managing Unique Student Identifier (USI) data. It ensures that no VET qualification or statement of attainment is issued without a valid and verified USI, unless an exemption applies, and that privacy and Commonwealth reporting conditions are upheld.

Scope

This policy applies to all staff involved in the enrolment, verification, certification, and data management of VET students, including administration, compliance, and training personnel.

Policy

selectability Training is committed to ensuring that all students have a verified Unique Student Identifier (USI) in accordance with national standards prior to the issuance of any AQF certification documentation.

The organisation ensures that:

- No student identifier is printed on any VET qualification or VET statement of attainment.
- The USI is verified against the Registrar's records before being used for any purpose.
- AQF certification documentation is not issued unless the student has been assigned and has provided a verified USI, unless an exemption applies under the Student Identifiers Act 2014.
- Students eligible for exemptions are informed of the implications before either the completion of the enrolment or commencement of training and assessment, whichever occurs first, including inaccessibility of records via the Commonwealth and absence from authenticated VET transcripts.
- Processes are in place to manage exemptions granted under subsection 53(3) of the *Student Identifiers Act 2014*.

Responsibilities

- **CEO:** Ensures organisational compliance and notify Registrar in case of data integrity risks
 - **RTO Manager:** Supervises verification processes and ensures maintenance of all documentation related to USI and exemption.
 - **Administration Officer:** Collect and verify student identifiers; notify students of exemption implications. Ensure USI verification has occurred before issuing any certification.
- Compliance Officer:** Monitor compliance with USI laws and regulations; review and audit the exemption documentation.

Operational Procedure Table: Student Identifier Requirements

Action	Responsible Staff	Supporting Document	Timing/Frequency	Compliance Mapping
Request USI at enrolment	Administration Officer	Enrolment Form	At enrolment	Clause 12(2), (3)
Verify USI with Registry	Administration Officer	USI Verification Procedure	Before start of course	Clause 12(2), (3)
Record USI verification	Administration Officer	SMS	Within 5 business days	Clause 12(2)
Notify students of exemption status	Administration Officer	Exemption Notification Template	Pre-commencement	Clause 12(4), (5)
Check verification before issuing certification	Admin Officer	Certification Documentation Checklist	Before certification	Clause 12(3)
Exclude USI from AQF documentation	RTO Manager	Certificate Template	At generation	Clause 12(1)
Audit compliance/exemption records	Compliance Officer	Internal Audit Tool	Quarterly	Clause 12 (all)

Terms And Definitions

AQF - is the Australian Qualifications Framework.

Certification Documentation - includes a testamur, which confirms the awarding of an AQF compliant qualification; statements of attainment, which confirm completion of one or more units of competency; and records of results, which provide a detailed transcript of all completed units of competency or modules within a course.

Learner - a customer of selectability Training, who intends to or has enrolled in a training product of the RTO. Also known as a student.

SMS - is the Student Management System software AGA uses to manage all learner information and processes relevant to the RTO function.

Training product - is a nationally recognised Unit of Competency, VET Accredited Course, unit, or module; or nationally recognised Qualification listed on training.gov.au.

USI - is the Unique Student Identifier assigned to a student by the Office of the Student Identifiers Registrar.

USI Portal - is the online platform provided by the Office of the Student Identifiers Registrar where a person can apply for, obtain, or verify a USI and obtain a VET transcript.

Document Governance

Document Properties

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Implementation Plan	COO Newsletter, selectability Training Website
Board Committee	FAR

Related Documents and Legislation

Related Documents
<p>Student Enrolment Form (USI Section) USI Verification Procedure USI Exemption Notification Template Link to USI Registry System (www.usi.gov.au) Privacy and Data Handling Procedure</p>
Legislation / Other instruments
<p>Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements Instrument 2025 (Cth). Student Identifier Act 2014 (Cth)</p>
Related RTO Policies
<p>Student Information Policy Student Enrolment Policy Governance and Accountability Policy AQF Certification Documentation and Records Policy</p>

Aligning Standards

Child Safety Principles

1. Child safety and wellbeing is embedded in organisational leadership, governance, and culture
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously
3. Families and communities are informed and involved in promoting child safety and wellbeing
4. Equity is upheld and diverse needs respected in policy and practice
5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice
6. Processes to respond to complaints and concerns are child focused
7. Employees and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training
8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed
9. Implementation of the national child safe principles is regularly reviewed and improved
10. Policies and procedures document how the organisation is safe for children and young people

2025 RTO Standards

Compliance Requirements, Division 2 Integrity of Nationally Recognised Training Products – Student Identifier Requirements – Standard 2.12

Document History

Version	Date	Review Notes	Officer
RTO.2021.V1.0	02/04/2026	Approved	CFO