



USI Policy & Procedure

CTAS Education is committed to adhering to the Standards for Registered Training Organisations (RTOs) 2015 and the Student Identifiers Act 2014. Therefore, all students studying nationally recognised training in Australia from 1 January 2015, will be required to have a Unique Student Identifier (USI).

Unique Student Identifier (USI)

- A USI is an account (or reference number) made up of numbers and letters. The USI will allow students online access to their training records and results (transcript) through their online USI account. It will also allow for reliable confirmation of achievements by employers and other RTOs
- A USI is required for all new and continuing students undertaking nationally recognised Vocational Education and Training (VET) courses to receive their statement of attainment or qualification.
- The USI will be available online and at no cost to students.
- This USI will stay with students for life and be recorded with any nationally recognised VET course that is undertaken from the 1 January 2015.
- Students can access their USI accounts online from computers, tablets or their smart phones anytime.

Upon enrolment all students will be required to complete an enrolment form which will determine if they already have a USI. CTAS Education Enrolment Officer will be responsible for ensuring the enrolment form is filled out correctly with all sections completed and signed.

If a student already has an assigned USI upon enrolment, Student Services will verify the USI to ensure that is correct and linked to the correct student.

If a student does not have an assigned USI they are able to give permission for CTAS Education to apply for a USI on their behalf. In order to do this CTAS Education will require a copy of the student's ID. All copies of ID for the USI application purpose will be destroyed once the USI has been assigned. The types of acceptable ID that can be provided include:

- Driver's License
- Medicare Card
- Australian Passport
- Birth Certificate
- Visa (with non-Australian passport for international students)
- Certificate of Registration by Descent
- Citizenship Certificate
- Immi Card

CTAS Education will destroy any identity documents and/or personal information that have been collected solely for the purpose of applying for a USI on behalf of the student. CTAS Education will make every effort to protect the student's personal information. All student USIs will be stored on CTAS Education student management system (VETtrak), which is password protected.

Alternatively, the student can opt to apply for their own USI, this will need to be completed before the enrolment is finalised and confirmed. The student will then be responsible for providing CTAS Education with their USI as well as enrolment information so that the USI can be verified.

All USIs will be verified through the CTAS Education student management system prior to enrolment.

For existing students CTAS Education will be unable to issue a qualification and/or statement of attainment until a USI has been provided and verified.

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