
Unique Student Identifier (USI) Policy

Policy

Sydney Metro College (SMC) ensures compliance with clause 3.6 of the Standards for Registered Training Organisations (RTOs) 2015 regarding Unique Student Identifiers (USIs). This policy safeguards student privacy and ensures accurate documentation of training outcomes.

SMC commits to the following:

- Verifying a USI provided by an individual with the Registrar before use.
- Withholding issuance of AQF certification documentation without a verified USI, unless exempted under the Student Identifiers Act 2014.
- Informing students of exemptions and their implications regarding training results and VET transcripts.
- Ensuring the security of USIs and related documentation under SMC's control.

Procedures

1.0 Verifying Unique Student Identifier (USI) with the Registrar

- Informing students of USI requirements via Enrolment Form, Offer Letter, and Student Handbook.
- Students register for USI before Orientation.
- Assistance provided for USI registration.
- IT and Student Services Officer/Admissions and Account Officer collect and verify USIs within 5 working days.

2.0 USI and AQF Certification

- AQF certification issued only with a verified USI, except under exemptions.
- Students are informed of this requirement via the Enrolment Form, Offer Letter, and Student Handbook.
- USIs collected and verified at Orientation.

3.0 Exemptions

- Informing students of exemptions before enrolment or commencement of training and assessment.
- Communication via Enrolment Form, Offer Letter, and Student Acceptance Agreement.

4.0 Security of Student Identifiers

- USIs stored in Student Profile in SMC's Student Management System (RTO Manager).
- Access is restricted to staff with designated emails and secure passwords, authorised by the Principal or Campus Manager.
- Hard copy records of USIs stored securely in the Marketing and Admissions Officer's possession, under lock and key.