

RTO	Builders Academy Australia (RTO ID 21583)
Type	Public
Applicable standards	Standards for Registered Training Organisations 2015 All State and Territory Funding Contracts
Authorised by	General Manager - Quality and Compliance
Effective Date	8 January 2024
Version	V3.1

## Policy: Unique Student Identifier (USI) Collection

---

### Overview

Since 1<sup>st</sup> January 2015 students enrolling in nationally recognised vocational education and training in Australia have needed a Unique Student Identifier (USI).

The USI gives students access to their online USI account which is made up of ten numbers and letters. The USI account links students to their training records and results which are held in the national training collection. Students are able to access their records online, download them and share them with future training organisations electronically.

With a student's permission, Builders Academy Australia (BAA) will be able to see their entire nationally recognised training records collected since 2015. This assists BAA to more easily assess prerequisites and credit transfers.

### Student Requirements

Prospective students will be provided with information about the USI prior to enrolment. Information provided to prospective students will include:

- The requirement to obtain a USI prior to enrolment by visiting <http://www.usi.gov.au> (except where a USI has already been obtained by the student with previous enrolment at BAA).
- The USI Privacy Notice (Appendix 1).
- The importance of ensuring that the personal details provided in the process of obtaining a USI are identical to those provided to BAA at the time of enrolment.
- The need to bring their USI with them to their scheduled interview and sign-up session.
- The option of having BAA apply for a USI on their behalf with their permission and valid ID supplied.
- The option of having BAA find an existing USI on the student's behalf with permission from the student.

Students who express a genuine personal objection to being assigned a USI will be advised to apply to the Student Identifiers Registrar for an exemption.

Students who present for enrolment without a USI will be supported to access the USI website and obtain their USI before enrolment can proceed.

## The USI Portal

Students may use the USI Portal (Student Portal) to create, view, or update student USIs.

Within the Student Portal, you may permit an RTO to:

- view and/or update your details on your USI account
- view your full VET Transcript through your USI account
- view your verifiable online VET Transcript

[View more information here.](#)

Students may choose to provide their USI account and USI VET transcript to a provider for:

- recognition of prior learning
- credit transfers
- verification of your training records.

If you give permission to BAA to view your transcript, BAA will see your full VET transcript which includes all training completed by you since 2015. This includes training with other training organisations.

If you don't wish to permit BAA to view your VET transcript within the USI Registry System, you can provide a copy of your:

- full VET transcript
- transcript extract.

BAA does not use the Student Portal. BAA perform certain actions on behalf of a student through the student management system VETtrak.

## BAA Verifying, Applying for or Finding Your USI

A provider needs your permission and must give you a privacy notice before creating a USI on your behalf. Providers need your permission to search for your USI, unless you have already given them permission to view your USI account. You will receive an email or SMS stating, your USI was confirmed when a provider searches for your USI. Providers do not need your permission to verify your USI.

BAA are required to gather personal student information in order to meet its obligations when creating and or verifying your USI. This information will include:

- Your name, including first or given name(s), middle name(s) and surname or family name as they appear in an identification document;
- Your date of birth, as it appears, if shown, in the chosen document of identity;
- Your city or town of birth;
- Your country of birth;
- Your gender; and
- Your contact details.

BAA staff will verify the students USI with the USI Registrar through the Student Management System VETtrak.

If a student's USI cannot be verified, they will be contacted by BAA and further information will be requested, or the student without a USI will be supported to access the USI website and obtain their USI before enrolment can proceed.

If the student requests BAA to apply for a USI, the student must complete and sign a BAA USI Permission Form and supply valid ID.

When applying for a USI, the USI system accepts any one of the following valid forms of ID:

- Current Drivers License
- Current Medicare Card
- Current Australian Passport
- Current Visa (with Non-Australian Passport)
- Birth Certificate (Australian)
- Certificate of Registration by Descent
- Citizenship Certificate

If BAA is requested to find an existing USI on behalf of a student, the student will agree and give permission in their enrolment form.

Names entered into the USI system must match the ID presented. Without one of these documents a USI cannot be issued or located therefore enrolment may not be possible. In order to verify a student USI individual information recorded on the student's enrolment form must identically match the information held for that student in the USI system.

## Issuing Qualifications

Under USI legislation, BAA cannot issue an AQF qualification or statement of attainment to a student without a verified USI.

## Updating your VET transcript

BAA does require your permission to use the VET Transcript Update Tool if they think an amendment is required. However, BAA can only update the training delivered by them.

## Security of USI Data

The privacy of individuals in the USI initiative is protected under the Student Identifiers Act 2014 (Cth) and the Privacy Act 1988 (Cth). Under the Student Identifiers Registrar's terms and conditions, providers applying for a USI on behalf of an individual must give the individual a privacy notice explaining how their personal information will be used.

An authenticated USI VET transcript contains personal information of the individual student, as defined in section 6 of the Privacy Act 1988 (Cth). This means VET transcripts must not be copied or disclosed to any other person without the consent of the individual student.

The BAA Privacy Policy applies to the collection of a student's USI. The student USI will be stored within the BAA Student Management System and will not be made available to general staff accessing the system. Only those with responsibility for entering and editing student's data will have access to this information.

Student's USI will not be provided on any internal BAA reports accessible by general staff or used to assign as a student identifier.

Student's USI will not be included on any reports to students, including confirmation of enrolment, AQF certification documentation or transcripts of results etc.

BAA will not disclose your USI and/or VET transcript to another provider without your permission.

## USI Privacy Notice for Students

<https://www.usi.gov.au/documents/privacy-notice>

The information you provide through the USI application process:

- is collected by the Student Identifiers Registrar for a number of purposes.
- may be disclosed to a number of organisations, departments, regulators, and other persons where it is reasonably necessary for the purposes of performing functions or exercising powers.
- will not otherwise be disclosed without their consent unless authorised or required by or under law.

Detailed information on the use of your information can be found in Division 5 - Collection, use or disclosure of student identifiers of the Student Identifiers Act 2014 and in our Privacy Policy.

## Student Identifiers Registrar's Privacy Policy and Complaints

Students can find out more about how the Student Identifiers Registrar collects, uses and discloses their personal information:

- in the Student Identifiers Registrar's Privacy Policy.
- by emailing the Registrar.
- by calling [1300 857 536](tel:1300857536) or from outside Australia [+61 2 6240 8740](tel:+61262408740).

The Student Identifiers Registrar's Privacy Policy contains information about:

- how students can access and seek correction of the personal information held about them
- how to make a complaint about a breach of privacy by the Registrar in connection with the USI
- how complaints are handled

The student can also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act 1988. This includes the misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs.