USI
Unique Student Identifier

THE UNIQUE STUDENT IDENTIFIER (USI) ONBOARDING PACK

Congratulations on becoming a Registered Training Organisation (RTO) and welcome to the Unique Student Identifier (USI). The USI is an important component of the reporting requirements for RTOs. As you're new, we've sent you this starter pack to help you connect with us and learn about your USI obligations. It'll get you up-to-speed with everything you need to get started.

The USI Onboarding Pack is designed to help you get started with your USI requirements and it includes:

☑ **The Business End**
- Your USI legislative requirements
- Your obligations according to your registration as an RTO

☑ **Getting Connected**
- How to connect with the USI Registry System

☑ **Your People**
- Who in your business needs to stay connected with the USI?
- How to receive up to date USI information

☑ **Getting Help**
- The USI Contact Centre
- Online resources for you to raise USI awareness and provide guidance to your students.

THE BUSINESS END

Primary references you need to know about are:

The *Standards for Registered Training Organisations (RTOs) 2015* require each RTO to meet USI data collection, validation and reporting obligations under the *Data Provision Requirements 2012*.

There are also obligations in relation to data collection and submission for total VET activity. The *National VET Data Policy* outlines the data collection and submission requirements for total VET activity.

The *Student Identifiers Act 2014*, the *Student Identifiers Regulation 2014*, and a number of legislative instruments that underpin the operation of the USI, which you can find here on the USI website. Importantly, the *Student Identifiers Act 2014* sets out security considerations for handling personal information. You can learn more about these by reading the USI's 'Transparent' newsletter which has useful information about staying on top of your privacy obligations.

The National Centre for Vocational Education and Research (NCVER) prescribes how you must report VET data in line with the AVETMISS Standard. The NCVER is the national professional body responsible for collecting, managing, analysing and communicating research and statistics on the Australian vocational education and training (VET) sector.

For NCVER support, you can call (08) 8230 8400 or toll free on 1800 649 452 or email support@ncver.edu.au.

GETTING CONNECTED

First things first – how are you going to connect to the USI Registry System?

You need to know early on in case you have to apply for an Auskey, this can take some time.

There are two ways to connect to the USI Registry System:

✓ using your Student Management System to connect using webservices: and/or

✓ through the USI website (this is suitable for managing small numbers of students but also ensures you have access to all functions available to RTOs).

A step by step guide to getting connected to the USI Registry System is here.

Also, the USI website has an RTO Quick Guide Series to help you get you started.

YOUR PEOPLE

It's important to keep up to date with the latest USI developments.

People with the following responsibilities in your organisation should **all** subscribe to the monthly USI RTO Bulletin:

- ✓ Administration/ Enrolment Staff
- ✓ USI Creation and Verification Staff
- ✓ Student Services Staff
- ✓ Student Management System Staff
- ✓ Reporting/Compliance Staff

The Bulletin is the principal means of communicating any important change and helps staff to keep on top of policy changes and system enhancements. It's also full of useful tips!

Check out our previous RTO Bulletins to see what type of information and guidance they include.

HELP ME!

Once you have access to the USI Registry System, the USI Training Organisation Help Centre is a great place to start. You'll find answers to most of your questions there.

If you get stuck, you can call the USI Contact Centre on 1300 857 536...we're happy to help.

USI RESOURCES

The USI website has many free helpful support materials for RTOs and students. These include factsheets, posters and promotional/instructional videos.

You can find RTO support materials here and helpful resources for your students here.

A BIT OF USI BACKGROUND

Every year almost four million Australians sharpen their skills by undertaking nationally recognised training.

Unless exempt, all students doing nationally recognised training need to have a USI and provide it to their RTO in order to receive their Vocational Education and Training (VET) qualification or certificate of attainment. This includes students doing Vocational Education Training (VET) while still at school.

It links training records reported into the national collection by RTOs and by having a USI, students can access Authenticated VET Transcripts, or USI Transcripts for short. USI Transcripts record all nationally recognised training that students have undertaken since January 2015 onward. They are accessible online and provide course and unit level details of eligible training in one easy to access location.

USI TRANSCRIPTS AND REPORTING

The USI Transcript collates training outcomes from different training providers, in different states, and across different years – in the one record. USI account holders can download or print their USI Transcript and share it electronically with RTOs from within their USI account.

The training activity data you report into NCVER's national VET data collections is used to populate your student's USI Transcript, so the accuracy of your reporting is imperative. **We strongly recommend you create or collect and verify USIs at enrolment, before training commences** in order to remain USI compliant.

The USI Transcript Service RTO Readiness Checklist will be an important resource for your organisation to ensure you are operationally ready to manage USI Transcripts.

More RTO information on USI Transcripts is here and student transcript information can be found here on the USI website.

CHECKLIST

- ☐ I've decided how I want to connect with the USI Registry System
- ☐ I've followed the steps and I'm connected
- ☐ I understand my legislative requirements
- ☐ I understand my reporting obligations
- ☐ I have subscribed to the USI RTO Bulletin and I have ensured the right staff in my organisation have also subscribed
- ☐ I have included USI information and detail capture in my enrolment form
- ☐ I have developed USI guidance content for my website and used the support materials available on the USI website
- ☐ I know where to get helpful information on the USI website
- ☐ I know who to contact if I need help