



UNIQUE STUDENT IDENTIFIER (USI) POLICY AND PROCEDURE

1. Policy Context

This policy supports Alice Springs College of Australia's obligations under:

- Standards for Registered Training Organisations (RTOs) 2025
- Student Identifiers Act 2014
- VET Data Provision Requirements
- Privacy Act 1988
- National VET data reporting and certification requirements

This policy operates alongside ASCA's enrolment, records management, certification issuance and privacy policies.

2. Purpose

The purpose of this policy is to ensure that ASCA meets its legislative obligations in relation to the collection, verification and use of Unique Student Identifiers (USIs).

The USI is a mandatory requirement for all students undertaking nationally recognised training and is essential for:

- accurate student identification
- national VET data reporting
- issuance of AQF certification documentation
- tracking of training records across providers

This policy establishes consistent procedures to ensure that USI requirements are applied correctly and securely.

3. Scope

This policy applies to:

- all students undertaking nationally recognised training with ASCA
- prospective students during the enrolment process
- staff responsible for enrolment, administration and certification
- third-party providers delivering training on behalf of ASCA

4. Policy Statement

ASCA will ensure that a valid USI is obtained, verified and recorded for each student prior to issuing any AQF certification documentation.

Students are informed of the requirement to provide a USI during the enrolment process and are supported where assistance is required to create or retrieve a USI.

ASCA manages USI information responsibly and in accordance with privacy and data protection requirements.

5. Student Requirement

Students enrolling in nationally recognised training are required to provide a valid USI.

Where a student does not yet have a USI, ASCA will:

- provide information on how to create one



- assist students with the process where appropriate
- ensure students understand the importance of maintaining their USI

Students who fail to provide a valid USI may be unable to receive certification documentation until requirements are met.

6. Collection and Verification

USIs are collected as part of the enrolment process.

ASCA verifies USIs through approved systems to ensure accuracy and validity before:

- reporting training activity
- issuing statements of attainment or qualifications

Verification processes ensure compliance with national VET data requirements.

7. Use of USI Information

USI information is used for legitimate training and reporting purposes, including:

- confirming student identity
- reporting training outcomes
- issuing certification documentation
- maintaining accurate student records

USI data is not used for purposes unrelated to training, reporting or compliance.

8. Privacy and Data Protection

ASCA manages USI information in accordance with privacy legislation and organisational data protection procedures.

USI data is:

- stored securely
- accessible only to authorised personnel
- protected from unauthorised disclosure

Students are informed about how their USI information is collected, used and stored.

9. Certification and Compliance

ASCA will not issue AQF certification documentation without a verified USI, unless an exemption applies under legislative requirements.

Where certification is delayed due to missing USI information, students will be informed of the steps required to resolve the issue.

10. Exemptions

Where legislative exemptions apply, ASCA will manage certification in accordance with regulatory guidance and maintain appropriate records.

11. Staff Responsibilities

Staff involved in enrolment, administration and certification are responsible for:

- informing students of USI requirements
- supporting students where assistance is needed
- verifying USI information
- maintaining accurate records
- ensuring compliance prior to issuing certification



12. Continuous Improvement

USI processes are reviewed periodically to ensure:

- compliance with legislative requirements
- accuracy of reporting
- effectiveness of enrolment processes

Any improvements identified are incorporated into ASCA's operational procedures.

13. Publication

This policy is made available to students and staff through:

- enrolment information
- student handbook
- internal administrative systems
- institutional website

14. Review

This policy will be reviewed annually or following changes to legislation, data reporting requirements or regulatory guidance.

VERSION CONTROL			
Policy Name:	UNIQUE STUDENT IDENTIFIER (USI) POLICY AND PROCEDURE		
Policy Owner:	CEO/ Alice Springs College of Australia Pty Ltd		
Effective Date:	06/02/2026	Next Review Date:	06/02/2027
Version	Date	Description of Changes	Approved By
V1.0	30/01/2022	Initial document creation in accordance with applicable RTO compliance requirements	CEO
V1.1	06/02/2026	<ul style="list-style-type: none"> • Reviewed and updated to align with the RTO Standards 2025 (ASQA requirements) • Reformatted to meet ASCA documentation requirements • Updated official letterhead • Updated Northern Territory Campus Address 	CEO