

Unique Learner Identifier (USI) Policy

Fluid First Aid will implement the national requirements for the Unique Learner (USI) and will adhere to all legislative requirements under the USI Learner Identifiers Act 2014 and Standards for NVR Registered Training Organisations 2015 and any amendments; this includes all Privacy requirements.

We understand that if we fail to collect and report USIs for all learners it will impact our ability to lodge our annual AVETMISS data and put us in breach of the requirements of the Standards and the National VET Data Collection obligations.

Procedure

- All learners will be provided with information regarding the use of USIs and how to apply for them prior to enrolment.
- All learners will be asked for their USI on enrolment.
- All learners will be notified that we will be unable to award Statements of Attainment or Certificates unless a USI is provided and verified for any training product no matter its length of delivery.
- It is expected most learners will be able to manage their own USI through the USI website. However, where a learner is unable to obtain their own USI they can authorise a staff member to obtain a USI on their behalf by signing the Privacy Form.
- USI will be verified at enrolment with Registrar (www.usi.gov.au).
- Any USIs which are not successfully verified by the Registrar will not be used/recorded until the issue has been identified and rectified.
- USI must have been verified before issuing a Qualification or Statement of Attainment.
- Information gathered to create a USI will be destroyed upon completion in line with the privacy policy. (Privacy Act 1988).
- The privacy of USI will be protected within all administrative tasks.
- Learners will be informed as to when their new qualifications will appear on their USI record.

- A staff member will be designated to administer the USI system.
- Staff will be well trained in all aspects of USI administration and access and all computer security checked to ensure all unauthorised access is blocked.
- Information regarding obtaining a USI will be published on the website and in the Learner Handbook.

Exemptions

The following learners only are exempt from providing USIs:

- International learners undertaking their entire VET course outside Australia (also known as offshore training).
- Learners who have completed their VET training prior to 1 January 2015 but have not yet been issued with a qualification or statement of attainment in respect of that training.
- Learners who have applied for and obtained an individual exemption in writing from the Learner Identifiers Registrar because they have a genuine personal objection to being assigned a USI.

If a learner is provided with an exemption, they will be informed that their training outcome will not be recorded on a USI account and will not be available in future years as part of the authenticated USI transcript service.