

Department Retail Institute – RTO (ID4049)		
Title USI Requirements – Policy and Procedures <i>ASQA Standards for RTOs 2015 - Clause 3.6</i>		Effective Aug 2024
Version ID No.2_Aug 2024	Superseding Version ARA - USI - Policy Procedure_V1b.21	Effective July 2024
Approved by Head of the Retail Institute ARA Retail Institute	Next Review July 2026	Once printed this document is not controlled.
Reason for change	General review of the content and improvement.	

1. Policy objective

- 1.1. The objective of this Policy and procedure is to ensure that the Australian Retailers Association (the ARA), via its training division, the ARA Retail Institute (RI), comply with the responsibilities set by law as a nationally Registered Training Organisation (RTO).
- 1.2. The ARARI, through the application of this Policy, will:
 - 1.2.1. Ensure that all students enrolling into nationally recognised training listed in the Scope of the Registration for the Australian Retailers Association RTO 4049 follow the procedures required under the Australian Government Unique Identifier Scheme and Registry System.
 - 1.2.2. Advise students on how to obtain a Unique Student Identifier (USI).
 - 1.2.3. Ensure verifying students' USI before it is used, including issuing an Australian Qualification Framework (AQF) qualification or applying for publicly funded training, unless an exemption applies under the Act.
 - 1.2.4. Outline USI and enrolment process and procedures:
 - to collect privacy consent to secure the USI,
 - to ensure the security of how documents provided by students, including information stored in its Student Management System,
 - to verify with the Student Identifier Registrar (the Registrar) a USI before it is used for any purpose, including issuing AQF documentation, unless an exemption applies,
 - to approve and manage necessary USI Transcript updates, and
 - to report USI data for every student undertaking nationally recognised training data unless an exemption applies under the Student Identifiers Act 2014.

2. Definitions

- 2.1. For the purpose of this Policy, and associated Procedures, the following definitions apply:
 - 2.1.1. Training course – is defined as a pathway to achieving a nationally recognised qualification or Skill Set from a VET Training Package as listed on the ARA's Scope of Registration.
 - 2.1.2. AQF – the Australian Qualifications Framework
 - 2.1.3. ASQA – the Australian Skills Quality Authority, the national VET Regulator for RTOs, enforces the National VET Regulator Act 2011.

- 2.1.4. RTO – Registered Training Organisation
- 2.1.5. VET – Vocational Education and Training
- 2.1.6. NRT – Nationally Recognised Training, training that consists of training packages, qualifications, units of competency, accredited courses, and Skill Sets
 - 2.1.6.1. For more information, visit the website: training.gov.au - [About](#)
- 2.1.7. ARA – Australian Retailers Association
- 2.1.8. ARARI – ARA Retail Institute, the entity responsible for administering the ARA's RTO
- 2.1.9. USI – the Unique Student Identifier scheme administered by the USI Registrar
- 2.1.10. PII – Personally, Identifiable Information
- 2.1.11. SOO - Service Skills Organisation
- 2.1.12. SMS – Student Management System
- 2.1.13. UoC - Unit of Competency (UoC)
- 2.1.14. CoA - Certificate of Qualification (CoQ)
- 2.1.15. SoA - Statement of Attainment (SoA)
- 2.1.16. SMS – Student Management System

3. Scope

- 3.1. This Policy applies to all individuals who must ensure the ARARI complies with the Standards for RTOs and other laws. It also ensures that the ARARI conforms to its conditional arrangements with other interested parties critical to the operations of the ARARI, including:
- any student enrolled and participating in a nationally recognised training program within ARA's Scope of Registration,
 - all ARA RI staff and or other persons ("other" individuals engaged by the ARA) who facilitate student enrolment,
 - all ARA Partners ("Partners" under Third Party Arrangements/Agents and staff), and
 - all ARARI Directors and the ARA CEO.

4. Related Documents

Enrolment and Admission – Policy and procedures
Student Information Handling – Policy and procedures
Record Management – Policy and procedures
Issuance of a Certificate – Policy and procedures
Participant's Handbook

5. Policy

- 5.1. The ARARI's implementation of the USI data collection process must comply with:

- 5.1.1. The Student Identifiers Act 2014 (the Act) and related regulations. Training service providers must ensure that the USI management arrangements are effective, managed with accuracy, validity, security and in a timely manner.
- 5.1.2. The Privacy Act 1988 protects students' privacy. Training service providers must guarantee security arrangements related to the personally identifiable information (PII) of the student.
- 5.1.3. The VET Standards RTOs 2015 (Clause 3.6 Participate in the Unique Identifier Scheme)
- 5.2. Only staff or contractors required to use the SMS as part of their daily duties have permission to access where USI is verified and stored following the ARARI student information handling procedures.
- 5.3. It is the responsibility of:
 - 5.3.1. The student enrolling in a nationally recognised training to apply for and provide the ARARI with their USI,
 - 5.3.2. ARARI Administrators to conduct the USI verification process, and
 - 5.3.3. The ARARI RTO Director and ARA CEO to ensure this Policy and related RTO procedures comply with related laws.
- 5.4. If a student has difficulty applying for a USI, ARARI will create a USI on behalf of the student.
 - 4.4.1. The student must permit ARARI to access the register and create the USI.
- 5.5. Evidence gathered solely for proof of ID, to verify or to create a USI, will be securely held until no longer needed following the ARARI's student information handling and record management processes.
 - 5.5.1. Handling student information and records management policy documents will be maintained and updated on the ARARI Policies and Procedures pages of the ARA website.
 - 5.5.2. For more information and USI privacy, visit the USI website at www.usi.gov.au/providers/student-permissions.
- 5.6. The ARARI is responsible for contacting students who failed to provide a USI before completing the training program and advising them that they must do so before any Qualification or Statement of Attainment can be issued. This is unless an exemption is in place as outlined in the Student Identifiers Act 2014.
- 5.7. ARARI will not provide a CoQ or a SoA to any student who does not have a verified USI recorded in the SMS, unless an exemption is in place as outlined in the Student Identifiers Act 2014.
 - 5.7.1. Information about the USI system and its' requirements will be maintained and updated on the ARARI policies and procedures pages of the ARA Website.
- 5.8. In the case of the USI Registrar granting an exemption, the ARA RI will inform the student before either the completion of the enrolment or commencement of training and assessment, whichever occurs first.
- 5.9. The ARA RI will not issue a CoQ or SoA until all entry requirements are received, any training program fees paid, and all training program requirements (assessments and work placement) are finalised.
- 5.10. ARA will ensure that current and past students can access records of their achievements.
 - 5.10.1. All students with a verified USI can access their records through the USI system. For more information, visit the USI website at portal.usi.gov.au/student/.
- 5.11. Students who participated in training before January 1, 2015 can access their records in another way by applying directly to ARA RI through a request - training@retail.org.au
- 5.12. Changes to this Policy will be made at the time of review or when there are changes to the standards for RTOs as directed by the ASQA.

6. Application of the USI

6.1. Once a USI is provided to the ARA RI, the procedure is as follows:

- 6.1.1. The USI is entered into the SMS for verification.
- 6.1.2. If verification is not validated, the student is contacted to reconfirm details.
- 6.1.3. When the correct USI is received, SMS is updated and verified.
- 6.1.4. CoQ is awarded, and a record of SoA is entered into the ARA RI SMS.
- 6.1.5. Data is reported.

7. USI Exemption

- 7.1. A person with a genuine personal objection to being assigned a USI can apply for an exemption from the USI Registrar.
- 7.2. To apply for an exemption, the participant must complete the Commonwealth Statutory Declaration Form found at: <https://www.usi.gov.au/documents/usi-statutory-declaration>

The participant must send it to the register at the following address:

Student Identifiers Registrar
C/- Department of Education, Skills and Employment
GPO Box 9828
Adelaide SA 5001

- 7.2.1. If a USI exemption is granted, then the training results will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the Registrar.
- 7.2.2. Note: Exemptions are provided for offshore international students, but this is not relevant to ARARI.

8. Procedure

Pre-enrolment	Responsibility
<p>8.1. As part of the Enrolment & Admission Notification procedures, prospective students are informed of:</p> <ul style="list-style-type: none"> • how to apply for a USI and are directed to the USI website at http://www.usi.gov.au/create-your-USI/Pages/default.aspx. • why the ARA RI requires it • the implications of having a USI • how the ARA RI can create a USI on their behalf. <p>8.2. Provision for the USI on the related training Enrolment Form encourages all participants to generate their own USI.</p> <p>8.3. An ARA RI Administrator or other persons will assist a prospective student to enrol through the Notification of Enrolment Policy and Procedure available on</p>	<p>ARA RI RTO Administrators</p>

<p>the ARA Website and any additional pre-enrolment information communicated to the student directly or indirectly.</p> <p><u>USI is created/provided by the student – Verifying USI number</u></p> <p>8.4. An ARA RI Administrator or delegated personnel will ensure the student provides their USI on Pre-enrolment Screening or through a related Enrolment Form.</p> <p>8.5. Upon receipt, an ARA RI administrator will enter the USI into the SMS, and enrolment will not be finalised until the USI is verified (unless a USI exemption is granted).</p> <p>8.6. The student will be contacted if the USI check returns a "not valid" response. Therefore, the student must make a further check through the USI Registry System.</p> <p>8.7. A student's details on the SMS record must show a verified USI.</p> <p><u>USI is created by ARA</u></p> <p>8.8. If the student cannot provide the USI, ARA RI will help and guide the student to apply on USI website at: www.usi.gov.au/ and submit it for verification.</p> <p>8.9. The student must confirm permission to create a USI using a proforma or checked item on an enrolment form. This information is submitted to ARA RTO staff or partnering organisation along with required supporting student identification evidence</p> <p><u>ARA RI Administrators to follow the steps as indicated below:</u></p> <ol style="list-style-type: none"> 1. Confirmation of ID (driver's license, Medicare card, passport, Immi card) 2. Have contact details ready (e.g., email address, or mobile number, or address). 3. Check if a USI already exists for the student - https://www.usi.gov.au/providers/find-student-usi 4. Visit the USI website at: www.usi.gov.au/ 5. Select 'Student Entry' and then Select 'Create a USI' link and follow the steps. 6. Agree to the Terms and Conditions. 7. Follow the instructions to create a USI. Upon completion, the USI will be displayed on the screen. 8. The USI is also sent to the student's preferred contact method. 9. The student should then write down the USI and keep it somewhere handy and safe. <p>8.10. ARA RI Administrator will enter the USI in the SMS, and enrolment will not be finalised until the USI is verified.</p>	
<p>8.11. All USIs are verified at enrolment.</p>	<p>ARA RI RTO Administrators</p>

<p>Check eligibility</p> <p>8.12. Once a student has completed all training program requirements (the units or modules within a qualification), they are eligible to have their qualification issued.</p> <p>8.13. The student must have a valid USI at the time of certification which must be verified by ARA RI before issuance.</p> <p>8.14. ARA RI will follow up with the student if the student has met all the enrolment/admission qualification requirements and training program requirements (assessments and mandatory work placement) but has not paid all fees. In this case, the qualification will be issued after receiving the final payment.</p> <p>8.15. The ARARI will destroy any personal information collected solely to apply for a USI on behalf of a student as per the Student Identifiers Registrar's Privacy Policy on www.usi.gov.au/.</p>	<p>ARARI RTO Administrators</p> <p>Finance Dept Administrators</p>
---	--