AUSTRALIAN INSTITUTE OF TRAINING SOLUTIONS

USI Policy

2025

Relevant Standards	Linked Documents
Outcome Standards 2025	• Student Handbook • Student Code of Conduct

1. Purpose

To ensure that AITS meets its obligations and responsibilities under the Privacy Act 1988 and the Student Identifiers Act 2014, and that the requirements of government-funded or subsidised training contracts for the provision of students' Unique Student Identifiers (USIs) are met.

2. Related Documents

- Student Handbook
- Policies and procedures
- Website
- Enrolment Form
- How to Create a USI

3. Relevant Legislation

- Privacy Act 1988
- Student Identifiers Act 2014

4. Scope

This policy and procedure covers all enrolments of students into accredited training.

5. Responsibilities

The Supervisor, Student Services is responsible for implementing the USI Policy and Procedure.

6. Definitions

Term	Definition
Student	A person enrolled in nationally recognised training with AITS.
USI	Unique Student Identifier.

7. Policy Provisions

1. This USI Policy and Procedure has been developed using information from the USI website: https://www.usi.gov.au/
2. Obtaining or holding a valid USI is compulsory at enrolment.
3. The USI is required to meet national data reporting requirements, to confirm eligibility for government-funded or subsidised programs, and for other matters in accordance with the authorisations in the Student Identifiers Regulation 2014.
4. Students are advised in the Enrolment Terms and Conditions that they are required to provide AITS with their USI, to allow AITS to access their USI records (including contact details), and to allow AITS to verify their USI.
5. Email and personal reminders will be sent until a USI is lodged and can be validated as matching the student's full name and date of birth as held by the Student Identifiers Registrar.
6. New Zealand citizens enrolled in an AITS course in Australia need to obtain a USI.
7. Under the USI guidelines, New Zealand citizens cannot create a USI using their New Zealand passport until they have arrived in Australia and their passport has been registered with the Department of Home Affairs.
8. A USI must be provided before a qualification can be awarded.
9. AITS cannot issue a nationally recognised VET qualification or statement of attainment on completion of a course if the student has not provided a valid USI.
10. AITS will obtain the student's consent in the Enrolment Application to provide personal information to, and request personal information from, the Student Identifiers Registrar (via the USI website), the National Centre for Vocational Education Research (NCVER) and the relevant state, territory or Commonwealth Department of Education (or equivalent) (via data lodgement of student details and results).
11. AITS will obtain the student's consent in the Enrolment Application for the Student Identifiers Registrar, NCVER and the relevant state, territory or Commonwealth Department of Education (or equivalent) to access and use their personal information as indicated.
12. Enrolment with AITS is conditional on this consent being given.
13. The Student Identifiers Registrar's Privacy Policy is available at: http://www.usi.gov.au/Pages/privacy-policy.aspx
14. **Privacy Act consent:** nationally recognised training is governed by legislation that requires AITS to collect, use and report data provided during the enrolment process and as the student progresses through and completes their studies.

8. Policy Information

Authorised Officer	Supervisor, Student Services
Supporting documents, procedures and forms	• Student Handbook • Policies and procedures • Website • Enrolment Form • How to Create a USI

Related legislation and codes of practice	• Standards for Registered Training Organisations 2025 • Privacy Act 1988 • Student Identifiers Act 2014
Audience	Public

9. Procedures

9.1 Applying for a USI

When students apply to enrol with AITS, they are to obtain a USI via http://www.usi.gov.au

9.2 Support to apply

Students will be advised on how to apply for a USI if required.

9.3 Submitting the USI

Students are to submit their USI with the enrolment form.

9.4 Privacy

AITS will ensure that its Privacy Act responsibilities are met for each student.

9.5 Reporting

AITS will submit course outcomes each reporting period.

9.6 Closure of AITS

If AITS ceases to operate, all qualification outcomes will be sent to ASQA.