

## PURPOSE

This Policy and Procedure define the requirements for collection of the Unique Student Identifier (USI) and the verification of a student's identification as required under the government's USI requirements per the Unique Student Identifiers Act 2014 and the Standards for Registered Training Organisations (RTOs) 2015.

## SCOPE

Life International Training uses this Policy and Procedure to ensure that we collect a student's USI and verify their identification to satisfy the government's USI collection requirements and meet our obligations under the Standards for Registered Training Organisations (RTOs) 2015.

## PROCEDURE

### USI COLLECTION

At the commencement of any Nationally Recognised course conducted by Life International Training and its' Partners, students are required to complete the Student Assessment Results Form for the course that they are undertaking. This form has provisions for the supply of AVETMISS information and the student's USI. The form also provides information regarding the fact that, without a valid USI being supplied, a student cannot receive the Nationally Recognised Statement of Attainment for the course they are undertaking.

### STUDENT IDENTIFICATION VERIFICATION

At the commencement of any Nationally Recognised course conducted by Life International Training and its' Partners, students are required to provide valid identification to the trainer for sighting. Valid identification that is acceptable includes –

- Driver's Licence
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport) for international students
- Birth Certificate (Australian) \*please note a Birth Certificate extract is not sufficient
- Certificate of Registration by Descent
- Citizenship Certificate
- ImmiCard
- Other form of photo ID

The trainer sights the valid identification and records this on the Student Written Agreement Form. Please note that the information on the identification presented **IS NOT** recorded.

The student is required to complete the Student Assessment Results form with the same personal details that were used on their application for their USI.

## USI VALIDATION

On completion of the training course the paperwork is returned to Life International Training's head office and each student's details are entered into our Axcelerate database. The Axcelerate database performs a live USI validation check on the student.

In the event the student's USI cannot be validated, a member of the Life International Training administrative team will contact the student or USI office directly by phone or the USI website or email and verify their USI and personal details. A statement of Attainment can only be issued from the Axcelerate database once a valid USI has been supplied.

## PROTECTION OF STUDENT PRIVACY

Collection of information from a student is used **ONLY** for the purposes of fulfilling our obligations under the Unique Student Identifiers Act 2014 and the Standards for Registered Training Organisations (RTOs) 2015. Furthermore, collection of student information conforms to the requirements of the *Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Commonwealth)* and our *Privacy Policy & Procedure*.