

UNIQUE STUDENT IDENTIFIER (USI) POLICY AND PROCEDURE

1. PURPOSE AND SCOPE

This policy applies to all students who undertake Nationally Accredited qualifications which are on the Scope of Registration of Eightfold Institute of Australia. This policy and procedure are to assist Eightfold students and staff ensure the management of the Unique Student Identifier (USI) is effective, managed with accuracy, reliability, validity and in a timely manner.

The purpose of this document is to outline the policy of managing Unique Student Identifiers under the Student Identifier Scheme, in compliance with the Student Identifiers Act 2014 and the Standards for Registered Training Organisations (RTOs) 2015.

2. POLICY STATEMENT

Eightfold Institute will meet requirements of the Student Identifier Act 2014 by collecting and validating USI data. Eightfold Institute will meet the USI requirements by:

- Providing USI information prior to and on enrolment,
- Providing assistance with creating and validating USI,
- Not issuing AQF (Australian Qualification Framework) certification documentation to an individual without being in receipt of a verified Student Identifier number,
- Meeting total VET Activity reporting obligations.

3. PRIVACY

3.1 Eightfold Institute will ensure privacy arrangements surrounding personal information relating to the ID of the student will be secured and access limited to those staff who are required to record and use the USI for its' intended purpose.

3.2 Access to the SMS where the USI will be stored and verified will be limited to those staff who are required to use the system as part of their daily duties.

3.3 Eightfold Institute will verify each individual USI through their Student Management System (SMS)

4. UPDATED PERSONAL DETAILS

- 4.1 If a student's name has changed since enrolment with Eightfold Institute, the student is obliged to change their name by logging into the USI account and by updating personal details.
- 4.2 Once the details are updated by the student, he/she will need to notify Eightfold Institute of any changes in order to update the Student Management System.

5. PROCEDURE

- 5.1 All students will be required to provide their USI on enrolment.
- 5.2 It is the responsibility of the student to apply and provide to Eightfold Institute their USI. Eightfold Institute will not apply for a USI on a student's behalf.
- 5.3 USI will be verified at enrolment. Student Services will validate the USI against first name, last name and date of birth provided by the student through Eightfold Institute's Student Management System.
- 5.4 If the USI provided is not validated, Student Services will contact the student via email to confirm the USI and to receive updated details.
- 5.5 Upon receiving the updated details from the student, USI is again validated against first name, last name and date of birth provided by the student.