

1.03.852 UNIQUE STUDENT IDENTIFIER

This policy is applicable to: All IRT Academy students, employees and third party(s) acting on behalf of IRT Academy.

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DOCUMENT CONTROL

Policy Number: 1.03.852	Policy Owner: General Manager IRT Academy	Version: 2.0
Contact position: General Manager IRT Academy	Approved for circulation: Group Leadership Team	TRIM classification reference: EDOC2015/02272
Date approved: February 2015	Review due to: Scheduled review	Next review due: February 2018
Procedure or Process reference no: IRT Academy Procedure Manual – Unique Student Identifier.	Compliance/Accreditation/ Standards reference: National Vocational Education and Training Regulator Act 2011	

REVISION RECORD

Date	Version	Revision description
Sep 12	0.1	Previous Policy to be superseded.
Oct 12	1.0	Approved by GLT
Feb 13	1.1	Scheduled review.
Feb 14	1.2	Scheduled review.
Jan 15	1.3	Developed to align to the Standards for RTOs 2015 and introduction of Unique Student Identifier (USI). Policy moved to new format.
Feb 15	2.0	Approved by GLT

1. TITLE

1.03.852 Unique Student Identifier

2. POLICY STATEMENT

IRT Academy will ensure the requirements of the Student Identifier scheme will be met in accordance with the Student Identifiers Act 2014.

3. PURPOSE

To ensure legislated compliance with the Student Identifiers Act 2014.

4. SCOPE

All IRT Academy enrolled and potential students, IRT Academy personnel and any third party(s) acting on behalf of IRT Academy.

5. OBJECTIVE

The purpose of this policy is to provide efficient processing of Unique Student Identifiers that complies with the Student Identifiers Act 2014.

6. POLICY DETAILS

IRT Academy will:

- a) Verify with the Registrar, a Student Identifier provided to it by an individual before using that Student Identifier for any purpose;
- b) Ensure that it will not issue AQF certification documentation to an individual without being in receipt of a verified Student Identifier for that individual, unless an exemption applies under the Student Identifiers Act 2014;
- c) Ensure that where an exemption described in Clause 3.6 (b) (Standards for RTOs 2015) applies, it will inform the student prior to either the completion of the enrolment or commencement of training and assessment, whichever occurs first, that the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the Registrar; and
- d) Ensure the security of Student Identifiers and all related documentation under its control, including information stored in its student management systems.

7. ROLES AND RESPONSIBILITIES

All employees are required to comply with this Policy. There are no specific roles or responsibilities other than those outlined in the table below.

Specific roles and responsibilities of employees and management are outlined in Section 6 of this policy.

Specific roles and responsibilities of areas/departments/functions are outlined in the table below.

Role	Responsibility
Policy Owner - General Manager	Develop and monitor policy implementation.
Daily Supervision - Administration Coordinator	Lead the implementation and day to day monitoring of compliance.
Implementation - Academy Administration team.	Day to day implementation of policy and associated procedures and processes.

8. EDUCATION AND STAFF DEVELOPMENT

Education and Staff development relevant to this policy will occur:

- Via the IRT Academy Quarterly meeting
- IRT Academy Procedure Manual
- IRT Academy On-boarding procedure.

9. MONITORING, EVALUATION AND REVIEW

Feedback regarding this policy can be referred to:

- Administration Coordinator
- Student Administration Officer
- Operations Coordinator
- General Manager

The policy will be reviewed every 3 years by the General Manager IRT Academy. Triggers for review outside of the usual cycle include:

- Changes to the business activity relating to this policy
- New business activities impacting on this policy
- Changes to internal controls relating to this policy
- Changes to legislative requirements

10. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
USI	Unique Student Identifier
RTO	Registered Training Organisation

11. ASSOCIATED PROCEDURES AND FORMS

Name and number of document
ASQA website www.asqa.gov.au
IRT Academy Procedure Manual
IRT Academy Administration Process Manual
Enrolment Form

12. REFERENCES – COMPLIANCE AND BEST PRACTICE

Legislative references
Student Identifiers Act 2014
Standards for Registered Training Organisations 2015
Standard 3 The RTO issues, maintains and accepts AQF certification documentation in accordance with these Standards and provides access to learner records.
Best Practice references
Not applicable

Compliance Plan reference: Not applicable

13. LINKS TO OTHER POLICIES

1.03.813 Record Retention and Reporting
