

# Unique Student Identifier Policy - Domestic

**Policy Code:** STU-056

**Version:** 7.0

**Effective Date:** 10 February 2023

## Purpose

The Australian College of Natural Medicine Pty Ltd (ACNM) trading as Endeavour College of Natural Health (Endeavour) will gather and utilise personal information in order to meet the obligations to verify a Unique Student Identifier (USI) in accordance with the *Student Identifiers Act 2014* (USI Act).

This policy has been developed to ensure that all employees, contractors and students understand how domestic students' USI numbers are collected and stored. It also outlines how each student's enrolment records are maintained and submitted (when required) to the regulatory bodies.

All activities relating to USI for students are managed to ensure privacy, accuracy, reliability and in accordance with the USI Act. All personal information gathered for the purpose of verifying a USI will be managed in accordance with the *Privacy Policy*

## Scope

- All domestic VET Students
- All new domestic Higher Education students from 1 January 2021
- All graduating domestic Higher Education students from 1 January 2023
- Admissions staff
- Office of Student Records staff
- Student Services staff

## Policy Statement

- The College will gather and utilise personal information in order to meet the obligations to verify a USI in accordance with the *Student Identifiers Act 2014*.
- All students enrolled at the College are required to have a current USI in order to graduate.
- From 1 January 2021, all Higher Education students enrolling in a new course at the College are required to have a current USI.
- From 1 January 2023, all Higher Education students are required to have a current USI in order to graduate.

All activities relating to USI for students are managed to ensure privacy, accuracy, reliability and in accordance with the USI Act. All personal information gathered for the purpose of verifying a USI will be managed in accordance with the *Privacy Policy* and the *Records Management Policy*.

## Procedures

The College will verify the USI in the Student Management System (SMS) and will assist to locate a student's USI (if applicable) through the SMS.

The College will:

- Ensure that all students enrolling in a course or training package (or already enrolled) will be provided with information about USI requirements and a link to the USI website via <https://www.usi.gov.au/>
- Ensure that the regulatory information for VET students is reported to the National Centre for Vocational Research (NCVER), including students' training and assessment history and achievement of competencies, and/or history and grades
- Ensure that no AQF certification documentation is issued to a VET student without having a verified USI for that student, unless an exemption applies under the USI Act
- Ensure that, after 1 January 2023, no AQF certification documentation is issued to a Higher Education student without having a verified USI for that student, unless an exemption applies under the USI Act
- Ensure that where an exemption described previously applies, the College will inform the student prior to either the completion of the enrolment or commencement of training and assessment / higher education, that the results of the training and assessment / higher education will not be accessible via the USI system and the USI will not appear on any certification or transcripts provided by the College
- Advise VET students that by creating a USI, the results of their training and assessment will be accessible through the Commonwealth USI system and will appear on certification or transcripts provided by the College
- Collect a USI at time of enrolment, which will be verified by the Office of Student Records and updated on the Student Management System and Student Record
- For existing higher education students wishing to graduate after 1 January 2023, a USI can be self-added to records via the Student Portal > Update Details > Alternate Student ID > USI. It is mandatory for a student to provide and update USI details prior to issuance of an Academic Transcript
- Ensure the security of USI and all related documentation under its control, including information stored in the Student Management System and the Student Portal. Refer to the *Privacy Policy*.

## Policy Publication

All policies and procedures that are applicable to prospective students and enrolled students (domestic or international) and all relevant organisation employees / contractors are made available on request at all times, and form part of the induction and orientation for all staff and students. These are also made available via the website (where appropriate), student administration / management systems, learning management system, student communications updates via student eWeb communications, Student Portal notifications and student newsletters.

## Definitions

**College** – The Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health and FIAFitnation. For the purpose of this policy, any reference to 'College' or 'the College' should be considered a reference to each or any of these respective trading names / entities.

**Student / Learner** – is an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College's documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.

**Unique Student Identifier (USI)** - is a randomly generated alpha-numeric code that is available online and at no cost to students. The USI number will be retained for all individual students for life and be recorded with any nationally recognised VET course or accredited course that is undertaken from 2014 onwards, or with any accredited higher education course that is undertaken from 2021 onwards.

The USI system is designed to link relevant information about and to:

- A student's VET and/or Higher Education achievements regardless of where or when they studied;
- Enable students to access digital transcripts;
- Provide students access to, and more control over, their educational information.

## Related Procedures

Not Applicable

## Further Information

### Related Policies

*Admissions Policy - Undergraduate- HE*

*Admissions Policy - VET*

*Conferral of Degrees and Awards Policy - HE*

*Conferral of Awards Policy - VET*

*Privacy Policy*

*Records Management Policy*

*Unique Student Identifier Policy - International*

### Related Documents

Not Applicable

### Guidelines

Not Applicable

### Benchmarking

Not Applicable

### Supporting Research and Analysis

Not Applicable

### Related Legislation

*Unique Student Identifier Legislative Framework*

*Student Identifiers Act 2014*

# Review and Approval

## Policy Author

Director, Student Services and Retention

## Policy Owner

Director of Student Services and Retention

## Contact

Director of Student Services and Retention

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## Recommending Body

Education Board

Date: 19 January 2023

## Approval Body

Academic Council

Date: 10 February 2023

## Policy Status

Revised – full revision to meet 2023 updated requirements, remove international

## Responsibilities for Implementation

- Director of Student Services & Retention
- Director of Sales & Admissions
- National Quality, Governance and Compliance Manager
- National Student Records Coordinator
- National Student Services Coordinator

## Key Stakeholders

- Academic Council
- Admissions team
- All domestic students
- Office of Student Records team
- Senior Leadership Team
- Student Services team
- VET team