

# Unique Student Identifier Policy - International

**Policy Code:** STU-067**Version:** 1.0**Effective Date:** 10 February 2023

## Purpose

The College 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* (SI Act).

This policy has been developed to ensure that all employees, contractors and students understand how international students' USI numbers are collected and stored, and which international students are exempt from providing a USI. It also outlines how each student's 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 international students – HE and VET
- 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 SI Act. All international students enrolled at the College and studying in Australia (onshore) are required to have a current USI in order to graduate.

An international student studying entirely offshore (not in Australia), may study and graduate without a USI while they remain offshore. As soon as the student enters Australia and conducts any study, a USI will be required.

All activities relating to USI for students are managed to ensure privacy, accuracy, reliability and in accordance with the SI 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*.

## Responsibilities

### Student Responsibilities

For international students studying onshore, the student is responsible for:

- Creating a USI prior to enrolment (if onshore before enrolment) or as soon as practicable after arriving in Australia. Students must use their non-Australian passport and Australian visa as ID. Note - if a student has not been issued with an Australian visa, they will not be able to use their non-Australian passport to create a USI.
- Advising the College of their USI through the Admissions process or through their student record via the Student Portal > Update Details > Alternate Student ID > USI.
- Providing permission to the College to view / update details on their USI account and verify their USI.

- It is mandatory for a student to provide and update USI details prior to issuance of an Academic Transcript.
- For international students planning to study in Australia but not yet in the country, contacting the College to discuss provision of a USI on arrival is imperative.

## College Responsibilities

The College is responsible for:

- Ensuring that international students studying a Higher Education or VET course onshore will be provided with information about USI requirements and a link to the USI website via <https://www.usi.gov.au/>
- Ensuring 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
- Ensuring that no AQF certification documentation is issued to an international student who has studied onshore without having a verified USI for that student, unless an exemption applies under the SI Act
- Ensuring 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;
- Advising students that by creating a USI, the results of their VET training and assessment will be accessible through the Commonwealth USI system
- Collecting a USI at time of enrolment (or as soon as possible after enrolment for those students coming onshore), which will be verified by the Office of Student Records and updated on the Student Management System and Student Record
- Verifying the USI in the Student Management System (SMS) and assisting to locate a student's USI (if applicable) through the SMS
- Ensuring 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*.

## Exemptions

- International higher education students do not require a USI if they completed all study before 1 January 2023 and are not in Australia when conferred with their award. If a student completed their studies after 1 January 2023 and did not get a USI whilst in Australia, they must apply for an exemption using the [exemption form](#).
- International students who have completed all study outside of Australia do not need a USI.

## Policy Publication

This policy, as with all other policies and procedures that are applicable to international prospective students and enrolled students is made available publicly on the College's website at all times. Any updates are also made available 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 Endeavour Wellness Clinic. 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.

**International student** - The College defines an International Student as someone who is **not** an Australian citizen or permanent resident or a New Zealand citizen or a permanent visa holder. This definition includes students studying onshore on a range of temporary visas (working holiday visa, tourist visa, student visa etc) or offshore as an online student. Information that applies only to students studying on specific visa classes (e.g. Student Visa) is specified when relevant.

**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.

## Related Procedures

Nil

## Further Information

### Related Policies

*Admission and Enrolment Policy - International*

*Conferral of Degrees and Awards Policy – HE*

*Conferral of Awards Policy – VET*

*Privacy Policy*

*Records Management Policy*

### Related Documents

*USI Exemption Form*

### 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

National Quality, Governance & Compliance Manager

### Policy Owner

National Quality, Governance & Compliance Manager

### Contact

National Quality, Governance & Compliance Manager

[compliance@endeavour.edu.au](mailto:compliance@endeavour.edu.au)

### Recommended By

National Quality, Governance & Compliance Manager

Date: 03 February 2023

### Approval Body

Academic Council

Meeting date: 10 February 2023

### Policy Status

New – separated from Domestic policy

### Responsibilities for Implementation

- Admissions team
- National Quality, Governance & Compliance Manager
- Office of Student Records
- Student Services team

### Key Stakeholders

- Academic Council
- Director of Sales & Admissions
- Director of Student Services & Retention
- International students
- National HR Manager
- National Quality, Governance & Compliance Manager
- Student Services team