

POLICY AND PROCEDURE

Student Identifier Requirements		
Version 1.0	Issued on 01/07/2025	Review by 01/07/2026
Contact Person	Reece Thomas - reece.t@aiit.vic.edu.au	
Approval and Endorsement	Principal Executive Officer - khalid.h@aiit.vic.edu.au	
Refer to the following Legislative Frameworks		
National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025	N/A	
National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025	Division 2 - Integrity of Nationally Recognised Training Products 9 Issuance of AQF certification documentation 10 Records of AQF certification documentation and assessments 11 Issue of VET qualifications and VET statements of attainment 12 Student identifier requirements	
National Code of Practice for Providers of Education and Training to Overseas Students 2018	N/A	
Other Applicable Legislation	Data Provision Requiriements 2012 Privacy Act 1988 Student Identifiers Act 2014	
Related Documents (Internal)		
Australian International Institute of Technology Orientation Presentation and Materials Australian International Institute of Technology Student Handbook Australian International Institute of Technology Student Written Agreement Form: Application Form: Letter of Offer Policy and Procedure: Admission and Enrolment Policy and Procedure: Assessment Policy and Procedure: Credit Transfer Exemptions Policy and Procedure: Education Agents Policy and Procedure: Marketing and Recruitment Practices Policy and Procedure: Providing Secure Certification Policy and Procedure: Privacy Policy and Procedure: Recognition of Prior Learning (RPL) Policy and Procedure: Training and Assessment Strategy and Practices Training and Assessment Strategy (TAS) and Practices documents as per registered scope USI Transcript Verification Process Guidance Statement		
Related Documents (External)		
AQF Qualifications Issuance Policy AQF Certification Documentation: An Explanation ASQA Fact Sheet - Sample AQF Documentation MyGov - https://my.gov.au/ Table 1.8-2: Rules of Evidence USI Privacy Notice USI Student Quick Guide		

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Postal address: Level 13, Suite 17, 401 Docklands Drive, Docklands, Melbourne, Victoria, 3008, Australia.

1. Purpose

The Student Identifier scheme, enabled by the “*Student Identifiers Act 2014*”, allows students to access a single online record of their VET outcomes. The online system provides each student with a Unique Student Identifier (USI).

All prospective, new, or continuing students undertaking nationally recognised training, need a Unique Student Identifier (USI) to receive their Qualification (Testamur and Certificate) or Statement of Attainment (SoA).

The Unique Student Identifier (USI) is a reference number made up of ten (10) numbers and letters that:

- Creates a secure online record of the recognised training and qualifications gained in Australia, from all training providers the student undertakes recognised training;
- Will give the students access to their training records and transcripts;
- Can be accessed online, anytime, and anywhere;
- Is free and easy to create; and,
- Stays with the student for life.

2. Scope

All new or continuing students undertaking nationally recognised training, need a Unique Student Identifier (USI) to receive their Qualification (Testamur and Certificate) or Statement of Attainment (SoA).

3. Definitions

AVETMISS - Australian Vocational Education and Training Management Information Statistical Standard.

CoE - Confirmation of Enrolment. A CoE is an official document issued by a provider registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). The CoE confirms the student’s eligibility to enrol in a course with the registered provider and contains information about the provider, course and duration of study in which the student has enrolled. This evidence is required before the Department of Home Affairs issues a visa to a student.

PRISMS - Provider Registration and International Student Management System.

Unique Student Identifier (USI) - a national student identifier (or number) for vocational education and training (VET) students with the capability of being fully integrated with the entire education and training system and potentially, also covering early childhood education.

4. General Guidelines

4.1 International Institute of Technology will meet the requirements of the Student Identifier scheme, including:

- Verifying with the Registrar, a Student Identifier provided to Australia International Institute of Technology by a student before using that Student Identifier for any purpose;
- The Australia International Institute of Technology Admissions Officer will undertake this activity at the time of enrolling a student in a course of study at Australia International Institute of Technology;
- Ensuring that Australia International Institute of Technology will not issue AQF Certification Documentation to a student without being in receipt of a verified Student Identifier for that student unless an exemption applies under the “*Student Identifiers Act 2014*”;
- Ensuring that where an exemption Australia International Institute of Technology 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;

- ensuring the security of Student Identifiers and all related documentation under its control, including information stored in its student management systems.

4.2 Unique Student identifier (USI) Verification

All applicants for credit transfer exemptions are required to provide the Student Services Manager with their Unique Student Identifier (USI) and if available a USI Transcript.

The Student Services Manager is responsible for verifying the Unique Student identifier and USI Transcript via the online “MyGov” portal; <https://my.gov.au/>.

A student's USI transcript contains training outcome data submitted to the national collection by the student's RTO as a true record of the training undertaken by the student since 2015, including completions and non-completions.

As such, a student's USI transcript is a valid way to authenticate the training undertaken by a student, comparable to calling the issuing RTO.

Australian International Institute of Technology' can directly view a USI transcript online via the USI transcript Service, www.usi.gov.au, for any student who has activated permission for them to do so in the USI Registry System.

Students can activate this permission online at any time using a smartphone or any internet connected device (theirs or their RTOs). This represents an acceptable alternative to calling the issuing organisation.

Australian International Institute of Technology's will still exercise caution when using a student's USI transcript to validate training achievements for purposes of granting credit:

- Exercise the same caution with printed or emailed PDF versions of a USI transcript provided by a student as you would with hard-copy certificates issued by RTOs.
- The version accessible online directly by RTOs provides a stronger level of assurance, suitable for credit transfer purposes.
- Always contact the organisation that delivered the training if you have any reason to be concerned about the authenticity of credentials presented.
- Advise the USI Office if you become aware of any fraudulent activity in relation to a USI transcript.
- As the availability of the USI transcript is dependent on the “AVETMISS” reporting cycle, you may have to rely on the hard copy of certificates issued by RTOs to validate training undertaken recently.
- Processing applications for Credit Transfer

4.4 USI Security

Australian International Institute of Technology will protect the security of all information related to USIs as follows:

- Australian International Institute of Technology's will retain this information on the Student's File which will be stored in lockable cabinets on Australian International Institute of Technology's premises and in the Student Management System.
- Records of all AQF certification documentation issued by Australian International Institute of Technology's will be kept for “**thirty (30) years**”.
- Where a qualification or Statement of Attainment is recorded in the Student Identifier scheme, Australian International Institute of Technology will not need to retain additional records to demonstrate this, as the records required will exist within the Student Identifier scheme.

5. Responsibility

The Student Service Manager is responsible for the effective security and storage of all USIs and for the verification of all credit transfer exemption supporting evidence, confirming USI Transcripts.

The Academic Manager is responsible for the effective implementation and management of this policy as well as provision of information on how to resolve complaints of breaches of this policy.

Any complaints or breaches in relation to this policy should be reported to the Chief Executive Officer (CEO) in person or by email to ceo@aiit.vic.edu.au.

6. References (Key)

Source	Document Title	Version - Date
External	Australian Qualifications Framework (AQF) https://www.aqf.edu.au/	(Accessed 01/07/2024)
	AQF Qualifications Issuance Policy	PDF
	AQF Certification Documentation: An Explanation	PDF
	ASQA Fact Sheet - Sample AQF Documentation	PDF
	National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025 https://www.legislation.gov.au/F2025L00354/asmade/text	(Accessed 01/07/2025)
	National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025 https://www.legislation.gov.au/F2025L00355/asmade/text	(Accessed 01/07/2025)
	VET Knowledge Bank - Glossary of VET https://www.voced.edu.au/vet-knowledge-bank-glossary-vet	(Accessed 01/07/2024)
	Unique Student Identifier Scheme (USI) https://www.usi.gov.au/	(Accessed 01/07/2024)
	USI Privacy Notice	PDF
	USI Student Quick Guide	PDF

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