



# Sunshine Beach State High School

30439 RTO policy and procedures

## Student Information - USI and Certification

May 2015

Sunshine Beach State High School ensures that learners receive AQF certification documentation when they have met the requirements of the training package or VET accredited course.

The AQF certification documentation will be issued by Sunshine Beach State High School within 30 calendar days of the learner completing all requirements of the course, a verified USI has been recorded and providing all fees have been paid.

A certification document will only be issued to students who retain a verified USI.

### What is the Unique Student Identifier?

- An account or file number - ten characters (letters and numbers)
- Assigned once to each student
- Included as part of national training (AVETMISS) record each time a training providers reports
- Enables each separate training record for each individual to be linked together in the national database - regardless of which training providers delivered the training

Supported by a USI computer "Registry" system:

- Enables student to access their record and create transcript
- Enables student to permit access to an RTO
- Incorporates strong measures to prevent duplicate records
- Provides separation of identity information and training information

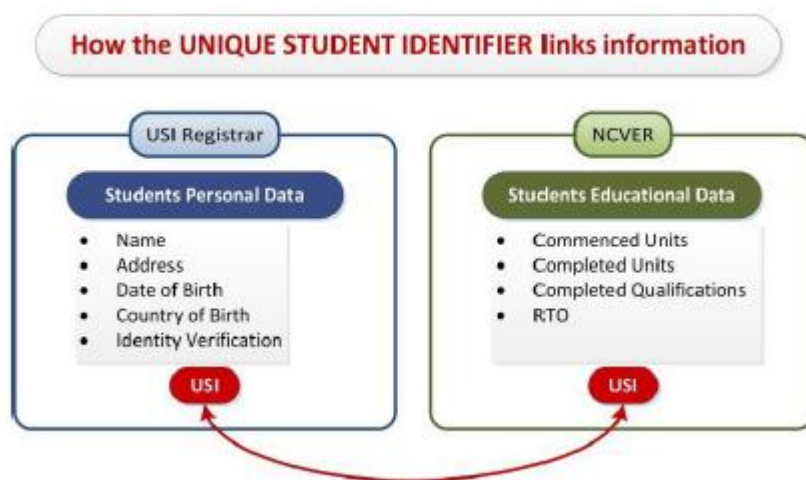
To obtain a USI students must log on to [www.usi.gov.au](http://www.usi.gov.au).

The screenshot shows the 'Skills Unique Student Identifier' portal. It includes a 'USI STUDENT PORTAL' section with a numbered list of steps: 1. Create a new USI account, 2. View your application status, 3. Login to your USI account, 4. Find your USI, 5. Reset your password, 6. Activate your USI account. There are buttons for 'CREATE USI' and 'FORGOTTEN USI'. A 'LOGIN' section is also visible with fields for 'USI' and 'Password', and a 'Login' button. Below the login section is a link to 'Activate your account here'.

### List of approved proof of ID Documents

- Driver's Licence
- Medicare Card
- Australian Passport
- Visa (non-Australian Passport)
- Australian Birth Certificate
- Certificate of Registration by Descent
- Citizenship Certificate
- Immi Card

1. Upon enrolment students will provide their Unique Student Identifier (USI) on the school VET Certificate enrolment form for verification.
2. If the student does not have a USI they will create one online using verifying documentation such as:
  - a. Birth Certificate
  - b. Passport
  - c. License
  - d. Medicare card
3. The USI will only be used when reporting AVETMISS data via SDCS or other to Queensland Curriculum Assessment Authority (QCAA). It will not be placed on the AQF certification documentation.
4. USI information will be stored on the school RTO's secured network.



- A Register of qualifications and Statements of attainment issued is kept in the school RTO management system.
- Records of all AQF certification issued will be kept for 30 years.
- Replacement qualifications can be accessed through the RTO Manager at any time but may incur a fee.

Any questions regarding obtaining a USI number or the issuing of qualifications should be directed to Mrs Diana Peeters RTO Manager at Sunshine Beach State High School.

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Correct at time of publication but subject to change

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