

Document title:		Unique Student Identifier (USI) Policy
Approving authority:		Board of Directors
Related policies:		Qualification Issuance Policy Records Management Policy Regulatory Requirements Policy Application and Admissions Policy Student Data Privacy Policy
Next review:		01/06/2026
Version	Release date	Comment
V1.0	01/06/2023	Initial release

1. Purpose

The purpose of this Unique Student Identifier (USI) Policy is to outline ITAC's responsibilities as a Registered Training Organisation (RTO) in collecting, storing, and managing students' Unique Student Identifiers (USIs) in compliance with the Student Identifiers Act 2014 and the Australian Privacy Principles (APPs).

2. Scope

This policy applies to all students enrolling in a nationally recognized training course with ITAC and all employees involved in the collection, storage, and management of USIs.

3. Unique Student Identifier (USI)

A Unique Student Identifier (USI) is a unique reference number assigned to students participating in nationally recognized training in Australia. The USI allows students to access a single online record of their training history and qualifications. As an RTO, ITAC is required to collect and verify students' USIs before issuing qualifications or statements of attainment.

4. Collection of USIs

ITAC will collect USIs from students during the enrolment process. Students must provide their USI or give consent for ITAC to create a USI on their behalf. If a student does not have a USI, they will be provided with information on how to obtain one or can request assistance from ITAC in creating a USI.

5. Verification of USIs

Before issuing a qualification or statement of attainment, ITAC is required to verify the USI provided by the student. ITAC will use the USI Registry System to confirm the USI's validity and ensure it matches the student's identity.

6. Storage and Security of USIs

USIs collected by ITAC will be stored in accordance with the Data Privacy and Security Policy, ensuring compliance with the Australian Privacy Principles (APPs) and other relevant privacy laws. ITAC will take appropriate measures to protect USIs from unauthorized access, disclosure, or misuse, including implementing technical and organizational measures to secure personal information stored in electronic and physical formats.

7. Use and Disclosure of USIs

ITAC will only use and disclose USIs for the purposes for which they were collected, such as verifying students' training history, reporting to relevant government agencies, or as required by law. ITAC will not use or disclose USIs for any other purpose without the student's consent, unless required or authorized by law.

8. Access and Correction of USIs

Students have the right to access and correct their USI held by ITAC, in accordance with the Australian Privacy Principles (APPs). To request access to or correct their USI, students should contact ITAC's Privacy Officer.

9. Complaints and Enquiries

If students have any concerns or enquiries regarding the handling of their USI by ITAC, they should contact ITAC's Privacy Officer. ITAC will respond to complaints and enquiries in accordance with its obligations under the Privacy Act 1988 (Cth) and other applicable laws.

10. Changes to the USI Policy

ITAC may update this USI Policy from time to time to ensure it remains compliant with relevant privacy laws and accurately reflects ITAC's practices. Students and employees are encouraged to review the policy periodically to stay informed about how ITAC protects USIs.
