

1. Purpose and Scope

- 1.1. This policy is designed to ensure that Melbourne Metropolitan College (MMC) is able to obtain or assist students to obtain a Unique Student Identifier (USI) in accordance with the requirements of the Australian Skills Quality Authority, relevant funding contracts and state and federal legislation.
- 1.2. This policy applies to the administration and management of student records, in accordance with the requirements of the Standards of Registered Training Organisations and the Guidelines to VET Providers.
- 1.3. In this policy “staff” is defined to include both employees and all contractors providing services on behalf of Melbourne Metropolitan College (MMC).
- 1.4. This Policy should be read in conjunction with the following Melbourne Metropolitan College Policies and Procedures:
 - Privacy
 - Enrolment
 - Student Support Services

2 Document Support Summary

Standards: 3.6

3 Policy

- 1.1 Melbourne Metropolitan College (MMC) is committed to ensuring that all students enrolling in an accredited course, skill set or unit of competency, have a Unique Student Identifier (USI).
- 1.2 Melbourne Metropolitan College (MMC) will not issue a VET qualification or Statement of attainment without a recording and verifying the students Unique Student Identifier (USI)
- 1.3 Records of student identifiers must be protected from misuse. Collection, use and disclosure of an individual's student identifier without the individual's consent is prohibited.
- 1.4 Obtaining an existing or new Unique Student Identifier (USI) is part of the Melbourne

Metropolitan College (MMC) enrolment process.

1.5 Melbourne Metropolitan College (MMC) cannot create, obtain or verify a Unique Student Identifier (USI) on behalf of an applicant or student without prior written permission.

4. Procedure

1.1. Melbourne Metropolitan College (MMC) staff will assist each applicant to create and/or verify their Unique Student Identifier (USI).

1.2. Unique Student Identifier (USI) can be created, obtained or verified through:
<https://www.usi.gov.au/students>

1.3. Melbourne Metropolitan College (MMC) staff can create, obtain or verify a Unique Student Identifier (USI) on behalf of an applicant or student only after an Authority to Obtain USI Form has been completed.

1.4. Melbourne Metropolitan College (MMC) staff can assist an applicant or student to create, obtain or verify a Unique Student Identifier (USI) by following the Unique Student Identifier (USI) Handout.

1.5. Melbourne Metropolitan College (MMC) will ensure that Unique Student Identifier (USI) protected from misuse. Disclosure of an individual's student identifier without the individual's consent will not occur.

1.6. The Unique Student Identifier (USI) should not appear on VET qualification or Statement of Attainment.