

Unique Student Identifier Scheme

January 2018

Policy

To be compliant with Standard 3 of the *Standards for Registered Training Organisations (RTOs) 2015* Noosa District State High School issues, maintains and accepts AQF certification documentation in accordance with these standards and provides access to learner records

Noosa District SHS ensures that learners receive AQF certification documentation when they have met the requirements of the Training Package or VET accredited course. A Certification document will only be issued to students who retain a verified USI.

Noosa District SHS ensures compliance with the Student Identifiers Act 2014 by:

- Verifying a student's identity before issuing AQF certification
- Notifying a student under exemption that the results of the training they are undertaking will not be accessible through the Commonwealth
- Ensuring the security of the Student Identifiers and all related documentation

Procedure

Upon enrolment, students will provide their Unique Student Identifier (USI) to the designated person for verification.

If a student does not have a USI they will create one online using proof of identity documentation

The USI will only be used when reporting data via SDCS or Student Management System.

The USI will not be placed on the AQF certification documentation.

USI information will be stored in Oneschool.

Correct at time of publication but subject to change