

34. AOT Unique Student Identifier Policy

Policy Name:		AOT Unique Student Identifier Policy	
Document Reference:		P_A_34.1_V4	
Document Version:		4	
Authorising Officer:		Chief Executive Officer	
Document Location:		PolicyDoc (cloud based document management system)	
Publish Date:		21/02/2017	
Formal Review Date:		13/08/2019	
Related Legislation & Guidelines		Standards for Registered Training Organisations (RTOs) 2015 Student Identifiers Act 2014	
Scope	Course Type	All	
Version Updates	Version 1	Policy Implemented	22/02/2016
	Version 2	Updates to formatting	05/07/2016
	Version 3	General review and update to policy	21/02/2017
	Version 4	Minor updates to wording	13/08/2018
Glossary:			
USI		Unique Student Identifier	
Communication:			
All AOT policies, procedures and guidelines are saved in PolicyDoc (cloud based document management system) which is accessible by all relevant staff. Updates are communicated to staff through our knowledge management system. Updates are communicated to students via announcements in our Learning Management System.			

1. Purpose

For AOT to provide accurate and comprehensive information about students' training achievements and movements within the VET system, and to meet legislative obligations, this policy states that it is mandatory for enrolling students to provide their USI number upon enrolment if they have one, or be provided with assistance to gain one if they do not already have one. This excludes overseas students that are studying whilst residing overseas.

2. Policy

2.1 All students of AOT who are Australian residents or expats and have an Australian ID, must have a USI number. AOT will ensure this by;

- i. Enrolling students will be requested to insert their USI number within a field of the enrolment form as a mandatory requirement.
- ii. The enrolment process cannot proceed without the USI number.
- iii. Students that cannot provide one at this point may be assisted to register and gain a USI.

2.2 Enrolments previous to this policy must provide their USI number prior to the issuance of a Statement of Attainment or Testamur.

2.3 Previous students that have not provided their USI number are called and emailed requesting the USI, with assistance offered.

2.4 There will be no issuance of a Statement of Attainment or Testamur without the recording of a valid USI number.

2.5 Previous students that have not supplied a USI number will not be given access to course extension or Hold options until a USI number has been verified.

3. Related Forms and Documents

AOT's Document Register outlines all the forms and documents that relate to this policy. The Document Register is saved within PolicyDoc and is accessible by all relevant staff.

4. Quality and Continuous Improvement

All policies, procedures and processes are reviewed on an annual basis. This policy will be formally reviewed on the date set out in the version control table at the beginning of this document.



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AOT reserves the right to review and update policies, procedures and processes at any time outside of the formal review cycle, as required by:

- a) changes in regulatory, statutory, or contractual obligations,
- b) results of internal quality assurance processes,
- c) feedback received from staff.

Any recommendations to improve this document must be submitted to ceo@aot.edu.au.