McGibbon Institute of Trade and Business

USI Policy and Procedures

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Purpose of the policy

The purpose of this policy and procedure is to outline McGibbon Institute of Trade and Business approach to ensuring it only issues qualifications, statements of attainment and records of results to students whose USI (Unique Student Identifier) has been verified and who have completed all requirements of the program they are enrolled in.

It outlines information related to students, staff, and education agents to understand the requirements of USI, which is created (either by students or on their behalf), collected, verified, and stored by McGibbon Institute of Trade and Business. It will also outline how their USI and enrolment records are maintained and submitted to the National Centre for Vocational Education Research (NCVER).

Policy statements

Unique Student Identifier (USI): USI is a randomly generated 10-digit alphanumeric code that is available online and at no cost to the student. The USI number will remain with that individual student for life and be recorded with any nationally recognised VET course that is undertaken from 1 January 2015 onwards. The USI will seamlessly link information about a student's VET achievements, regardless of where they studied, enable students to access secure digital transcripts of their achievements, and give students access to, and more control over, their educational information.

1. McGibbon Institute of Trade and Business issues AQF certification documentation to students whose USI has been verified unless an exemption applies under the Student Identifiers Act 2014 and who have been assessed as meeting the requirements of a unit, module, qualification or course as specified in the relevant Training Package or VET Accredited Course.
2. McGibbon Institute of Trade and Business will verify with the Registrar a Student Identifier provided to it by an individual before using that Student Identifier for any purpose.
3. Where an exemption applies, McGibbon Institute of Trade and Business will inform the student before either completion of enrolment or commencement of training and assessment, whichever occurs first, that training results will not be accessible through the Commonwealth and will not appear on an authenticated VET transcript prepared by the Registrar.
4. McGibbon Institute of Trade and Business will ensure the security of Student Identifiers and all related documentation under its control, including information stored in its student management systems.
5. McGibbon Institute of Trade and Business will destroy any personal information collected solely for the purpose of applying for a USI on behalf of a student.
6. Student identifiers will not be included on the Certificate, Record of Results and Statement of Attainment. McGibbon Institute of Trade and Business has processes in place to verify a learner's USI well in advance of when certification is expected to be issued.
7. McGibbon Institute of Trade and Business will ensure that current and past learners can access records of their achievements. All learners who hold a verified USI, and whose results have been reported into the USI system, will be able to access their records through the USI system. If a learner's achievements have not been recorded through the USI system, McGibbon Institute of Trade and Business has a process in place to ensure that the learner can access their records in another way by applying directly to the McGibbon Institute of Trade and Business head office through a request.

Procedures

Procedure	Person Responsible

Pre-enrolment • McGibbon Institute of Trade and Business Admissions Department will inform students regarding the need to create a USI through its Entry Requirement Policy and Procedure available on the McGibbon Institute of Trade and Business website and through its education agents, and any pre-enrolment information communicated to the student directly or indirectly. • McGibbon Institute of Trade and Business Admissions Department will inform students to access the USI website (www.usi.gov.au) on how to apply and why it is required by McGibbon Institute of Trade and Business.	CEO; Student Support/Administration Department
Orientation or Commencement • McGibbon Institute of Trade and Business Admissions Department will ensure that students provide their USI on Orientation or Commencement. • The McGibbon Institute of Trade and Business Admissions Department will enter the USI in the student management system (SMS), and the enrolment will not be considered completed until the USI is verified. • If the student is unable to provide the USI, the McGibbon Institute of Trade and Business Admissions Department will help and guide the student to apply on the USI website (www.usi.gov.au) and submit it once it is obtained.	Student Support/Administration Department
Issuing Testamurs and Records of Results — Check eligibility • Once a student has completed all the units or modules in a qualification, they are eligible to have their qualification issued. Students who have completed a qualification and paid all fees will have their qualification issued within 30 calendar days of fulfilling the qualification's requirements. • The student must have a valid USI at the time of certification, which must be verified by McGibbon Institute of Trade and Business before issuance. • Where a student has completed the requirements of a qualification but has not paid all their fees, McGibbon Institute of Trade and Business will follow up with the student. In this case, the qualification will be issued after receiving the final payment.	Student Support/Administration Department

• A certificate will be accompanied by a record of results.	
Award the qualification • Record the award of the qualification on the student management system.	Student Support/Administration Department
Print the testamur and record of results • Use the approved template to print the certificate. • Use the approved template to print the record of results. • Ensure the Testamur and record of results are signed by the CEO. • Ensure the details printed on the certificate and record of results are accurate. • Keep a copy of the certificate and record of results in the student's file. • McGibbon Institute of Trade and Business will destroy any personal information collected solely to apply for a USI on behalf of a student once the USI is issued, as per the Student Identifiers Registrar's Privacy Policy on www.usi.gov.au.	Student Support/Administration Department
Check eligibility — Statement of Attainment • A student who has partially completed a qualification, or has completed a single unit, skill set or some VET Accredited Courses that commence with the words "Course in…", will be issued with a Statement of Attainment. This includes a student who withdraws from a Course and has completed some units or modules. • A Statement of Attainment should only be issued if all fees due have been paid. • The student must have a valid USI at the time of certification, which must be verified by McGibbon Institute of Trade and Business before issuance. • Where a student has completed the requirements of a Statement of Attainment but has not paid all fees, McGibbon Institute of Trade and Business will follow up with the student. In this case, the Statement of Attainment will be issued upon receipt of the final payment.	Student Support/Administration Department
A. Record the Statement of Attainment • A record of the issue of the Statement of Attainment will be entered into the student management system, as well as a physical copy in the student's file.	Student Support/Administration Department
B. Print Statement of Attainment	Student Support/Administration Department

• Use the approved template to print the Statement of Attainment. • Ensure the details printed on the Statement of Attainment are accurate. The student management system will record the date of issue. • Ensure the CEO signs the document. • Keep a copy of the document in the student's file. McGibbon Institute of Trade and Business will destroy any personal information collected solely to apply for a USI on behalf of a student once the USI is issued to the student, as per the Student Identifiers Registrar's Privacy Policy on www.usi.gov.au.	

Document Control

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