



# Extensions Policy

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## Purpose

To provide students with an understanding of the Unique Student Identifier (USI) and how this impacts their enrolment and continuing studies, along with the process they need to follow.

## Scope

This policy applies to all qualification students of The Moreland Group who are current or new as of 1 January 2015; this includes single Unit of Competency (UOC) students.

## References

- Student Identifiers Act 2014
- National Vocational Education and Training Regulator Act 2011
- Australian Skills Quality Authority VET Quality Framework (VQF)

## Related Documents

- The Moreland Group Student Handbook
- The Moreland Group Enrolment Policy
- The Moreland Group Privacy & Personal Information Policy

## Responsibilities

The RTO Manager is responsible for ensuring updates and distribution of policy. The RTO Administrator is responsible for ensuring the policy is available to all students prior to enrolment if enrolment date is after 1 January 2015. For any questions concerning the USI The Moreland Group RTO Administrator can be contacted on 03 9321 1700 or [training@moreland-grp.com.au](mailto:training@moreland-grp.com.au)



## Background

As per information from the Department of Industry:

For the first time, every student who undertakes nationally recognised Vocational Education and Training (VET) in Australia (or overseas from an Australian-registered provider) will be able to use a Unique Student Identifier (USI) to access their enrolment and achievement record from a single online source.

Students often need to provide evidence of their academic achievements, for example when applying for a job or to undertake further study.

Once USIs become available, new and continuing students undertaking nationally recognised VET courses will need to have a USI to receive their statement of attainment or qualification.

Under the new initiative, students will be able to get a full transcript of all of the accredited VET training they have undertaken from the time the USI comes into effect, or an extract of it that shows the particular achievements they want it to. An individual can apply for a USI which then must be provided to their training provider before the person can receive a statement of attainment or qualification. <sup>1</sup>

## Procedure

As of 1 January 2015, students who are already enrolled in a qualification with The Moreland Group but who have not yet completed (i.e. Current students) will need to have a USI before their qualification can be issued. The Moreland Group will offer these students an opportunity to receive a USI through bulk application once they supply the required identification and permission for The Moreland Group to apply on their behalf. The Moreland Group will email these students their USI once it has been received. Alternatively, students can apply for a USI themselves and provide this to The Moreland Group for verification, however if it is not received by the time assessment has been marked the qualification issuance will be delayed.

Students who enrol after 1 January 2015 will need to apply for a USI themselves through the USI website and supply the required ID. They will then need to enter the USI into The Moreland Group enrolment form at the time of enrolment. Enrolments will not be accepted without the USI.

Under legislation, The Moreland Group cannot issue a statement of attainment or a qualification to a student without a verified USI. Once the USI has been entered on the enrolment form this will be verified as part of the enrolment process.

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<sup>1</sup> Unique Student Identifier, 2016, Information for Students and Parents, <https://www.usi.gov.au/>

<sup>2</sup> Unique Student Identifier, 2016, Privacy Policy <https://www.usi.gov.au/documents/privacy-policy>



## Privacy and Personal Information

According to the Department of Industry and the Student Identifiers Bill 2014:

Using the USI, the personal information would only be linked to the educational information when a student asks to see his or her own records or when a student authorises someone else to do so (such as a training organisation) or as otherwise authorised by Commonwealth legislation.<sup>2</sup>

The Moreland Group as a Registered Training Organisation (RTO) has an obligation to report student data on an annual basis to the VET regulators; the USI will form part of this reporting. Further details on RTO reporting are in The Moreland Group's Privacy & Personal Information Policy.

## Applying for a USI

The USI system accepts any one of the following valid forms of Australian ID:

- Driver's Licence
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport)
- Birth Certificate (Australian)
- Certificate Of Registration By Descent
- Citizenship Certificate.

Names entered into the USI system must match the ID presented.

Without one of these documents a USI cannot be issued and enrolment may not be possible. In this situation it is recommended to contact The Moreland Group and they can discuss with the USI Registrar.

Note that there is no charge to apply for a USI.

For more information on applying for a USI please visit <https://www.usi.gov.au>

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<sup>2</sup> Unique Student Identifier, 2016, Privacy Policy <https://www.usi.gov.au/documents/privacy-policy>