



Melbourne College
Of
Business & Technology

Student Identifier Requirements Policy and Procedures

City Campus:

Level 9, 190 Queen St. Melbourne 3000.

Web: mcbt.vic.edu.au

E: enquiry@mcbt.vic.edu.au

P: +61 3 9018 5699 | +61 450 779 991



Melbourne College of Business & Technology

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Version	Details
V3.1 2025	Add Header & Footer along with Important Information
V3.0 2025	Initial Developed According to RTO Standard 2025



Student Identifier Requirements Policy and Procedures

POLICY

Related Compliance Section 12

Purpose

This policy outlines the responsibilities of MCBT in managing Unique Student Identifier (USI) data. It ensures that no VET qualification or statement of attainment is issued without a valid and verified USI, unless an exemption applies, and that privacy and Commonwealth reporting conditions are upheld.

Legislative Background

Compliance Requirements, Division 2 Integrity of Nationally Recognised Training Products – Student Identifier Requirements (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025 (Cth).

Student Identifier Act 2014 (Cth)

Scope

This policy applies to all staff involved in the enrolment, verification, certification, and data management of VET students, including administration, compliance, and training personnel.

Policy Statement

MCBT is committed to ensuring that all students have a verified Unique Student Identifier (USI) in accordance with national standards prior to the issuance of any AQF certification documentation. The organisation ensures that:

- No student identifier is printed on any VET qualification or VET statement of attainment.
- The USI is verified against the Registrar's records before being used for any purpose.
- AQF certification documentation is not issued unless the student has been assigned and has provided a verified USI, unless an exemption applies under the Student Identifiers Act 2014.
- Students eligible for exemptions are informed of the implications before either the completion of the enrolment or commencement of training and assessment, whichever occurs first, including inaccessibility of records via the Commonwealth and absence from authenticated VET transcripts.
- Policies are in place to manage exemptions granted under subsection 53(3) of the *Student Identifiers Act 2014*.



Procedures

Collection and Verification of USI

- A Unique Student Identifier (USI) is a reference number made up of numbers and letters that creates a lifetime record for an individual of all the nationally recognized training that has been completed. Under the Unique Student Identifiers Act 2014, all RTOs must ensure they have a valid USI for any student that enrolls in nationally recognized training from 2015. This means that as a student you must either:

Provide MCBT with your USI, or

Provide MCBT with permission to access or create your USI on your behalf.

- If you are providing us with permission to access or create your USI, we will need a valid form of identification. The ID that you provide for this purpose will be destroyed once we have used it for this purpose.
- Student Support or Enrolment officers must follow the **USI Verification Procedure** to verify the USI against the USI Registry System prior to processing results or certification.
- All Students will be provided with a Fact Sheet – USI – Student Quick Guide – as developed by the regulator to create their own USI as part of the student orientation. If you would like to create your own USI, please visit: <http://www.usi.gov.au/Students/Pages/default.aspx>

Exemptions

- Where a student or qualification falls under a Ministerial exemption:
 - Written evidence of exemption is required.
 - Students are notified using the USI Exemption Notification Template prior to enrolment or commencement of training.
 - This communication is recorded in the student's file.

Certification Conditions

- MCBT will verify each USI through their Student Management System
- The Administration Officer must confirm that a valid USI has been verified (unless exempt) and fill the Certificate Documentation Checklist before issuing:
 - An AQF qualification (testamur), or
 - A Statement of Attainment.
- The USI must not appear on any printed certification documentation.
- Internal student records reference the verified USI for data integrity and audit purposes.



Responsibilities

CEO: Ensures organisational compliance and notify Registrar in case of data integrity risks

RTO Manager: Supervises verification processes and ensures maintenance of all documentation related to USI and exemption.

Student Support Officer: Collect and verify student identifiers; notify students of exemption implications.

Administration Officer: Ensure USI verification has occurred before issuing any certification.

Compliance Officer: Monitor compliance with USI laws; review and audit the exemption documentation.