



Procedure

Unique student identifier

Implementation Date: 05/06/2018
Version: 1.1

Audience

All state school Registered Training Organisations (RTOs).

Purpose

To detail the Unique Student Identifier (USI) responsibilities for school RTOs to achieve compliance with the [Standards for Registered Training Organisations \(RTOs\) 2015 \(Cwlth\)](#).

To support school RTOs with the creation and verification of student USIs.

Overview

The Australian Government requires all students undertaking Vocational Education and Training (VET) to have a [USI](#). The USI will allow students to access their enrolment and achievement record online through the USI Transcript Service for all VET learning completed. The USI stays with a student for life and allows a student to see their training results from all providers.

School RTOs must have a verified USI for each student:

- on, or before enrolment in a VET course
- before they can be issued with a qualification and/or statement of attainment.

These are conditions of registration for training organisations under the [Student Identifiers Act 2014 \(Cwlth\)](#).

Responsibilities

Principals

- develop a [process](#) and provide information to enable every student undertaking VET to obtain a verified USI on, or before enrolment in a VET course
- provide USI information to the Queensland Curriculum and Assessment Authority (QCAA)
- ensure students have a verified USI before issuing a qualification and/or statement of attainment
- may delegate responsibilities relating to the collection of USIs to a nominated officer, teacher or employee.



Delegated officers (VET coordinators, teachers, nominated officers)

- issue [communications](#) from the school to parents and students outlining what the USI is and why it is required
- implement the USI process ensuring students and their parents are aware of their responsibilities
- ensure students obtain a USI upon enrolment in nationally recognised VET in Australia
- support students undertaking VET to obtain a verified USI from the Australian Government's [USI](#) website
- ensure students provide their USI to the school for verification and recording purposes
- record student USIs in the [QCAA's Student Learning Information Management System \(SLIMS\) – Registration and Banking System \(RABS\)](#) or the Student Management application¹ in QCAA's School Portal for national reporting purposes.
- ensure students retain their USI to confirm the VET learning is recorded accurately in their USI transcript.

Process

The USI can be created by the student or by the school with the student's permission.

*For students to create their own USI***Students**

- create a USI following the instructions on the Australian Government's [USI](#) website
- activate their account (to enable data to be recorded against the USI and updated in their USI transcript)
- record their USI to enable future access to their USI transcript
- provide the USI to the school RTO.

Delegated officers

- record the USI given to them by the student, and verify it in [OneSchool](#) (state schools only)
- record the USI in [SLIMS – RABS](#) / Student Management
- confirm the student's USI is verified before issuing qualifications and/or statements of attainment
- maintain security of the student's USI and retain for audit and reporting purposes.

*For schools to create the USI on the student's behalf***Delegated officers**

- obtain student's permission to create a USI on their behalf
- ensure that students and their parents understand why student identification information is required for this process and how the information will be used and disclosed
- inform parents that once a USI is created, no identification information will be retained by the school
- sight [required identification documents](#) from the student and use to create the USI

¹ Student Management will replace SLIMS over a three-year period, beginning with the 2018 Year 10 cohort.

- maintain confidentiality of student identification by ensuring all identification documents are returned to the student at the completion of the USI process
- create a USI following the instructions on the Australian Government's [Unique Student Identifier](#) website
- verify the USI in OneSchool
- provide the USI to the student
- record the USI in [SLIMS – RABS](#) / Student Management
- ensure that student identification documents are returned
- confirm the student's USI is verified before issuing qualifications and/or statements of attainment
- maintain security of student's USI and retain for audit and reporting purposes.

Students

- provide [required identification documents](#) on request from the school
- record their USI to enable future access to their USI transcript
- activate their account using the activation link which is sent to them at the time the USI is created (to enable data to be recorded against the USI and updated in their USI transcript).

Principals

- ensure all students have a verified USI on, or before enrolment in a VET course
- ensure all verified USIs are recorded in OneSchool and SLIMS-RABS/Student Management
- ensure qualifications and/or statements of attainment are only issued to students with a verified USI.

Definitions

Registration and Banking System (RABS)	The QCAA's online registration and banking system for SLIMS which allows learning providers to register young people as learners, enrol learners in their learning options, and report the results that the learners achieve in order to bank QCE credits in the learner's learning account.
School Registered Training Organisation (RTO)	A school providing VET to students, resulting in qualifications and/or statements of attainment that are recognised and accepted by industry and other educational institutions throughout Australia.
Senior Learning Information Management System (SLIMS)	The QCAA's system which contains the learning accounts of all learners in Queensland in their senior phase of learning.
Student Management	The QCAA is developing a new Student Management application to replace SLIMS/RABS. As functionality becomes available, the USI procedure will be updated. For further information, schools should contact the QCAA helpdesk on telephone 07 3864 0269 or email slims@qcaa.qld.edu.au .

Unique Student Identifier (USI)	A reference number made up of numbers and letters, unique to each student that stays with the student for life and must be recorded with any nationally recognised VET course they undertake.
USI transcript	An online training record containing all nationally recognised training completed since 2015 that students with a USI can access at any time.

Legislation

- [Student Identifiers Act 2014 \(Cwlth\)](#)
- [Standards for Registered Training Organisations \(RTOs\) 2015 \(Cwlth\)](#)

Delegations/Authorisations

- Nil

Related policies

- Nil

Related procedures

- Nil

Guidelines

- Nil

Supporting information/websites

- [Australian Government USI](#)
- [Strategies to support the USI process](#)
- [Fact sheet for parents and students – USI](#)
- [QCAA's Student Learning Information Management System \(SLIMS\) – Registration and Banking System \(RABS\)](#)

Contact

For further information, please contact:

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Superseded versions

Nil

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