UNIQUE STUDENT IDENTIFIER POLICY

Master Builders Association of Victoria

1. Purpose

Master Builders Association of Victoria has developed this policy in accordance with Clause 3.6 of the Standards for Registered Training Organisations 2015. The purpose of this policy is to ensure all activities relating to the USI of learners within the RTO are managed to ensure privacy, accuracy, reliability and in accordance with the Student Identifier Act 2014.

2. Scope

This policy applies to all students enrolling with Master Builders Association of Victoria (herein referred to as "Master Builders") after 1st January 2015.

3. Definitions

USI - means Unique Student Identifier.

Verify - (in this policy) means electronically verifying the USI using myGovID and RAM - linked to the SMS and the Unique Student Register.

SMS – means an AVETMISS compliant Student Management System

4. Policy Statement

The Student Identifiers Act 2014, the Regulations, and the Standards for NVR Registered Training Organisations, require that Master Builders collects and verifies the USI for every student, before conferring a qualification or statement of attainment. Master Builders is also required to include the USI for every student when submitting data pursuant to the VET data collection and reporting requirements.

Master Builders is connected to the USI Registry System through its Student Management System.

IS YOUR BUILDER A MASTER BUILDER?

5. Policy Principles

The RTO will gather and utilise personal information in order to meet their obligations to create and/or verify a USI in accordance with Student Identifiers Act 2014.

Master Builders does not take the responsibility to create a Unique Student Identifier on behalf of the learner.

Learners will need to create their own USI and inform Master Builders of their USI.

All Student Identifiers once obtained will be verified using a compliant Student Management System (VETtrak).

An AQF qualification will not be issued to a learner:

   a)   who has not created a USI;

   b)   who has not provided the RTO with their USI;

   c)   when the RTO is unable to verify the USI.

Students will be advised that the results of the training will be accessible through the Commonwealth and will appear on any authenticated VET transcript prepared by the Registrar.

Personal information gathered for the purpose of obtaining verification of the USI will be used and stored in accordance with the Privacy Policy and Student Records Management Policy in place.

Personal information gathered for the purpose of obtaining verification of the USI will be destroyed in accordance with the Privacy Policy and Student Records Management Policy.

5.1   Procedure

Inform the learner

At enrolment provide the student with:

   a)   Link to the USI student fact sheet – provided through the USI website http://www.usi.gov.au;

   b)   Course Information Sheet which contains information about the USI;

   c)   Link to Master Builders website and all Policies including the Master Builders Privacy policy and the Master Builders Complaints, concerns and appeals policy;

   d)   Learner creates their own USI and informs the RTO;

   e)   Where an exemption to the USI applies, Learning and Enrolment staff will inform the student prior to either the completion of the enrolment or commencement of training and assessment, whichever occurs first, that the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the Registrar.

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Page 2 of 5

Verify the USI

The USI is entered into the SMS database (VETtrak) and is verified by this system.

Issue AQF Qualification or Statement of Attainment

At completion of the course, issue a Certificate of Qualification or Statement of Attainment in accordance with Issuance of AQF Certification Document Policy.

6. Person(s) Responsible

- Chief Executive Officer
- Director – Master Builders Training Institute (MBTI)
- Administration Staff

7. Associated Documents

- USI student fact sheet
- Course Information Sheets
- Master Builders Privacy policy
- Complaints, Concerns and Appeals policy
- Student Records Management Policy
- Issuance of AQF Certification Document Policy
- Enrolment form

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Page 3 of 5

Policy developed by: Director Master Builders Training Institute and Compliance Coordinator

Refer to: Standard 3 – Clause 3.6, Standards for RTOs 2015

Approved by: Corrie Williams, Director Master Builders Training Institute

Saeed Mirbagher, Executive Director Commercial and Corporate

Policy endorsed by: Rebecca Casson, Chief Executive Officer

Version Control	Date Released	Approved by	Amendment	Next Review Date
V1.0	4 March 2016	Corrie Williams, Head of Training Viviana Hood, General Manager - Commercial Services	New policy created to reflect 2015 Standards for RTO's	Sep 2016
V2.0	6 Sep 2016	Corrie Williams, Head of Training Viviana Hood, General Manager - Commercial Operations	Formatting adjusted to reflect standard template for policies. Additional information added	Sep 2017
V3.0	3 Jan 2018	Corrie Williams, Head of Training Viviana Hood, General Manager - Commercial Operations	Formatting adjusted to the new Master Builders template with the new logo	Dec 2018
V4.0	30/7/19	Corrie Williams, Executive Manager – Master Builders Training Institute (MBTI) Viviana Hood, Chief Operating Officer	Managerial titles updated from: Head of Training to **Executive Manager – Master Builders Training Institute (MBTI)** General Manager - Commercial Operations to **Chief Operating Officer**	Jun 2020

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Page 4 of 5

V4.1	2/09/2020	Corrie Williams, Executive Manager – Master Builders Training Institute (MBTI)	AUSKEY reference replaced by myGOVID and RAM (Relationship Authorisation Manager)	Aug 2021
V4.2	06 Apr. 2021	Corrie Williams, Director Master Builders Training Institute Saeed Mirbagher, Executive Director Commercial and Corporate	Managerial titles updated	Mar. 2022

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Page 5 of 5