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Unique Student Identifier Policy

1. Policy

Aspen Medical Pty Ltd RTO #88188 (Aspen Medical Training) as a Registered Training organisation requires all students undertaking Nationally Recognised Training to provide a valid Unique Student Identifier (USI), unless exempt. Aspen Medical Training will not issue any AQF qualification or Statement of Attainment without being in receipt of a verified USI for that student, unless an exemption has been applied under the Student Identifiers Act 2014.

2. Privacy

Aspen Medical Training collects student information to meet service requirements and comply with the National Standards for RTOs 2015 and NCVER reporting. Aspen Medical Training holds personal information to ensure the security and integrity of the information is maintained and that prevents unauthorised access or use. For more information, this policy should be read in conjunction with our Privacy Policy.

3. Definitions

Term	Meaning
AQF	Australian Qualifications Framework – A government body that specifies the standards for educational qualifications in Australia.
RTO	Registered Training Organisation – A provider of accredited VET courses that can assist applicants in obtaining a USI can verify a USI and access educational information with the student's permission.
Student	A person undertaking Vocational Education and Training and who will require a USI from January 2015
USI	Unique Student Identifier – An exclusive ten-digit number consisting of letters and numbers and linking a student's USI account to their training records.

4. Background

All students applying to attend training with Aspen Medical Training must obtain their USI on their own and provide the details to the Aspen Medical Training team for recording and verification. A USI is necessary to issue the Statement of Attainment and/or Certificates upon completion of all the course requirements.

Aspen Medical Training will record a USI for their students at the time of enrolment.

Aspen Medical Training must ensure that they have recorded a valid USI for each student when they report on training activities or issue an AQF certification document, such as a qualification, statement of attainment or testamur.

Students only need to create a USI once, and Aspen Medical Training is only required to verify USI Students once.

5. References

- Unique Student Identifier Website - <http://www.usi.gov.au/Pages/default.aspx>
- Australian Government ComLaw - <http://www.comlaw.gov.au/Details/C2014A00036>