



# **CANBERRA VALLEY INSTITUTE**

**Document:** Unique Student Identifier (USI) Policy and Procedure  
*(Aligned to RTO Standards 2025)*

<b>Approved by:</b> CEO	<b>Version:</b> 5.0	<b>Date:</b> 09/12/2025	<b>Review date:</b> 08/12/2026
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**Unique Student Identifier (USI) Policy and Procedure**

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## 1. Overview

This policy outlines that Canberra Valley Institute (CVI) is committed to ensuring the effective management of Unique Student Identifiers (USIs) in accordance with the Student Identifiers Act 2014, RTO Standards 2025, ESOS Act 2000, and the National Code 2018.

Under **Standard 4 – Data Provision**, Canberra Valley Institute (CVI) is required to:

- Collect and verify a valid USI provided by a student before using it for any purpose.
- Ensure AQF certification documentation is not issued without a verified USI unless an exemption applies under the Student Identifiers Act 2014.
- Inform students, where an exemption applies, that their training outcomes will not be available through the Commonwealth or appear on an authenticated VET transcript.
- Protect the security and confidentiality of USIs and all associated documentation, including data stored within the Student Management System (SMS).

## 2. Scope

This policy applies to all **management and academic staff and enrolled students** at Canberra Valley Institute (CVI). This policy supports students, staff, and partners of Canberra Valley Institute (CVI) to ensure that the collection, verification, storage, and reporting of USIs are managed accurately, securely, and in a timely manner.

## 3. Definitions

For this policy document, Canberra Valley Institute (CVI) has identified the necessity to define the following expressions:

**Unique Student Identifier (USI)** - A USI is a ten-character reference number consisting of letters and numbers that gives an individual a lifelong record of their nationally recognized training and qualifications in Australia.

**Student Management System (SMS)** - is a secure platform used by Canberra Valley Institute (CVI) to record, store, verify, and report student enrollment data, including USIs, in compliance with regulatory standards.

**USI Exemption** - A USI Exemption refers to circumstances permitted under the Student Identifiers Act 2014 in which a student is not required to provide a USI, and as a result, their training outcomes will not appear on an authenticated VET transcript or be accessible through

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Commonwealth systems.

## 4. Policy and Procedure

A Unique Student Identifier (USI) is a distinct reference number composed of letters and numbers that creates a lifelong record of an individual's nationally recognized training. In accordance with the Student Identifiers Act 2014, all Registered Training Organizations must collect a valid USI from students participating in nationally recognized training.

Students must either:

- Provide Canberra Valley Institute (CVI) with their USI, or
- Provide written consent for Canberra Valley Institute (CVI) to locate or create a USI on their behalf

Where consent is provided, students must supply acceptable identification. Identification documents collected for this purpose will be securely handled and destroyed once no longer required, in accordance with the Privacy Policy.

Students may create their own USI by visiting: [www.usi.gov.au](http://www.usi.gov.au)

Canberra Valley Institute (CVI) will not issue a **Qualification or Statement of Attainment** without a verified USI unless a valid exemption applies under the Student Identifiers Act 2014.

Personal information relating to a student's USI will be protected, with access restricted to authorised staff only. Access to the Student Management System is limited to staff who require it to perform their duties.

It is the student's responsibility to obtain and provide their USI at enrolment or prior to certification. Where a student experiences difficulty, Canberra Valley Institute (CVI) may assist by creating a USI on the student's behalf, subject to written consent.

Where a USI exemption applies, students will be informed at enrolment or prior to the commencement of training and assessment that their results will not be accessible via the Commonwealth or appear on an authenticated VET transcript.

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All USIs will be verified through the Student Management System.

Students will receive the **USI Student Quick Guide** during orientation.

This policy will be reviewed:

- As part of scheduled policy reviews
- Following legislative or regulatory changes
- As directed by the regulator

USI information and requirements will be maintained on the Canberra Valley Institute (CVI) website and reported in accordance with VET data reporting requirements.

#### 4.1 International Students Studying in Australia

- International students holding an Australian visa and studying in Australia are required to have a USI.
- Canberra Valley Institute (CVI) will inform students of this requirement and offer assistance as needed.
- A passport is the preferred form of identification, as it is linked to the student visa.

#### 4.2 General USI Process

- a. Students are provided with information regarding USI requirements and must:
  - Read and agree to the USI Privacy Notice and Terms
  - Provide their USI, or
  - Request Canberra Valley Institute (CVI) to locate or create a USI on their behalf
- b. Where a USI is provided by the student:
  - The USI is entered into the Student Management System
  - The USI is verified
  - If verification fails, the student is contacted to confirm details
  - Once verified, records are updated
- c. Personal information collected during the USI process is managed in accordance with the Records Management and Privacy Policies.
- d. AQF certification documentation is issued once USI verification is complete.
- e. Student data is reported in line with regulatory requirements.

#### 4.3 USI Creation by Canberra Valley Institute (CVI)

- a. The student completes and signs a USI Request and Consent Form (included in the

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application process for international students).

- b. The student provides acceptable identification documents.
- c. The consent form and supporting documents are retained in the student's file.
- d. Canberra Valley Institute (CVI) staff will:
  - Confirm identity (e.g., passport, driver's licence, Medicare card, ImmiCard)
  - Confirm contact details (email, mobile number, or address)
  - Check whether a USI already exists
  - Create a USI via the official USI Registry System
  - Obtain acceptance of USI Terms and Conditions
- e. Once created, the USI is provided to the student via their nominated contact method and recorded in the Student Management System.
- f. Students are advised to keep their USI secure for future use.

## **5. Responsible person**

- Chief Executive Officer (CEO)
- All enrolled students
- Management and administrative staff

## **6. Review of Policy**

Canberra Valley Institute (CVI) will review the *Unique Student Identifier (USI) Policy and Procedure* annually or on a needs basis (whichever occurs first).

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