

STUDENT IDENTIFIER REQUIREMENTS POLICY AND PROCEDURE	
Who is responsible	The director/senior trainer and training coordinator/compliance officer are responsible for ensuring that this process is followed.
When	Student enrolment, records management, training, and certification
Policy	<p>This policy outlines how Asbestos & You manages student identifiers (USIs) in accordance with the Student Identifiers Act 2014 and the Standards for RTOs, ensuring that all requirements for issuance, use, and verification of student identifiers are met.</p> <p>Asbestos & You is committed to meeting the requirements of the Student Identifiers Act 2014 and the Standards for RTOs by:</p> <ul style="list-style-type: none"> Verifying student identifiers prior to use. Not displaying student identifiers on any qualifications or Statements of Attainment. Ensuring no certification documentation is issued unless a verified USI has been provided, except in the case of an approved exemption.
Procedure	<p>Before using a USI for enrolment or certification purposes Asbestos & You must request the official USI Registry System to verify the USI, by confirming the identifier belongs to the student by matching personal details (e.g., name, DOB)</p> <p>The USI will be used for recording enrolment, training activity and reporting to government agencies.</p> <p>The USI will not be printed on any qualification or Statement of Attainment.</p> <p>Where an exemption has been granted by the Minister or under section 53(3) of the Student Identifiers Act 2014:</p> <ul style="list-style-type: none"> The student will be informed prior to enrolment or training commencement that their results will not be accessible through the Commonwealth USI system and that their results will not appear on any authenticated VET transcript. This notification will be documented and acknowledged by the student. <p>Asbestos & You will not issue AQF qualifications or Statements of Attainment unless the student has been assigned a verified USI or an exemption from the Minister</p> <p>The student management system will restrict certification generation without a valid USI and prevent the display of the USI on AQF certificates or Statements of Attainment.</p> <p>All USI verifications are maintained for audit purposes.</p>