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## Purpose

The purpose of this policy and procedure is to outline Everest Institute of Education (Ei)'s approach to ensuring it only issues qualifications, statements of attainment and records of results to students whose USI (Unique Student Identifier) has been verified and have completed all requirements of the program they are enrolled in. It outlines information related to students, staff and education agents understand the requirements of USI created (either by students or on their behalf), collected, verified and stored, by Ei . It will also outline how their USI and enrolment records are maintained and submitted to NCVER - National Centre for Vocational Education Research (NCVER).

## Policy

**Unique Student Identifier (USI):** USI is a randomly-generated 10 digit alpha-numeric code that is available online and at no cost to the student. The USI number will remain with that individual student for life and be recorded with any nationally recognised VET course that is undertaken from 1<sup>st</sup> Jan 2015 onwards. The USI will seamlessly link information about a student's VET achievements, regardless of where they studied, enable students to access secure digital transcripts of their achievements, and give students access to, and more control over, their educational information.

1. Everest Institute (Ei) issues AQF certification documentation to students whose USI has been verified unless an exemption applies under the Student Identifiers Act 2014 and have been assessed as meeting the requirements of a unit, module, qualification or course as specified in the relevant Training Package or VET Accredited Course.
2. Ei will verify with the Registrar, a Student Identifier provided to it by an individual before using that Student Identifier for any purpose
3. Ei will ensure that where an exemption applies, it 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,
4. Ei will ensure the security of Student Identifiers and all related documentation under its control, including information stored in its student management systems.
5. Ei will destroy any personal information which is collected solely for the purpose of applying for a USI on behalf of a student.
6. Student identifiers will not be included on the Certificate, Record of Results and Statement of Attainment. Ei has processes in place to verify a learner's Unique Student Identifier (USI) well in advance of when certification is expected to be issued.
7. Ei will ensure that current and past learners are able to access records of their achievements. All learners who hold a verified USI, and whose results have been reported into the USI system, will be able to access

their records through the USI system. If a learner's achievements have not been recorded through the USI system, Ei has a process in place to ensure that the learner can access their records in another way by applying directly to the Ei head office through a request.

### Procedure

#### 1. Pre-enrolment

Procedure	Responsibility
<ul style="list-style-type: none"> <li>Ei Enrolment / Admin Officer will inform student regarding the need to create USI through its Entry Requirement Policy and Procedure available on Ei website and through its Education agents and any pre-enrolment information communicated to the student directly or indirectly.</li> <li>Ei Enrolment / Admin Officer will inform student to access USI website (<a href="http://www.usi.gov.au">www.usi.gov.au</a>) on how to apply and why it is required by Ei.</li> </ul>	General Manager Administration Department

#### 2. Orientation or Commencement

Procedure	Responsibility
<ul style="list-style-type: none"> <li>Ei Enrolment / Admin Officer will ensure student provides their USI on Orientation or Commencement through use of their Commencement Form</li> <li>Ei Enrolment / Admin Officer will enter the USI in the student management system (SMS) and the enrolment will not be considered completed until the USI is verified.</li> <li>If the student is unable to provide the USI, Ei Enrolment / Admin Officer will help and guide student to apply on USI website (<a href="http://www.usi.gov.au">www.usi.gov.au</a>) and submit it once it is obtained.</li> </ul>	General Manager Administration Department

#### 3. Issuing Testamurs and Records of Results

Procedure	Responsibility
<b>A. Check eligibility</b> <ul style="list-style-type: none"> <li>Once a student has completed all the units or modules in a qualification they are eligible to have their qualification issued. Students who have completed a qualification and have paid all fees will have their qualification issued within 30 calendar days of completing the requirements of the qualification.</li> <li>The student must have a valid USI at the time of certification which must be verified by Ei before issuance.</li> <li>Where a student has completed the requirements of a qualification but have not paid all their fees, Ei will follow up with the student. In this case, the qualification will be issued after receiving the final payment.</li> <li>A certificate will be accompanied by a record of results.</li> </ul>	General Manager Administration Department
<b>B. Award the qualification</b> <ul style="list-style-type: none"> <li>Record the award of the qualification on the Student management system.</li> <li>The date of award will be the date on which the award is generated/issued.</li> </ul>	General Manager Administration Department

Procedure	Responsibility
<b>C. Print testamur and record of results</b> <ul style="list-style-type: none"> <li>Use the approved template to print the certificate.</li> <li>Use the approved template to print the record of results.</li> <li>Ensure the Testamur and record of results are signed by the CEO.</li> <li>Ensure the details printed on the certificate and record of results are accurate.</li> <li>Have the authorised person sign the certificate.</li> <li>Keep a copy of the certificate and record of results on the student's file.</li> <li>Ei will destroy any personal information that is collected solely for the purpose of applying for a USI on behalf of a student once the USI is issued to the student as per the Student Identifiers Registrar's Privacy Policy on <a href="http://www.usi.gov.au">www.usi.gov.au</a>.</li> </ul>	Administration

#### 4. Issuing Statements of Attainment

Procedure	Responsibility
<b>D. Check eligibility</b> <ul style="list-style-type: none"> <li>A student who has partially completed a qualification, or has completed a single unit, skill set or some VET Accredited Courses that commence with the words 'Course in...', will be issued with a Statement of Attainment. This includes a student who withdraws from a Course and has completed some units or modules.</li> <li>A statement of attainment should only be issued if all fees due have been paid.</li> <li>The student must have a valid USI at the time of certification which must be verified by Ei before issuance.</li> <li>Where a student has completed the requirements of a statement of attainment but have not paid all their fees, Ei will follow up with the student. In this case, the statement of attainment will be issued after receiving the final payment.</li> </ul>	General Manager Administration Department
<b>E. Record the statement of attainment</b> <ul style="list-style-type: none"> <li>A record of the issue of the statement of attainment will be entered into the Student management system as well as a physical copy in the student file.</li> </ul>	General Manager Administration Department
<b>F. Print Statement of Attainment</b> <ul style="list-style-type: none"> <li>Use the approved template to print the Statement of Attainment</li> <li>Ensure the details printed on the Statement of Attainment are accurate. The Axcelerate student management system will record the date of issue.</li> <li>Ensure the document is signed by the CEO.</li> <li>Keep a copy of the document in the student's file.</li> </ul>	General Manager Administration Department

Procedure	Responsibility
<ul style="list-style-type: none"> <li>Ei will destroy any personal information that is collected solely to apply for a USI on behalf of a student once the USI is issued to the student as per the Student Identifiers Registrar's Privacy Policy on <a href="http://www.usi.gov.au">www.usi.gov.au</a>.</li> </ul>	

### Document Control

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