

## 1. POLICY AND PROCEDURE DETAILS

Document Reviewer	Executive General Manager, Policy and Programs
Date Initiated	31 March 2018
Date Reviewed	May 2019
Next Review Date	May 2022
Associated Forms	Application to Issue
Relevant Policies and Procedures	N/A
Relevant Legislation (RTO Standards)	3.4, 3.6

## 2. AIM

The aim of this policy is to ensure that the Institute:

- manages all of its student records (including Unique Student Identifiers (USIs)) with the requisite level of confidentiality and sensitivity, and
- ensures that students and former students can access information about their VET achievements.

## 3. UNIQUE STUDENT IDENTIFIER (USI) SCHEME

The Unique Student Identifier (USI) scheme allows learners to access a single online record of their VET achievements. The scheme also allows for reliable confirmation of these achievements by employers and other RTOs.

Students are required to obtain and provide the Institute their USI at the point of enrolment or as soon as practicable.

The Institute will ensure that it verifies each learner's USI at the time of enrolment or when provided whichever comes first.

In all cases where an individual provides the Institute with a Student Identifier, the Institute will verify that Student Identifier with the Student Identifiers Registrar before using that Student Identifier for any purpose.

The Institute will ensure that the security of all information related to USIs (and including information stored in our Student Management System) is protected at all times.

## 4. RECORDS MANAGEMENT

The Institute will retain records of all qualifications and statements of attainment issued for 30 years.

The Institute will maintain registers of AQF qualifications they are authorised to issue, and of all AQF qualifications and statements of attainments issued (credentials register within the electronic Student Management System). These records are all stored in our electronic Student Management System.

The Institute's Student Handbook contains information concerning how learners can access records of past certifications that have been issued to them by the Institute.

## 5. PROTECTING STUDENT RECORDS

The Institute will ensure that at all times it has sufficient security measures in place to protect both digital and hard-copy records from loss, damage or unauthorised access. We ensure that our hard copy records (student enrolment documentation, student assessment materials and outcomes documentation) are stored in locked cabinets. Access to data stored on networks is subject to restricted access, and we use strong passwords on all network-connected computers. We create back-up copies of records and store them securely.