EVANTAA INSTITUTE



ENROLMENT & FEES

Unique Student Identifier (USI)

Policy & Procedure

Why a USI is required and how we collect, verify and protect it.

VERSION	EFFECTIVE	PROVIDER
3.0	June 2026	RTO 45866 · CRICOS 04025C

1. Purpose

The purpose of this policy and procedure is to outline Evantaa Institute's approach to ensuring it only issues qualifications, statements of attainment and records of results to students whose Unique Student Identifier (USI) has been verified and who have completed all requirements of the program they are enrolled in.

This policy outlines how students, staff and education agents understand the requirements for USIs to be created (either by students or on their behalf), collected, verified and stored by Evantaa Institute. It also outlines how USI and enrolment records are maintained and submitted to the National Centre for Vocational Education Research (NCVER).

2. Scope

This policy applies to all Evantaa Institute staff, including administration staff, and all students undertaking nationally recognised training. It applies across pre- enrolment, enrolment, commencement, training, assessment and issuance of certification documentation.

3. Policy

Evantaa Institute adopts the following principles in relation to Unique Student Identifiers (USI):

- A Unique Student Identifier (USI) is a randomly generated 10-digit alphanumeric code that is available online and at no cost to the student and remains with the individual for life.
- The USI links information about a student's VET achievements, enables access to secure digital transcripts and provides students with control over their educational information.
- Evantaa Institute will issue AQF certification documentation only to students whose USI has been verified, unless an exemption applies under the Student Identifiers Act 2014 and the student has been assessed as meeting the requirements of a unit, module, qualification or course.
- Evantaa Institute will verify a USI with the Student Identifiers Registrar before using that USI for any purpose.
- Evantaa Institute will ensure that where an exemption applies, the student is informed prior to enrolment or commencement that their training results will not be accessible through the Commonwealth system and will not appear on an authenticated VET transcript.
- Evantaa Institute will ensure the security of USIs and all related documentation under its control, including information stored in student management systems.

- Evantaa Institute will destroy any personal information collected solely for the purpose of applying for a USI on behalf of a student once the USI has been issued.
- Evantaa Institute will not include USIs on certificates, records of results or statements of attainment.
- Evantaa Institute will ensure that current and past learners are able to access records of their achievements through the USI system or, where required, by applying directly to Evantaa Institute.
- Evantaa Institute will ensure that staff responsibilities in relation to USI collection, verification and reporting are clearly defined and implemented.

4. Procedures

1 Pre-Enrolment

Administration staff must inform students of the requirement to create a USI through the Entry Requirements Policy and Procedure, Evantaa Institute website, education agents and any pre-enrolment information communicated directly or indirectly to the student.

Administration staff must inform students how to access the USI website (www.usi.gov.au), how to apply for a USI and why it is required by Evantaa Institute.

2 Orientation or Commencement

Administration staff must ensure that students provide their USI at orientation or commencement through the relevant commencement or enrolment documentation.

Administration staff must enter the USI into the Student Management System and must not consider the enrolment complete until the USI has been verified.

Where a student is unable to provide a USI, administration staff must assist and guide the student to apply for a USI through the USI website and submit it once obtained.

3 Issuing Testamurs and Records of Results

- Administration staff must ensure that a valid and verified USI is recorded for the student prior to issuing any AQF certification documentation.
- Administration staff must not issue a qualification or record of results where a valid USI has not been provided and verified, unless an exemption applies under the Student Identifiers Act 2014.
- Where a student does not have a USI, Administration staff must assist the student in obtaining a USI prior to certification being issued.
- Where a USI cannot be verified, or an issue arises, Administration staff must escalate the matter to the Campus Manager for review prior to issuing certification.

4 Issuing Statements of Attainment

- Administration staff must ensure that a valid and verified USI is recorded for the student prior to issuing a Statement of Attainment.
- Administration staff must not issue a Statement of Attainment where a valid USI has not been provided and verified, unless an exemption applies under the Student Identifiers Act 2014.
- Where a student does not have a USI, Administration staff must assist the student in obtaining a USI prior to issuing the Statement of Attainment.
- Where issues arise with USI verification, Administration staff must escalate the matter to the Campus Manager for review.

5 Variations

Evantaa Institute reserves the right to modify this policy as necessary to comply with legislative changes or organisational needs.

Document Control

Document Title	USI Policy and Procedure
Version	3.0 (Rebranded and reissued under Evantaa Institute)
Former Version	2.0
Effective Date	15 June 2026
Approved By	Chief Executive Officer (CEO)