

Purpose:

The purpose of this policy is to ensure AIHM is correctly using and recording USI details at all times.

Scope:

This policy covers all enrolled and potential students and administration staff.

Policy Details:

1. The student will provide AIHM their USI at the time of enrolment. Where a student has provided a USI it will be verified with the Registrar before being used for the student.
2. AIHM will verify a Student Identifier provided by an individual before using that Student Identifier for any purpose;
3. The student's USI will be recorded in their individual file and provided with training records submitted with AVETMISS data. Student files will be stored as per the Records Management Policy ensuring security of identifiers.
4. AQF qualifications and statements of attainment will not be issued until a student has provided, their USI. The USI will not be included on the Testamur, Statement of Attainment or Record of Results as per the Application of the AQF Qualifications Issuance Policy within the VET sector.
5. AIHM will ensure the security of Student Identifiers and all related documentation under its control, including information stored in its student management systems.