

Student Identifier Scheme (USI) Policy

This policy is designed to inform students undertaking training at Le Culinaire Hospitality Institute. This policy outlines the rights of the students and the duties of the Le Culinaire Hospitality Institute.

WHAT IS THE UNIQUE STUDENT IDENTIFIER (USI)?

The Unique Student Identifier (USI) scheme allows students to access a single online record of their VET achievements. The online system provides each student with a USI and allows for reliable confirmation of these achievements by Registered Training Organisations (RTO's)

The USI scheme will provide a national online authenticated record of student's training attainment. Over time, the ability of students to access and share their training records will make enrolment processes more efficient for training providers and the students.

PURPOSE OF THE UNIQUE STUDENT IDENTIFIER (USI)

When reporting data about the training, each record of nationally recognised training that is provided to the national centre for vocational education research (NCVER) national VET provider collection will have a USI attached. This USI will be used to draw down on this data collection in real time. This means that, in the future, students will be able to draw down a record of their VET achievements from one place. They can view this online, or they can use the data to develop a transcript that they can attach to a job application, for example.

Le Culinaire Hospitality Institute (with the student's permission) will also be able to draw down information about that student's previous VET attainments throughout Australia. This will assist with assessing student's admission to courses and in some circumstances, their eligibility for funding.

Training providers will have access to an online information source to manage student transfers between training providers, and the assessment of credit transfer and pre-requisites.

STUDENTS UNIQUE STUDENT IDENTIFIER (USI) RESPONSIBILITY

Your Unique Student Identifier (USI) is your individual education number for life. It also creates a Government authenticated record of your vocational education and training (VET) achievements. You need a USI if you are: a student studying nationally recognised Vocational Education and Training (VET)

USI SECURITY

Security measures are in place to protect both digital and hard-copy records from loss, damage or unauthorised access.

Le Culinaire Hospitality Institute stores paper-based records in a locked room. Digital records are backed up on a Cloud system. All AQF certification documentation issued by Le Culinaire Hospitality Institute is kept for 30 years.

YOUR PRIVACY

The personal information that you provide to the Student Identifiers Registrar is collected, used, and may be disclosed, in accordance with the provisions of the Student Identifiers Act 2014 and the Privacy Act 1988. The Student Identifiers Registrar's Privacy Policy provides information about the protection of your information, including how you can access and seek correction of your personal information held by the Student Identifiers Registrar and how to make a complaint about a breach of your privacy and how such complaints are handled.

For further information please refer to the [USI Student Help Line](#)

FEES

There are no fees associated with creating a USI from the government website. If you require Le Culinaire Hospitality Institute staff to assist with managing your USI entry or creation, administration fees may be applicable.

MORE INFORMATION

More information is available from the Department of Industry's website where a comprehensive video outlines the USI scheme and exemptions available.

www.USI.gov.au

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