



The Unique Student Identifier (USI) was introduced under the Student Identifiers Act 2014 to provide learners with a comprehensive training record from a single source. All students undertaking nationally recognised training must have a valid USI for qualification issuance. This policy ensures compliance with the Standards for RTOs 2025 and the Student Identifiers (VET Exemptions) Instrument 2021, while maintaining secure and efficient USI management processes.

Policy Name	Unique Student Identifier (USI) Policy
RTO Name	Pegasus International College
RTO Code	46222
Standard	Standards for RTOs 2025 – Standard 2.1, 4.2, 4.3, 4.4
Version	V1
Effective Date	March 2026
Review Date	May 2027
Policy Owner	CEO

1. SCOPE

This policy applies to:

- All learners and Administrative and Support Staff; and
- All systems and processes relating to enrolment, USI verification and issuance of training outcomes.

2. SOFTWARE

- USI Registry (www.usi.gov.au – USI verification platform)
- Avetmiss Done (Student Management System – storing and recording verified USI data)
- Moodle (LMS – student records)

3. RESPONSIBILITIES

CEO

- Ensures compliance with USI requirements and legislation.
- Oversees secure data management practices relating to USI records.

Administrative and Support Staff

- Collects, verifies and maintains USI records on Avetmiss Done.
- Manages communications with students regarding USI verification errors or exemptions.



4. GENERAL PRINCIPLES

At Pegasus International College, we are committed to:

- Ensuring all students undertaking nationally recognised training provide a valid USI prior to the issuance of any Qualification or Statement of Attainment. Where a student does not have a USI, they are required to obtain one from: www.usi.gov.au.
- Verifying each student's USI during the enrolment stage, or when the USI is provided if not included in the initial enrolment form.
- Following exemption guidelines as outlined in the Student Identifiers (VET Exemptions) Instrument 2021, including:
 - Where, after having consulted with ASQA, is exempted from the requirement to collect and submit AVETMISS compliant data on a nationally recognised training activity where submission of that data would conflict with defence or national security legislation or could jeopardise the security or safety of defence, border protection, customs, national security or police personnel;
 - International students undertaking and completing their nationally recognised training program outside of Australia; and
 - Individuals who have been granted an exemption from the Registrar to be assigned a USI in order to be issued a VET Qualification or Statement of Attainment where the individual has a genuine personal objection to being assigned a USI.
- Informing students where a USI is not required that their results will not appear on their authenticated VET transcript. This information is relayed to the student in the Student Handbook.

5. LEGISLATIVE AND STANDARDS COMPLIANCE

This policy aligns with the following:

Standards for RTOs 2025

- **Outcome Standards:**
 - **Standard 2.1** – VET students have access to clear and accurate information, including to make informed decisions about the training product and the RTO, and are made aware of changes that affect them.
 - **Standard 4.2** – Roles and responsibilities are clearly defined and understood.
 - **Standard 4.3** – Risks to VET students, staff and the RTO are identified and managed.
 - **Standard 4.4** – The RTO undertakes systematic monitoring and evaluation to support the delivery of quality services and continuous improvement.
- **Compliance Standards:**
 - **Standard 12** – Student identifier requirements.
 - **Standard 20** – Compliance with laws.

Legislation and Regulatory Instruments

- Student Identifiers Act 2014
- Student Identifiers (VET Exemptions) Instrument 2021

Failure to comply with this policy can have serious consequences, including but not limited to:

- **For Pegasus International College** – breaches of USI legislation may result in financial penalties, loss of registration, or inability to issue AQF certification documentation.
- **For Staff Members** – staff who fail to comply may face disciplinary actions, up to and including termination of employment.
- **For Learners and Clients** – non-provision or invalid USI may prevent qualification issuance or the inclusion of training records on VET transcripts.

6. CONTINUOUS IMPROVEMENT

- A risk management approach will be taken when reviewing and updating this policy to ensure compliance with evolving legislative requirements.
- A review of this policy is to be conducted at least once a year. The Continuous Improvement Schedule outlines when this review is to take place.
- An internal audit is to be conducted at least once a year to assess compliance with this policy. The audit schedule is outlined in our Continuous Improvement Schedule and areas for improvement are documented in our Continuous Improvement Register.
- Internal audit review questions for self-assurance purposes should include:
 - Are USIs being collected for all students unless a valid exemption applies?
 - Are USIs being properly validated prior to the issuance of qualifications?
 - Are USI records stored securely on Avetmiss Done with access limited to authorised personnel?

7. RELATED DOCUMENTS

- Continuous Improvement Register
- Continuous Improvement Schedule
- Enrolment Form
- Student Handbook

USI VERIFICATION PROCEDURE

1. COLLECTION

- i. A student's USI is collected during the enrolment process via the Enrolment Form.
- ii. If a student is having trouble creating a USI, refer them to the USI Help Centre at www.usi.gov.au.

2. VERIFICATION

- i. When an Enrolment Form is received, confirm that a USI has been provided.
- ii. If no USI is found, request it during the Enrolment Interview and note this on Avetmiss Done.
- iii. If a USI has been provided, verify it on the USI Registry at www.usi.gov.au and record the outcome on Avetmiss Done.

3. RECORD MANAGEMENT

- i. If the USI is verified as correct, record a confirmation note in the student's file.
- ii. If an error returns, check the information and try again. Note that the student's first name must match their legal first name as registered on the USI Registry.
- iii. If the error persists, note it on Avetmiss Done, inform the student during the Enrolment Interview and request the correct information.
- iv. All USI information must be kept secure. Only authorised personnel have access to this information on Avetmiss Done.

USI VERIFICATION PROCESS FLOW-CHART

