



## **UNIQUE STUDENT IDENTIFIER (USI)**

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### **POLICY AND PROCEDURE**

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The *Student Identifiers Act 2014* was approved and came into effect from the 1<sup>st</sup> January 2015. Any USI provided to Hallmark Institute by a student must be **verified** with the USI Registrar. This may be achieved by inserting the USI into the Learner details within VETtrak and changing the USI status to “Verify”. Once verified the status will have been changed to “Valid”. If the status does not change to valid then one of the following learner details is incorrect:

- First name
- Last name
- Date of Birth
- The Unique Student Identifier

These are the only data elements used to verify a USI so if it does not verify then one of these elements is incorrect. A common error is the abbreviation of the learner’s name. The learner may have registered their USI with the first name of “Benjamin” but has completed the enrolment application form with the first name of “Ben”. The first name provided by the learner must align with the name they provided when they registered their USI.

- Learner Identifier details and all related documentation under the control of Hallmark Institute **must be kept secure**. This includes the information stored within VETtrak. User profiles and password protections to VETtrak are to be used in order to prevent any unauthorised access to USI information.
- Further information on the Unique Student Identifier can be accessed via the following website:

<https://www.usi.gov.au/providers>