NSW Health
Registered Training Organisation

Capturing and Recording USI Procedure

RTO Number 90198

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TRIM Document Classification	GOVERNANCE - Academic - Policies
Publication Date	5 August 2021
Contact	Executive Manager, NSW Health RTO
Consultation	NSW Health RTO Strategic and Steering Committee
	NSW Health RTO Operations and Compliance Committee
Applies to	NSW Health RTO
NSW Health RTO	• Smart and Skilled
Related Procedures	• Development and Approval of Marketing and Advertising Materials
Forms and supporting documents	• Marketing and Advertising Checklist
	• Program Guide (PG)
	• Guidelines to the development of PG
Review date	5 August 2022

DOCUMENT HISTORY

Version	Issued	Author	Reason for Change
v1.0	April 2015	RTOEO	Changed in line with the revised Standards for RTOs 2015
v.2.1	January 2018	RTOEO	Updated to make reference to:
			— Smart and Skilled requirements
			— Pre-Enrolment Course Information (PECI) template and guidelines
v2.2	August 2018	RTOEO	Removal of the Marketing and Advertising Procedure from the Policy.
			Includes new process – Approval and sign off of the marketing and advertising materials by RTO Executive Office prior to its release
v2.3	October 2019	RTOEO	Changed from bullet points to numbering.
			Added the Program Guide which replaced PECI throughout the document.
			Removal of reference to PECI and Course Guide
v2.4	February 2020	RTOEO	Amended the titles of the RTO new Committees
v2.5	August 2020	RTOEO	Removal of reference to PECI and Course.
v2.6	August 2021	RTOEO	Annual Review

Issued by the Executive Manager, NSW Health RTO under the authority of the Chief Executive (CE).

Document Number	TRIM Ref: DOC19/4060
TRIM Document Classification	GOVERNANCE - Academic - Procedures
Publication Date	21 September 2020
Contact	Executive Manager, NSW Health RTO
Consultation	NSW Health RTO Strategic and Steering Committee
	NSW Health RTO Operations and Compliance Committee
Applies to	NSW Health RTO
Related Policies	Records Management
	Issuance of Certification
	Smart and Skilled
Related Procedures	Capturing and Recording Student AVETMISS
	Managing Student Files
	Issuance of Certification
	Re-Issuance of Certification
	Smart and Skilled
Forms and supporting documents	Filing Structure for VET Programs and Student Files
	Certificate Register
	Replacement Certificate Register
	RTOEO Checklist for Issuance of Certification
Review date	21 September 2021

DOCUMENT HISTORY

Version	Issued	Author	Reason for Change
v1.0	February 19	RTOEO	Removed the Procedure information from the Policy
			Set up a standalone procedure.
v1.1	September 20	RTOEO	Amended the titles of the RTO new Committees

Issued by the Executive Manager, NSW Health RTO under the authority of the Chief Executive (CE).

Definitions

ARS	Assessment Record Summary
ASQA	Australian Skills Quality Authority, National Regulator for RTOs
Assessment	The process for collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET accredited course.
Assessment Tools	Includes, context and conditions of assessment, tasks to be administered to the student, an outline of the evidence to be gathered from the candidate and evidence criteria used to judge the quality of performance (i.e. the assessment decision-making rules). This term also takes in the administration, recording and reporting requirements, and may address a cluster of competencies as applicable for holistic assessment.

NSW Health RTO uses the following documents:
- Student Assessment Workbook (SAW)
- Workplace Observation Books
- Assessment Decision Criteria (ADC)
- Competency Mapping Matrix (CMM), and
- Associated policies, procedures and guidelines

AVETMISS	Australian Vocational Education and Training Management Information Statistical Standard.
Certificate	Issued to students who complete a full qualification (i.e. deemed competent for each UOC within the qualification).
CT	Credit Transfer.
MHL	My Health Learning – The NSW Health state-wide learning management system (LMS) that is used to manage student enrolments and progressions.
Program	AQF Qualification, Skill Set, Skill Cluster and standalone Unit of Competency, as well as accredited full and short courses and modules.
ROR	Record of Results – Issued with the Certificate. This document lists all the UOCs attained for the qualification.
RTOEO	NSW Health RTO Executive Office.
SOA	Statement of Attainment - Issued to students who complete one or more UOCs including a skill set/skills cluster, stand-alone Unit of Competency or partially completes a full qualification.
UOC	Unit of Competency.
USI	Unique Student Identifier.
VET	Vocational Education and Training.
VET Products	AQF Qualification, Skill Set, Skill Cluster and standalone Unit of Competency.

Procedure

- NSW Health RTO manages all records associated with the operations of the RTO accurately and with integrity to meet the requirements of the VET Quality Framework, including the Standards for RTOs 2015.

- All VET Programs (full qualifications/skill sets/skill clusters and single units of competency) are to be managed via MHL, including the enrolment process and recording of results.

- All students have access and the ability to enter their USI in MHL, except in circumstances where students do not have access to MHL.

- Delivery sites must provide assistance to students who may require additional support in obtaining their USI.

Delivery Site
Approves Student Enrolment in VET Program and Informs of USI Requirements
	• Advise Students of approval to enrol in VET Program and of the requirement to **obtain their USI**, prior to program commencement, by following this link https://www.usi.gov.au/.
	
	  The USI must to be created online by students.
	
	• Inform students of the following requirements to obtain their USI When creating a USI, students need to be aware of the following:
	
	  1. Have **at least <u>two forms of identification</u>** ready from the list below. **Ensuring their full name is the same across the identification documents and Stafflink where possible to minimise errors:**
	
	     • Driver's Licence
	     • Medicare Card
	     • Australian Passport
	     • Visa (with Non-Australian Passport) for international students
	     • Birth Certificate (Australian)
	     • Certificate Of Registration By Descent
	     • Citizenship Certificate
	     • Immigration Card
	
	    IMPORTANT: To make sure all students' training records are kept together, the USI will be linked to their name as it appears on the form of ID used to create the USI. The personal details entered on creation of the USI must match exactly with those on the form of ID.
	
	  2. Have their personal contact details ready (e.g. email address, or mobile number, or address)
	
	  3. Visit the USI Website at: https://www.usi.gov.au/
	
	  4. Select the 'Create a USI' link and follow the steps
	
	  5. Agree to the Terms and Conditions
	
	  6. **Follow the instructions to create the USI** – it should only take a few minutes. Upon completion, the USI will be displayed on the screen. It will also be sent to the student's preferred method of contact (i.e. email, mobile phone message).
	
	  7. Make note of the USI and verify it on My Health Learning.
	
	• **If students are unable to create their USI**, the NSW Health RTO Executive Office (RTOEO) staff can create a USI on their behalf as long as the students provide their consent in writing to the delivery site staff.
	
	• Delivery site provides the consent and two forms of identifications to the RTOEO to create the student USI.

RTOEO **Creating USIs on behalf of students (if they are unable to)**	• Should the student provide consent to the RTOEO to obtain the USI on their behalf, the RTOEO must provide the Privacy Notice to the student. This can be found on: https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf • Informs students of their USI

Students Upload and Verify USI on MHL	• Enrol in MHL and uploads the USI number in the section located within My Details section of their MHL record (the My USI tab) • For students who do not have access to MHL, the delivery site staff must provide the required support for students to upload their USI. USI is case sensitive; therefore students must ensure **caps** is on when they **type their USI in the provided field**. USI is always ten (10) characters. • Enter and verify the USI where indicated in the field. If the USI is already verified in My Health Learning, the student will see their USI information when they click on the My Details >> My USI. Students are not required to verify their USI every time they enrol into a VET course. • Notify the delivery site staff if they ae unable to verify their USI on MHL.

Delivery Site USI Not Verifiable	*The USI will not be verifiable if the first name, family name and date of birth in MHL are different to the first name, family name and date of birth provided to create their USI. (that is if different to the documentation they provided at the initial USI registration)*
	Ideally, students must ensure their first and last name is identical in MHL and on the USI website. Therefore, it is important to use appropriate identification documents to create the USI.
	If the USI is not verifiable in MHL, the user must contact their local education service with the following information.
	    • USI
	    • First Name in MHL
	    • First Name on the USI website
	    • Family Name on MHL
	    • Family Name on the USI Website
	    • Date of Birth
	    • Written permission for NSW Health RTO
	
	• LMS RTO Administrator will include this information in the **USI not verifiable Register**.
	• Inform the RTOEO and email the Non-verifiable USI register to HSNSW-RTO@health.nsw.gov.au for verification in the USI Website.

Delivery Site Non-Verifiable USI Register	• Delivery site LMS RTO Administrators, • Include all the items listed in the table above (with Information Regarding the USI).
RTOEO Staff Verify USIs	• Verify the USI in the USI Website. If unable to verify with the information provided the LMS RTO Administrator to request the email the student received when they first registered for their USI. • Forward the list to eHealth for manual insertion in the student's record
eHealth Staff	• eHealth uploads the MHL and notifies the RTO Executive Office
RTOEO Staff	• Notify the delivery site MHL RTO Administrator of the update

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