

USI and VETtrak POLICY

Rationale:

To ensure there is a systematic process to;

- Meet the requirements for the implementation of a national unique student identifier, and
- Have a records management system in place that has the capacity to provide the registered body with AVETMISS compliant data.

Aims:

The recording of USIs and recording of data in an AVETMISS compliant student management system are essential for the operations of the RTO. Kyabram P-12 College RTO (22264) will follow the implementation guidelines below to ensure that there are systematic processes to both meet the requirements for the implementation of a national unique student identifier and have a records management system in place that has the capacity to provide the registered body with AVETMISS compliant data.

Procedures will be established to ensure that student USI information is secured and to ensure that the USI is collected and verified prior to the issue of certification and that VETtrak is administered in such a way as to provide accurate, timely and AVETMISS compliant data to the registered body.

Implementation:

- Careers counselling staff get students to create a USI in the event of choosing a VET subject and encourage students to save in a safe place.
- Students receive an explanatory USI letter.
- Students receive a USI privacy statement.
- Students use their unique USI to enrol in their respective course/s.
- This USI is private and confidential and will not be shared.
- As students complete their Units of Competency it is recorded in their training plan.
- At the completion of the year, course, or on exit from school or the course training plans are passed to the VETtrak administrator.
- The VETtrak administrator enters the data into VETtrak (AVETMISS compliant student management system).
- VETtrak passes on this data to the relevant registering body.