

Unique Student Identifier Policy and Procedure

Date of Implementation – 8 January 2026

Authorisation - Chief Executive Officer

Purpose

Rise Education and Training is committed to the implementation of the national requirements for issuing Unique Student Identifiers (USI). Before Rise Education and Training can issue accredited certification documentation or a Statement of Attainment, it ensures that it has obtained a valid USI from each student.

Rise Education and Training meets the requirements of the Student Identifier scheme, including:

- Verifying USI's provided to them before using the USI.
- Making sure AQF certification documents are not issued to students before the student supplies their USI (exceptions are students who may have an exemption under the Student Identifier Act 2014)
- When an exemption does apply, letting the student know before enrolment or commencement of training and assessment (which ever comes first) that results will not be accessible through the Commonwealth and will not appear on any authenticated VET transcripts prepared by the Registrar.
- Making sure all information and documentation related to the USI's are stored securely in Rise Education and Training Student Management Systems (aXcelerate).

Procedure

Best practice ensures that Rise Education and Training vigorously attempts to obtain/create a Student's USI prior to them enrolling to confirm the applicant/Student's USI details as soon as the course commences.

This is actioned by one of three ways, Rise Education and Training will:

- Verify a USI an applicant/Student provides
- Provide instruction on how a student may create a USI through a link to the USI website, or
- Advise the student how to locate the applicants/Student USI for them (if they have forgotten or misplaced this information through the 'forgot USI function in the USI website).

USI Information

Rise Education and Training refer all applicants/Students to the department USI website:

<https://www.usi.gov.au/> as part of Rise Education and Training application and enrolment procedure.

As part of this process, Rise Education and Training collects existing USIs and supports applicants/Students to update existing USI details. Rise Education and Training Student Handbook provides a statement about the benefits of holding a USI, specifically that the student may access authenticated VET transcripts that detail their previous achievements, and that they may use these transcripts to apply for credit transfer, wherever applicable.

Applicants/Students with a USI

Applicants/Students who already have a USI will be required to provide this 10 character number at the time of enrolment, as recorded on the relevant Rise Education and Training Application/Enrolment Form. This USI is in turn verified for accuracy by Rise Education and Training.

Verification of the Applicant/Student's USI

The following fields are entered into aXcelerate and are checked that they exactly match the details on the USI Registry by Rise Education and Training through the 'Verify USI' function: full name, date of birth, gender, country of birth, town/city of birth, email address, mobile/home phone number, postal address.

If the applicant/Student has changed any details, such as address, contact details or name since initially registering for their USI, this function will not work and Rise Education and Training will instruct the applicant/Student to contact the USI Registry directly to obtain it. They can do so by calling the USI Hotline on 1300 857 536 or visiting their USI Help Website.

For those applicants/Students who have matching information, Rise Education and Training will:

- Click through the last page of the Personal Details in aXcelerate
- Check the box 'Update client contact details in the USI Registry' and select 'Finish'
- To ensure updates have been made simply go back to the applicant/Students Personal Details and right-hand click 'Edit client' Select the 'Verify now' button and the USI search should bring up a 'valid' USI.

Change of Surname Process

Occasionally, Rise Education and Training will come across an applicant/Student who requires a change of surname. The process that needs to be followed will depend on the form of identification the applicant/Student provides to make the change.

1. For Applicants/Students who have Supporting Documentation:

Rise Education and Training will ask the applicant/Student to log into their USI account and edit their contact details. When changing their surname, they will be prompted to supply a supporting form of ID.

To ensure this has worked correctly and the changes have been saved, Rise Education and Training will log into aXcelerate, select the 'Verify now' button in the Client Portal and the USI search should return as 'Valid'. Notes must be made into aXcelerate with the date change and previous SURNAME.

2. For Applicants/Students who only has a Marriage Certificate:

The applicant/Student will need to email the USI Registry with Subject Line: 'Change of Family Name' and request that their surname is changed. They will need to attach a copy of their Marriage Certificate to the email. The USI Registry will call the applicant/Student to confirm details and update their system accordingly. The applicant/Student is to then contact Rise Education and Training to notify the change has been updated.

To ensure this has worked correctly and the changes have been saved, Rise Education and Training will log into aXcelerate, select the 'Verify now' button in the Client Portal and the USI search should return as 'Valid'. Notes must be made into aXcelerate with the date change and previous SURNAME.

3. For Applicants/Students have No Supporting Documentation:

The applicant/Student cannot update their USI details without supporting documentation and is instructed to contact the USI Registry.

Applicant/Student Privacy of Information

When Rise Education and Training applies for a USI on behalf of an applicant/Student, the USI Register will verify the applicant/Students identify using the information that has been provided. The USI Registry will do so through the Document Verification Service (DVS) managed by the Attorney-General's Department which is built into the USI online application process.

Privacy of Information

The personal information about the applicant/Student that is provided to the USI Registrar, including their identification information, is protected by the Privacy Act 1988 Cth (Privacy Act). The collection, use and disclosure of any applicant/Student's USI is protected by the Student Identifier Act 2014.



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Publication

This policy is available through publication on the website, www.riseeducation.com.au and in summary within the Student Handbook.

Government Related Documents

Skills Assure Program Schedule 2 – School Based Apprenticeships and Traineeships (SATs)

Skills Assure Program Schedule 3 – Career Start

Skills Assure Program Schedule 4 – Career Boost

Skills Assure Program Schedule 5 – Continuing Students

Skills Assure Program Schedule 7 – Free Apprenticeships for Under 25s

Skills Assure Supplier Policy 2025-2028

Skills Assure Supplier Audit Evidence Requirements 2023-2025

Related Documents

SUPPORTING DOCUMENT Student Application and Enrolment Form

SUPPORTING DOCUMENT USI Privacy Notice (gov issued)

SUPPORTING DOCUMENT Student Handbook

Associated Policies and Procedures

POLICY AND PROCEDURE Application Suitability and Enrolment

POLICY AND PROCEDURE Fees Charges and Refunds

POLICY AND PROCEDURE Complaints and Appeals

Responsible Officer

The responsible officer for the implementation and training for this Policy and Procedure is the Chief Executive Officer.



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Document History and Version Control

Version	Date Approved	Approved By	Brief Description
1.0	8 January 2026	CEO	Newly Developed Policy