



USI and Enrolment Data Policy

Policy Name

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Version

1.0

Effective Date

1 July 2025

Review Date

1 July 2026

Policy Owner

Compliance Manager / Student Services

Related Standards

Outcome Standards 1.1, 3.2, 3.4; Compliance Requirements 1, 5, 6

1. Purpose

To ensure that NUA Learn collects, verifies, manages and stores Unique Student Identifier (USI) and AVETMISS-compliant enrolment data securely and in accordance with the revised Standards for RTOs 2025.

2. Scope

This policy applies to all learners enrolled in nationally recognised training with NUA Learn and all staff or third parties involved in enrolment or data handling processes.

3. Definitions

- USI: Unique Student Identifier issued to learners undertaking nationally recognised training.
- AVETMISS: Australian Vocational Education and Training Management Information Statistical Standard.
- Enrolment Data: Information required for government reporting and registration of learners.

4. Policy Statement

NUA Learn will:

- Ensure that all learners have a valid USI prior to enrolment finalisation.
- Verify all USIs via the aXcelerate Student Management System.
- Collect all required AVETMISS fields as per the National VET Provider Collection specifications.
- Store USI and enrolment data securely in line with the Privacy Act 1988.

- Provide assistance to learners who require help creating a USI.
- Inform learners about how their data will be collected, used and stored.

5. Procedure

1. Learner completes the online or paper-based enrolment form, including consent for USI creation/verification.
2. Staff check if USI is provided and validate it via aXcelerate.
3. Where necessary, staff assist in USI creation and document consent.
4. All AVETMISS fields are completed and uploaded to aXcelerate.
5. Any discrepancies are resolved with the learner before enrolment confirmation.
6. Enrolment data is audited regularly to ensure accuracy and compliance.

6. Responsibilities

Role	Responsibility
Compliance Manager	Ensures adherence to USI legislation and AVETMISS compliance.
Student Services Team	Collects and verifies USI and enrolment data.
Trainers	Ensure no learner commences training without a verified USI.
CEO	Oversees systemic compliance and data security.

7. Monitoring and Review

- Enrolment and USI records will be reviewed monthly to ensure compliance with AVETMISS standards and data integrity requirements.
- USI verification logs will be monitored via the student management system (aXcelerate) for accuracy and completeness.
- Enrolment processes will be audited annually as part of NUA Learn's internal compliance monitoring plan.
- Records of review activities will be reported through the **Annual Internal Audit Report**.

8. Related Documents

- Enrolment Form
- AVETMISS Enrolment Checklist
- Records Management Policy
- Privacy Policy
- Enrolment and Fee Agreement
- Compliance Monitoring Plan