

Memo

School RTO — Unique Student Identifier (USI)

Purpose

To inform school registered training organisations (RTOs) that they are required to record a verified Unique Student Identifier (USI) as part of an individual vocational education and training (VET) student enrolment to maintain compliance with the *Student Identifiers Act 2014* (Cth) and *National VET Data Policy*.

Background

The QCAA holds delegated responsibility from the Australian Skills Quality Authority (ASQA) for registering school RTOs and assessing their compliance with the VET Quality Framework (VQF).

Collecting and reporting a student's USI is a requirement under conditions of RTO registration and Commonwealth legislation.

School RTOs must maintain accurate VET student enrolment and result data for any students in Years 10, 11 and 12 in the QCAA Student Management application (app), accessed through the [QCAA Portal](#).

What you need to do

Please ensure all relevant school RTO staff are aware of the following processes.

- Prior to enrolment** in a training product, students are informed:
 - of the USI requirements and the national USI Registry System
 - that AQF certification will only be issued to students who are entitled to receive it and have provided the school RTO with a verifiable USI unless an exemption applies under the *Student Identifiers Act 2014* (Cth).
- On enrolment** in a training product, students:
 - are informed of the VET Data Privacy Notice by the school RTO
 - provide their individual USI to the school RTO.
- As part of the** enrolment process for a training product, the school RTO:
 - verifies individual USIs
 - records the verified USI **and** full details of the qualification in the QCAA Student Management app, accessed through the [QCAA Portal](#)

- complies with due dates for recording VET student enrolments and reporting results, as per the [Senior Education Profile \(SEP\) calendar](#)
- uses USIs in accordance with privacy requirements under relevant legislation.

Note:

- If a student does not obtain and supply their USI to the school RTO, they cannot be issued with any AQF certification (certificate or statement of attainment).
- If a student's verified USI is not included in the school RTO reporting data that is provided to the QCAA, the data cannot be added to the student's USI account.
- A student may make a request to the Student Identifiers Registrar to be exempt from having a USI. Refer to the [Exemptions from USI](#) webpage on the Australian Government USI website.

Finding out more

School RTOs can access the following resources to find more information:

- [National VET Data Policy](#) on the Australian Government Department of Employment and Workplace Relations (DEWR) website
- [Unique Student Identifier \(USI\) — Reporting requirements and exemptions](#) webpage on the Australian Government USI website
- [National Vocational Education and Training Regulator \(Compliance Standards for NVR Registered Training Organisations Fit and Proper Person Requirements\) Instrument 2025](#) (for information about student identifier requirements)
- [Data management and USI procedures](#) webpage on the QCAA website
- Student Management app guides in the [help](#) section of the [QCAA Portal](#)
- *Data management and USI policy and procedure*, which supports school RTOs in developing and maintaining compliant systems, policies and practices, in the [QCAA Portal VET app](#).

For questions about:

- using the **VET** app, please complete a *Question activity* in the VET app
- using the **Student Management** app, please email certification@qld.edu.au.

Jo Butterworth
Executive Director, Curriculum Services Division

 © State of Queensland (QCAA) 2026

Licence: <https://creativecommons.org/licenses/by/4.0> | **Copyright notice:** www.qcaa.qld.edu.au/copyright — lists the full terms and conditions, which specify certain exceptions to the licence. |