

Data management and USI

VET policies and procedures

School RTO approval statement					
School RTO name	Redbank Plains State High school				
Policy start date	4/10/2024	QCAA school number	133	National provider number	
The Principal as Chief Executive Officer (CEO) approves: <ul style="list-style-type: none">• the policy, procedure and implementation requirements• all identified attachments to this policy and procedure• all modifications to the policy and procedure prior to implementation• the delegated Registered Training Organisation (RTO) officer/s to implement the policy and procedure• the allocation of time to ensure delegated officers carry out all components within the prescribed timelines and dates of all activities outlined in the quality calendar detailed through this policy and procedure• the RTO Manager monitoring, evaluating and reviewing the application of this policy and procedure to ensure compliance at all times• the QCAA analysing these documents when conducting audits• that email addresses provide the same acknowledgment as a signature.					
RTO Manager			Principal		
Name	Amy Luxton		Name	Aimee Argiro	
Email	Aluxt2@eq.edu.au		Email	Abrow468@eq.edu.au	
Date	4/10/2024		Date	4/10/2024	
All additional delegated officers (add additional places to this table as required)					
Delegated officer	Diana Furlan		Delegated officer	Jake Currie	
Email	Dfurl4@eq.edu.au		Email	Jcurr227@eq.edu.au	
Date	4/10/2024		Date	4/10/2024	
Delegated officer	Mary Zaszlos				
Email	Mzasz4@eq.edu.au				
Date	4/10/2024				

Section 1 Policy and procedure

Section 1 sets out the RTO's policy and procedure relating to obtaining, recording and reporting compliant Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) data.

Relevant Standards: 1.26, 2.1, 2.2(b), 3.4–3.6(a), 3.6(d) and Schedule 5, 5.2(c), 7.5, 8.1(a, c, f), Australian Qualifications Framework (AQF), *Student Identifiers Act 2014*, Data Provision Requirements 2012, AVETMISS and National VET Data Policy 2020.

Data management

Recording student data policy and procedure			
Policy	Enrolment	Management	Records and retention
<ul style="list-style-type: none"> The RTO will maintain and provide accurate and complete student enrolment and outcome data using the QCAA-approved student management software system (SM). All training and assessment provided by the RTO will be reported to the QCAA. Student unit enrolment must align with the relevant qualification's current TAS document. Students will only be enrolled in qualifications that are on the RTO's current scope of registration. Complete student enrolment data for qualifications and units of competency will be entered into SM by the end of Term 1 of each calendar year. This is a QCAA mandatory requirement. Final student outcomes for units of competency and qualifications will be quality assured by RTO management prior to being recorded in SM. Final outcomes will be recorded soon after a student has been assessed and RTO management approves the assessment decision. If a student exits a program or leaves the RTO, records must be updated immediately and any certification issued within 30 calendar days. The RTO will fully cooperate with the QCAA in providing data, including student enrolment, USI and quality indicator reports. 	<ul style="list-style-type: none"> Prior to commencement of training and assessment, student data will include: <ul style="list-style-type: none"> enrolment in at least the minimum number of units of competency required by the qualification or accredited course proposed start and end dates for each unit of competency interim outcome of <i>Continuing enrolment</i> for each unit of competency confirmation that the qualification's currency period on training.gov.au is of sufficient length for students to complete the learning program the duration (difference between start and end dates) of the learning program aligns with the TAS document. The QCAA expects students to be enrolled in all required units of competency. The QCAA only requires outcome data to be recorded when it occurs or by the end-of-year reporting date, whichever comes first. 	<ul style="list-style-type: none"> Recording of student progression data is managed through cooperation between the assessor, RTO management and data management officers. Assessor's outcome decisions will be recorded in a student profile. The student profile document is approved by RTO management as part of the assessment system. The profile data will be used to enter student unit of competency outcomes as they become available or by the end-of-year reporting date, whichever comes first. When a qualification or unit is superseded, the affected students will be transitioned within the required transition timeframe or complete the qualification before the expiry of the transition or end of the 'teach out' period. 	<p>The RTO will ensure that:</p> <ul style="list-style-type: none"> records of final student outcomes are accessible and retained for a period of 30 years students are informed that personal information will be collected and reported on their behalf records are securely held and only accessible by authorised RTO officers students are advised where they can access the DESE VET Privacy Notice, DESBT RTO data collection policy and QCAA Open Data Strategy.

Requirements of student data			
Student management system and reporting	Monitoring	Evaluation and review	Collection and reporting periods
<ul style="list-style-type: none"> Student VET course enrolment and outcomes details are maintained using SM. <p>The RTO management:</p> <ul style="list-style-type: none"> ensures all ongoing and new VET enrolments are recorded by the end of Term 1 of each year and all outcomes achieved during the year are recorded by the end-of-calendar-year reporting dates provides information to the QCAA about amendments to previous year VET data by the due date. 	<p>In accordance with mandatory reporting requirements, the RTO Manager checks that:</p> <ul style="list-style-type: none"> course details and duration dates are accurate unit enrolments comply with the relevant TAS student outcomes are accurate prior to recording them in SM. 	<p>The RTO Manager:</p> <ul style="list-style-type: none"> reviews the previous year's performance through analysis of results from the annual learner survey questionnaire, student outcomes and systematic monitoring of this policy and procedure identifies areas for improvement and actions any recommendations made records any actions in Section 3 of this policy and procedure. 	<p>The RTO adheres to the mandatory record keeping timeframes including the:</p> <ul style="list-style-type: none"> QCAA mandatory record keeping and reporting dates Annual Declaration on Compliance Annual Quality Indicator data summary report.

Unique Student Identifier (USI)

USI policy and procedure			
Policy	Verification	Records	Reporting
<ul style="list-style-type: none"> Prior to enrolment in a VET course, students are informed: <ul style="list-style-type: none"> of the USI requirements and the National VET USI Register that AQF certification will only be issued to students who are entitled to receive it and have provided the RTO with a verifiable USI unless an exemption applies under the <i>Student Identifiers Act 2014</i>. The RTO will have in place systems to verify a student's USI prior to issuance of AQF certification. The RTO will advise students of the consequences of not providing a verifiable USI. The RTO advises students that nationally recognised VET transcripts will be available to students who have provided a verifiable USI through the national USI transcript service. 	<ul style="list-style-type: none"> All USIs are verified prior to issuance of any AQF certification. If a USI is acquired on behalf of a student by the RTO, the RTO must use the most recent procedure on the USI website. 	<ul style="list-style-type: none"> USIs are securely held and reported using SM. USI information is securely retained by the RTO, and its access is restricted to authorised RTO delegated officers only. 	<ul style="list-style-type: none"> The QCAA reports all student outcomes and relevant enrolment data to NCVER (National Centre for Vocational Education Research), including USIs. National VET reporting is done through the services of the Queensland Department of Employment, Small Business and Training. NCVER provides the student data in various forms to the: <ul style="list-style-type: none"> national USI transcript service Australian Bureau of Statistics.

Section 2 Record and reporting checklist

The RTO Manager or delegated officer uses this checklist to confirm that the RTO's data management and USI policy requirements have been met.

A 'No' checked against any item indicates a non-compliance and requires immediate rectification prior to the end of a reporting period.

Enrolment	Yes	No
Required privacy statements and policy links are accessible to students at enrolment.	<input type="checkbox"/>	<input type="checkbox"/>
Student identification and personal details have been entered using SM before VET enrolment data or results are entered.	<input type="checkbox"/>	<input type="checkbox"/>
The enrolment data contains the minimum units of competency as specified in the TAS.	<input type="checkbox"/>	<input type="checkbox"/>
A start and proposed end date for each unit of competency has been entered into SM.	<input type="checkbox"/>	<input type="checkbox"/>
Complete once the RTO has received advice of a student's USI.		
The student's USI has been provided or created at enrolment.	<input type="checkbox"/>	<input type="checkbox"/>
The student's USI has been verified prior to recording in SM.	<input type="checkbox"/>	<input type="checkbox"/>

Management	Yes	No
Before recording data, the delegated officer checks the following requirements are included or applied:		
• assessors have provided final outcomes to the delegated officer for approval	<input type="checkbox"/>	<input type="checkbox"/>
• data and outcome reports have been provided to the RTO Manager	<input type="checkbox"/>	<input type="checkbox"/>
• the RTO Manager periodically checks accuracy and approves student data record entries held in SM	<input type="checkbox"/>	<input type="checkbox"/>
• learner feedback and quality indicator student survey data have been collected	<input type="checkbox"/>	<input type="checkbox"/>
• learner surveys and outcomes have been analysed to inform future programs.	<input type="checkbox"/>	<input type="checkbox"/>

Records	Yes	No
Start and end dates are relevant.	<input type="checkbox"/>	<input type="checkbox"/>
Accurately entered data records interim (continuing enrolment) or final outcomes (all other, i.e. Credit transfer, Transitioned, Competent, Not competent, Withdrawn).	<input type="checkbox"/>	<input type="checkbox"/>
Final outcomes of students are held to an auditable standard and accessible for AQF certification replacement as required for a minimum of 30 years.	<input type="checkbox"/>	<input type="checkbox"/>
USIs are verified according to the RTOs policy and procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Verified USIs are securely stored.	<input type="checkbox"/>	<input type="checkbox"/>

Reporting	Yes	No
Verified USIs are recorded using SM and provided to the QCAA within required timeframes.	<input type="checkbox"/>	<input type="checkbox"/>
Annual Declaration of Compliance is submitted to the QCAA by 30 March.	<input type="checkbox"/>	<input type="checkbox"/>
Annual Quality Indicator summary report is submitted to the QCAA by 30 June.	<input type="checkbox"/>	<input type="checkbox"/>

Section 3 Systematic monitoring

Completing Section 3 satisfies the requirement of the Standard for systematic monitoring.

The RTO Manager will record the dates when monitoring activities occur, the outcomes of the monitoring process and any rectifications required to ensure ongoing compliance.

A 'No' indicates a non-compliance and must be reported to the RTO Manager.

Relevant Standards: 2.1, 2.2, 3.1–3.6, 7.5, 8.1(f), Schedule 4.6, 5

Systematic compliance monitoring checklist	
Date of successive monitoring activities	Name of person/s conducting successive monitoring activities
1/04/2025	Amy Luxton Mary Zaszlos QCAA TA
23/06/2025	Amy Luxton Mary Zaszlos QCAA TA
15/09/2025	Amy Luxton Mary Zaszlos QCAA TA
24/11/2025	Amy Luxton Mary Zaszlos QCAA TA

Monitoring the application of this policy and procedure by the RTO		Record of last monitoring	
		Yes	No
School RTO approval statement (Page 1 of this document)	The following details are current and complete:		
	• school RTO name	<input type="checkbox"/>	<input type="checkbox"/>
	• the policy and procedure document is dated (start date)	<input type="checkbox"/>	<input type="checkbox"/>
	• QCAA school number	<input type="checkbox"/>	<input type="checkbox"/>
	• national provider number	<input type="checkbox"/>	<input type="checkbox"/>
	• Principal's name and contact details	<input type="checkbox"/>	<input type="checkbox"/>
	• RTO Manager's name and contact details	<input type="checkbox"/>	<input type="checkbox"/>
	• all delegated officers' names and contact details.	<input type="checkbox"/>	<input type="checkbox"/>
Policy and procedure (Section 1 of this document)	Data management and USI policy represents current practice.	<input type="checkbox"/>	<input type="checkbox"/>
	Recording and reporting procedures represent current practice.	<input type="checkbox"/>	<input type="checkbox"/>
	Requirements for student data represent current practice.	<input type="checkbox"/>	<input type="checkbox"/>
	USI verification procedures represent current practice.	<input type="checkbox"/>	<input type="checkbox"/>
Record and reporting checklist (Section 2 of this document)	Record and reporting checklist is used for monitoring the collection, recording, management and reporting process.	<input type="checkbox"/>	<input type="checkbox"/>

RTO Manager notes	
Comment on the last monitoring activity	
List any non-compliances	
List any rectifications	

Section 4 Explanation of terms

This policy and procedure contains words and expressions which have specific meaning.

Glossary	
Term	Meaning
Department of Employment, Small Business and Training (DESBT) RTO data collection	https://desbt.qld.gov.au/training/docs-data/statistics/rto-data
Department of Education, Skills and Employment (DESE) VET Data Privacy Notice	www.dese.gov.au/national-vet-data/vet-privacy-notice
Enrolment	A student's VET enrolment records must align with the TAS and meet the packaging rules of the training package or accredited course and be on the school's scope of registration.
Evaluate	Assess the learner survey feedback in conjunction with final student outcomes to identify areas for improvement. Evaluation also includes assessing the effectiveness of the current policy and procedure.
Monitor	The ongoing process of collecting and analysing student enrolment, USI and outcome records to determine if RTO practices are complying with the RTO's policies and procedures.
NCVER	National Centre Vocational Education Research
Ongoing	Where data is collected and reported in less than annual increments
Outcomes	Student interim or final results are entered and maintained in accordance with the QCAA Student Management help links.
QCAA Open Data Strategy	www.qcaa.qld.edu.au/about/corporate-policies/information
Quality indicators (QI)	The annual QI report is a summary of quality indicators provided through evaluation of learner engagement, employment satisfaction surveys and competency completion outcomes in accordance with the <i>Data Provision Requirements 2012 Act</i> .
Records	The RTO retains student enrolment and final outcome data for a 30-year period. These records must be accessible and contain sufficient information to replace AQF certification documents when requested by past students and to provide reports on request by the QCAA.
Reporting software application — AVETMISS compliant	The QCAA's approved student management software system <i>Student Management (SM)</i> is AVETMISS compliant. School RTOs are required to report to the QCAA only.
Review	Acknowledging and actioning recommendations resulting from completing monitoring and evaluating activities.
RTO officers	Any person delegated by the Principal to ensure the accuracy of the RTO's student data and reporting, and the USI policy and procedure are followed.
Systematic monitoring	The process of collecting, analysing and using information to track progress towards maintaining compliance and consistency across the RTO's operations.

Glossary	
Term	Meaning
Timeframe	The RTO adheres to the mandatory reporting timeframes prescribed by the QCAA, which are informed by the Standards for RTOs 2015, AQF Framework and the Unique Student Identifier scheme.
Unique Student Identifier (USI)	The USI is a reference identifier made up of 10 numbers and letters. The RTO must hold a verified USI for each student at time of enrolment.
USI security	The RTO must ensure the security of USI records and all related documentation under its control or stored in any other RTO student management retrieval system/s. These records must only be accessible to authorised RTO officers.
USI verification system	Approved software program or National USI registry process used to create and verify a student's USI.

Useful links

Source	Link	Information
National VET Data Policy	www.dese.gov.au/national-vet-data/resources/national-vet-data-policy	The December 2020 National VET Data Policy is a revised policy that came into effect from 1 January 2021.
National VET Data Frequently Asked Questions	www.dese.gov.au/national-vet-data/fact-sheets/national-vet-data-frequently-asked-questions	Frequently asked questions, also contains useful links to other data information.
Create a USI on behalf of a student	www.usi.gov.au/providers/create-usi-student	RTO instructions and requirements for creating a USI on behalf of students.
USI latest news	www.usi.gov.au/about-us/news	Email subscription updates for the latest USI eNews.
USI Privacy Notice for students	www.usi.gov.au/documents/privacy-notice	How the Student Identifiers Registrar collects, uses and discloses their personal information. This notice is seen by students when they apply for a USI.
Verify a student USI	www.usi.gov.au/providers/verify-student-usi	The RTO is required to verify the USIs it collects from students prior to issuing AQF certification and reporting data. This ensures the correct USI is being used for the student.
USI Transcript Update Tool	www.usi.gov.au/transcripts/transcript-update-tool	When the RTO is required to make changes to the data in a USI transcript. This tool has been developed by NCVER to allow the RTO to edit, add or delete training information that has been reported and is displayed on a USI transcript.
Exemptions from the USI	www.usi.gov.au/students/individual-exemptions	The RTO can only issue AQF certification to a student with a USI, unless the student has been granted an exemption.
NCVER latest news	www.ncver.edu.au/news-and-events	Email subscription to NCVER to receive the latest updates and events.

Privacy Notice

Commence using the amended Privacy Notice from 1 January 2021.

The *Privacy Notice* explains how personal information provided by the student may be collected, held, used or disclosed, together with training activity information. It also assists to establish a student's expectations of how their personal information and training data may be handled.

The *Privacy Notice* also makes it clear that the notice is in addition to any other specific requirements RTOs are obligated to provide to their students, for example, under state or territory privacy laws.

Students must be advised how to access the DESE VET Privacy Notice (at www.dese.gov.au/national-vet-data/vet-privacy-notice) and other privacy policies.

If the privacy notice on the DESE's website cannot be accessed electronically by the student, the RTO is required to provide the student with a downloaded or hard copy of that notice.

It is not mandatory to provide the notice to parents or guardians.

Minimum mandatory privacy notice links to be provided to the students

Queensland privacy notices and policies relevant to VET students	
QCAA Open Data Strategy	www.qcaa.qld.edu.au/about/corporate-policies/information
DESBT RTO data collection	https://desbt.qld.gov.au/training/docs-data/statistics/rto-data
DESE VET Privacy Notice	www.dese.gov.au/national-vet-data/vet-privacy-notice

VET Data Use Statement and RTO Declaration and Understanding

When a school RTO agrees to the QCAA's conditions by submitting AVETMISS-compliant student data, using the QCAA-approved software applications, the RTO has met its declaration responsibilities under the *National VET Data Policy*.

It is the responsibility of the QCAA in collecting information from RTOs to implement the *VET Data Use Statement*.

The *VET Data Use Statement* and *RTO Declaration and Understanding* are statements acknowledged by a person submitting data on behalf of an RTO that provides VET data to the QCAA. By acknowledging the *VET Data Use Statement* and *RTO Declaration and Understanding*, the RTO is indicating awareness that information submitted by the RTO is complete and accurate and may be used for the purposes listed.

The CEO (Principal) of the RTO submitting VET data to QCAA agrees to comply with the mandatory *VET Data Use Statement* and *RTO Declaration and Understanding*.

Name	Link
VET data use statement	www.dese.gov.au/national-vet-data/national-vet-data-policy