

Unique Student Identifier

In July 2014 the *Student Identifiers Act 2014* was approved and came into effect from the 1st January 2015. All students studying nationally recognised training in Australia from 1st January 2015, will be required to have a Unique Student Identifier (USI). A USI is a reference number made up of numbers and letters. The USI will allow students online access to their training records and results (transcript) through their online USI account. In respect of certificates relating to nationally recognised training being issued by Rowe Training and Consulting, the following rules apply:

- Rowe Training and Consulting must **not** include the Student's USI on either the qualification or statement of attainment. This requirement is specified within the *Student Identifiers Act 2014*.
- All Students who are **not** in receipt of a verified USI must not be issued a certificates relating to nationally recognised training, unless an exemption applies under the Student Identifiers Act 2014.
- Where an exemption apply to the above requirement, Rowe Training and Consulting must inform the student prior to either the completion of the enrolment or commencement of training and assessment, whichever occurs first, that the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the Registrar.

Re-issue of Certificates

Rowe Training and Consulting acknowledges the requirement to provide past and present students with re-issued qualifications and statements of attainment when required. The following principles are to be applied to reissuing Qualifications and Statements of Attainments:

- Re-issues will only be produced for the individual to whom the Qualification or Statement of Attainment was originally issued. The individual must make a written request to Rowe Training and Consulting for a re-issue and must verify their identity by providing a license, birth certificate, passport or other formal identity document in support of the request.

- All reissues are to be authorised only by the Chief Executive Officer. No other staff member of Rowe Training and Consulting is authorised to re-issue Qualifications and/or Statements of Attainments under any circumstances.
- Rowe Training and Consulting charges a fee for reissue of Qualifications or Statements of Attainments. For a full list of current fees and charges please refer to Rowe Training and Consulting schedule of fees and charges.
- All re-issues issued by Rowe Training and Consulting will be replicas of the original document, including the 'student name', 'student number' and other distinguishing features such as paper weight and the logo or corporate identifier in the top centre of the certificate. The only detail which is to be changed is the 'issued on' date, which will be the date of re-issue and specified as 're-issued'.
- The re-issue will be published using our student management system. Rowe Training and Consulting will cross check the information for the relevant certificate with the photocopy or scan of the original which has been retained in the student file.
- Re-issues are required to comply with the AQF requirements; identify the RTO by its national provider number from Training.gov.au; include the Nationally Recognised Training (NRT) logo in accordance with the current conditions of use. These requirements are consistent with those for the original issue of a Qualification or Statement of Attainment.
- Once authorised, the re-issue is to be issued to the student. A photocopy or scanned copy is to be retained by Rowe Training and Consulting on the student's file and will be clearly labelled as being a re-issue. The written request from the student for re-issue will also be retained alongside the photocopy of the reissue.