

Victorian Student Number (VSN) Implementation Procedure

Purpose

This procedure describes the administrative processes for the implementation of Victorian Student Number (VSN)

Scope

Capturing student VSN Status and VSN during student admission process

Uploading VSN Training file

Capturing any changes to the student's identifying details

Communicating the student's VSN to students

Definitions

Victorian Student Number (VSN)	The Victorian Student Number (VSN) is a student identification number that is assigned by the Department of Education and Early Childhood Development to all students in government and non-government schools, and students in Vocational Education and Training Providers. The number, which is unique to each student, is used as a key identifier on a student's record, remains with the student throughout his or her education, until reaching the age of 25. The VSN is nine digits long, randomly assigned, and tied to identifying information about the student (name, gender, date of birth).
Edupoint:	Academies Australasia Polytechnic's Student Management System.
VSN Training File	The VSN training file is what institutions supply to the VSR on a monthly basis. It includes all the students that are currently undertaking a module for the identified 'period'.
VSR	Victorian Student Register
VET student	Students in Vocation Education and Training providers

Actions

Capturing student VSN Status and VSN during student admission process

	STEPS	WHO IS RESPONSIBLE?	COMMENTS
1.	Enter the VSN in Edupoint	Student Services Department	Check from Application Form or other provided admission documents for completed VSN
2.	Set the VSN status to New in Edupoint	Student Services Department	AAPoly as student's first VET provider or from interstate or from overseas (have not been issued a VSN previously)
3.	Set the VSN status to unknown in Edupoint	Student Services Department	If student states that they believe they have a VSN but do not have a record of it

Uploading VSN Training Files

	STEPS	WHO IS RESPONSIBLE?	COMMENTS
1.	Edupoint Reporting	Student Services Department	Generate training file by submission period
2.	Upload to VSR	Student Services Department	Submit training file in Edupoint by submission period
3.	Save uploaded training file	Student Services Department	

Capturing any changes to the student's identifying details

	STEPS	WHO IS RESPONSIBLE?	COMMENTS
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1.	Student lodge the written request for any change in their identifying details with supporting evidence	Student Services Department	File the written request and supporting evidence in individual student's folder
2.	Update changes in Eudpoint	Student Services Department	
3.	VSN Implementation Team's request for supporting evidence	Student Services Department	Send documents via email: Victorian.student.register@edumail.vic.gov.au or fax (03)9651 0218

Communicating the student's VSN to students

	STEPS	WHO IS RESPONSIBLE?	COMMENTS
1.	Make list of VSN from training file student list/current enrolments report	Student Services Department	On a monthly basis (if applicable)
2.	Notify students via email	Student Services Department	

Responsibilities

- Head of Administration and Student Services has responsibility for the maintenance of this procedure.
- Specific responsibilities are included under Actions.