



Australian Government

USI Unique Student Identifier



TRAINING ORGANISATION QUICK GUIDE SERIES—USI TRANSCRIPT SERVICE

3

How to update USI Transcripts

USI Transcripts are drawn from the data submitted to the national VET collections held by the National Centre for Vocational Education Research (NCVER). Training Organisations can make corrections to the information stored in the national VET collections using the NCVER USI Transcript Update Tool. Updates can include resubmitting data previously reported without a USI.

Login to your organisation’s AVETMISS Validation Software (AVS) account via www.avs.ncver.edu.au/avs/



Select the USI Transcript Update functions from the drop down menu



Enter the USI you need to **update** or **add**



Select the function you are wishing to complete:

- Add new Enrolment
- Add new Program Completion
- Edit/Delete Enrolment
- Edit/Delete Program Completion



Review your updates and make sure they are correct



Select ‘Submit Updates’



Check for email confirmation from avs@ncver.edu.au



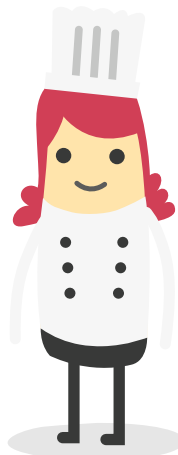
Contact your student(s) to inform them that their USI Transcript has been successfully updated

▶ If you do not already have an account, **register** for AVS with NCVER at www.avs.ncver.edu.au/avs/

If you need assistance, please contact the NCVER Client Support team on: **1800 649 452**



▶ If you are **adding a new USI** you will need to confirm that you are adding the USI via the pop-up screen



HANDY TIPS

What sort of corrections can I make with the USI Transcript Update Tool?

- ✓ Add a missing USI
- ✓ Add training with a USI that had not been submitted to the national VET collections
- ✓ Fix an incorrect course or unit
- ✓ Fix an incorrect training outcome which was incorrect at the time of reporting



Only Data Submitters, Primary Contacts and Organisation Administrators have the right to make a USI Transcript update

Training Organisations must be registered with AVS to be able to access the USI Transcript Update Tool. Registration is open to all Training Organisations and is free.

The USI Transcript Update Tool is not a substitute for your AVETMISS reporting

It is only for updating USI transcript errors and omissions outside the normal collection window periods

If you are already registered to use AVS make sure that your account has the correct user roles

For help with the USI Transcript Update Tool, see the NCVER AVETMISS Fact Sheet **USI:transcript update service**

To ensure the student's data remains consistent, any updates/changes made utilising the USI Transcript Update Tool, must also be updated/changed in the Training Organisation's Student Management System (SMS)

The VET Regulator(s) may be notified of any updates you make

You cannot edit or delete details of another Training Organisation

The USI Transcript Update Tool is managed by NCVER

Training Organisations **must** advise their student when the update has been made



For updates made to state funded or VET in schools training activity, email confirmation will also be sent to the relevant administering State Training Authority or Board of Studies

Email confirmation from NCVER advising that your updates have been applied may take a few weeks

WANT MORE INFORMATION?

There are more helpful Fact Sheets on USI Transcripts in the Training Organisation Quick Guide Series—Transcript Service

1. USI Transcript Service
2. How to access, download and save a USI Transcript
4. Inaccurate Transcript questions from students