AVETMISS **FACT** SHEET

NCVER

# Unique Student Identifier

This fact sheet outlines the AVETMISS validation rules related to unique student identifiers (USIs). For detailed information about what a USI is and why it is required please visit www.usi.gov.au.

## What is NCVER's role in the USI scheme?

The USI Office is responsible for administering the USI scheme in accordance with the Student Identifier Act, 2014. NCVER, as the custodian of the VET data standard (AVETMISS) and national VET administrative collections on behalf of the state, territory and commonwealth governments is responsible for the collection of data and supporting registered training organisations (RTOs) to meet their AVETMISS reporting obligations.

NCVER provides the AVETMISS data for the USI transcripts which is generated by linking the USI to the VET training activity held in the national VET database. NCVER also supports RTOs in the use of the USI transcript update tool, which is accessed via the AVETMISS Validation Software (AVS). For detailed information on the USI transcript update tool please see AVETMISS Validation Software (AVS) user guide.

ASQA is responsible for ensuring registered training organisations (RTOs) comply with the Standards for RTOs, which includes verification of a USI prior to submission of AVETMISS compliant data (Standard 3, clause 3.6), and the submission of AVETMISS compliant data (Standard 7, clause 7.5).

## USI transcript

The RTO name that appears on the USI transcript is populated from the training organisation name field in the AVETMISS data submission which must match that RTO's name on the national VET register (www.training.gov.au). If you wish to change the RTO name that appears on your clients' USI transcripts you will need to first update it on www.training.gov.au.

Note: NCVER does not warrant the completeness of information on USI transcripts and will have no liability (including negligence) for any loss, damage, cost or expense incurred or arising by reason of any person using or relying on transcript data.

## When is a USI mandatory in AVETMISS?

The USI is a mandatory data field for reporting nationally recognised training. Unless exempt, you must collect and verify a student's USI before you can issue a qualification or statement of attainment for any nationally recognised training undertaken by them.

To avoid validation errors when reporting and ensure that students have any training activity appearing on their transcript in a timely manner, RTOs should collect and verify USIs at the time of enrolment.

### USI exemptions

Leaving the USI field blank will trigger either a validation warning or error. The only situations where a USI may not be required are when the client undertook offshore delivery or has an individual exemption.

In this case, one of the following codes must be used:

| International offshore students | **INTOFF** | For international clients who are undertaking studies whilst residing in an overseas country, please use the code 'INTOFF' in place of a USI. When using this code, a client's postcode must be 'OSPC', the state identifier must be '99' in the Client (NAT00080) file and Funding Source – National in the Training activity (NAT00120) file must be 32 – International offshore client. |
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| Individual exemption | **INDIV** | If a client has been granted an individual exemption from the USI scheme by the USI Registrar, RTOs must sight the exemption document issued for each client and use the code 'INDIV' in place of a USI.  Use of the 'INDIV' code is closely monitored by the USI and VET Regulators and suspected misuse will be followed up.  Please refer to the USI office for further details. |

### When is data available on USI transcripts?

USI transcript data is based on training provider submissions to the National VET administrative collections. USI transcripts are updated usually within 3 days of submission of data to the National VET administrative collections.

All training providers must submit data at least once each year but may submit quarterly i.e. up to four times per year.

For additional information on quarterly reporting please refer to the AVETMISS: Quarterly reporting fact sheet.

### Who to contact regarding USI details and USI transcripts

USI transcripts are populated with data submitted directly by the training organisation.  To create or verify a USI for a student contact the USI office.

NCVER is unable to update USI transcripts on behalf of training organisations or students.

Students should contact their training provider if there is an issue with missing or inaccurate data.  The training provider can update USI records in AVS using the USI Transcript Update Tool (for assistance contact NCVER's Client Support team).

If the RTO where the training activity was undertaken has closed, students should contact the National VET Regulator, ASQA on 1300 701 801 to see if they hold records and can update the transcript for them.

## What help is available?

NCVER has a dedicated Client Support team to help you with your AVETMISS related queries and can be contacted a number of ways:

| Contacting the AVETMISS support team | | | |
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| Fill out our contact form | Email: support@ncver.edu.au | Phone: 08 8230 8400 | Toll free: 1800 649 452 |