

NCVER's USI Transcript Update Tool:

Demo and Q&A session 1

Presented by Rhett Chappell
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Presenter



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**National Standards Branch
NCVER**



Panel Experts



Airlie Waddicor – Research Officer
National Standards Branch NCVER



Rosa Librandi – Client Support Officer
National Standards Branch NCVER



Presentation outline

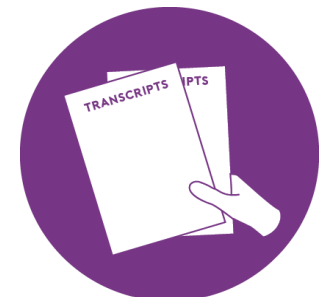
- Introduction
- Determine the answer to these 4 questions:
 - 1) Do I need to update my client's USI transcript?
 - 2) Where do you submit your AVETMISS data?
 - 3) When can I use the USI transcript update tool?
 - 4) Are you NCVER registered for the AVETMISS Validation Software?
- Things to remember
- Questions



Client name and USI



Training activity and RTO data



Introduction: roles & responsibilities of the various agencies involved in the USI scheme

National Centre for Vocational Education Research (NCVER)

- Provides AVETMISS data for the USI Transcript Service
- Supports RTOs to meet their AVETMISS reporting obligations
- Supports RTOs in the use of the USI Transcript Update tool

Introduction: roles & responsibilities of the various agencies involved in the USI scheme

Unique Student Identifier (USI) Office

- Provide support for the USI Transcript Scheme
- Manages the USI Registry system where USIs can be obtained and verified, and from which USI transcripts will be requested
- Manages queries from students and RTOs about USI transcripts

USI Unique
Student
Identifier



Introduction: roles & responsibilities of the various agencies involved in the USI scheme

The Regulators:

- Australian Skills Quality Authority (ASQA)
 - Training Accreditation Council Western Australian (TAC WA)
 - Victorian Registration & Quality Authority (VRQA)
- Ensures RTOs comply with the Standards for RTOs, including 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).



Australian Government
Australian Skills Quality Authority




Victorian Registration &
Qualifications Authority



Training Accreditation Council
WESTERN AUSTRALIA

Introduction: Sample USI transcript



Australian Government

Student Identifiers Registrar

Authenticated Vocational Education and Training (VET) Transcript - Extract

The records held in the National VET Provider Collection from 1 January 2015 to 9 May 2016 show that

Client name JOHN BOND

Completed the requirements for the following nationally accredited or recognised VET qualification(s):

2015
CERTIFICATE I IN HORTICULTURE (RTF10103)
 From the BOYNE ISLAND ENVIRONMENTAL EDUCATION CENTRE (41003)

2015
DIPLOMA OF CHILDREN'S SERVICES (EARLY CHILDHOOD EDUCATION AND CARE) (CHC50908)
 From the EARLY LEARNING EMPLOYMENT MANAGEMENT & TRAINING PTY LTD (41095)

Undertook the following nationally accredited VET unit(s) and module(s):

Provider: ADELAIDE INSTITUTE OF HAIR & BEAUTY PTY LTD (40852) Unit/Module (Identifier) - (FI) INTRODUCTION TO HORTICULTURE (6682811) - (15)	Outcome W	Enrolment Period 22/1/15 - 12/12/15
Provider: EARLY LEARNING EMPLOYMENT MANAGEMENT & TRAINING PTY LTD (41095) Unit/Module (Identifier) - (FI) PROPS FOR EARLY CHILDHOOD (28124T) - (11)	Outcome CA	Enrolment Period 11/1/15 - 23/11/15
Provider: BOYNE ISLAND ENVIRONMENTAL EDUCATION CENTRE (41003) Unit/Module (Identifier) - (FI) THE CREATIVE ARTS IN EARLY CHILDHOOD 2: VISUAL ARTS (ECEVE303A) - (13)	Outcome CA	Enrolment Period 18/2/15 - 7/6/15

Collection period

 Year program
completed

 Program name and
Program identifier

 RTO name and
RTO identifier

 Subject name and
Subject identifier

Funding source - national

 Activity start date and
Activity end date

Outcome identifier - national

Introduction

4 questions

Things to
remember

Questions

Question 1: Do I need to update my client's USI transcript?

**Do I need to update my client's
USI transcript?**

Yes

No

**Client contacts
RTO directly
about inaccurate
transcript.**

**RTO notices
error in
submitted data
which will appear
on client
transcript.**



Question 2: Where do you report your AVETMISS data?

Where do you report your AVETMISS data?

STA

STA submitter

Reporting frequency
determined by STA

AVETMISS data made
available for USI
transcripts on quarterly
basis

Board of
Studies (BOS)

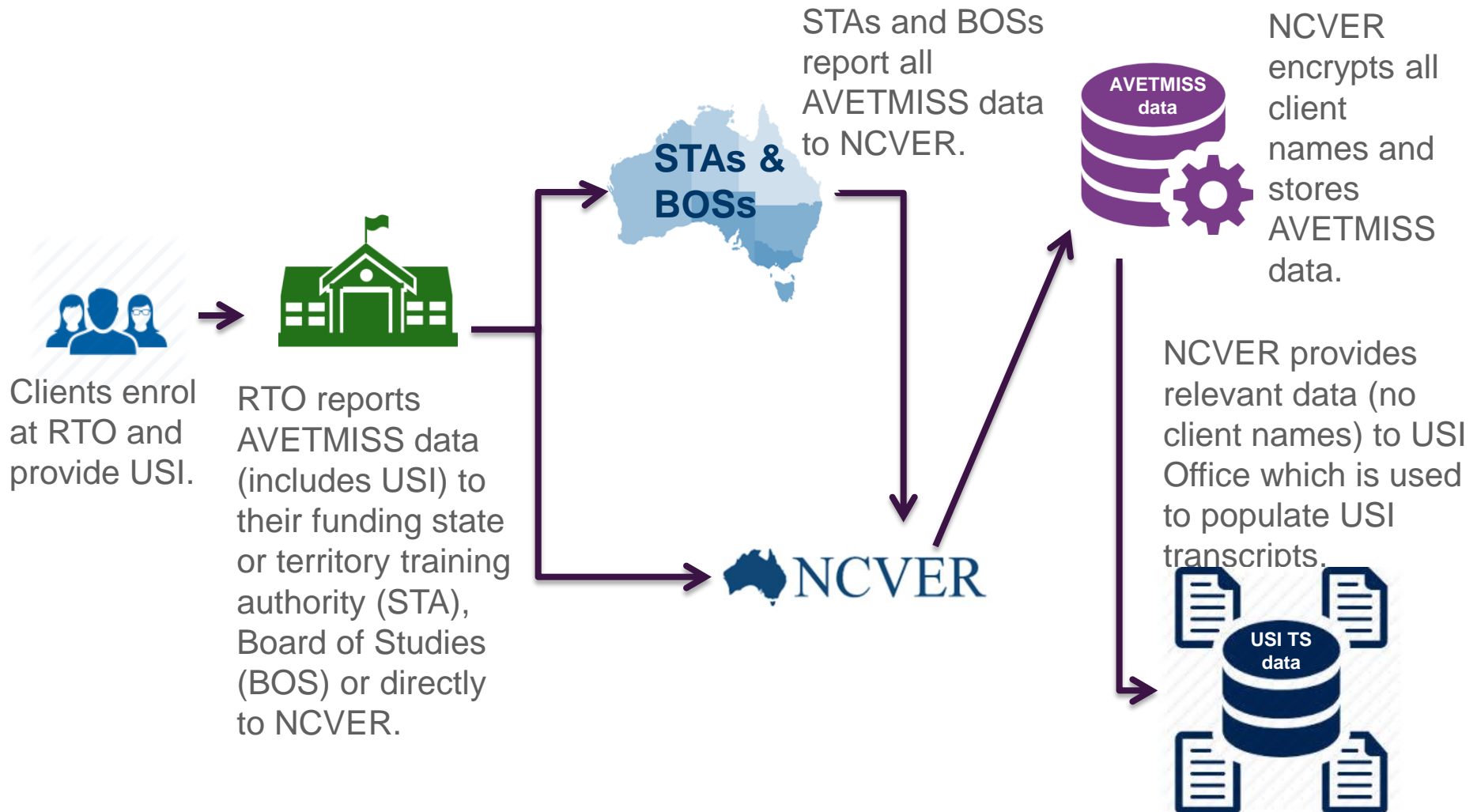
NCVER

NCVER submitter

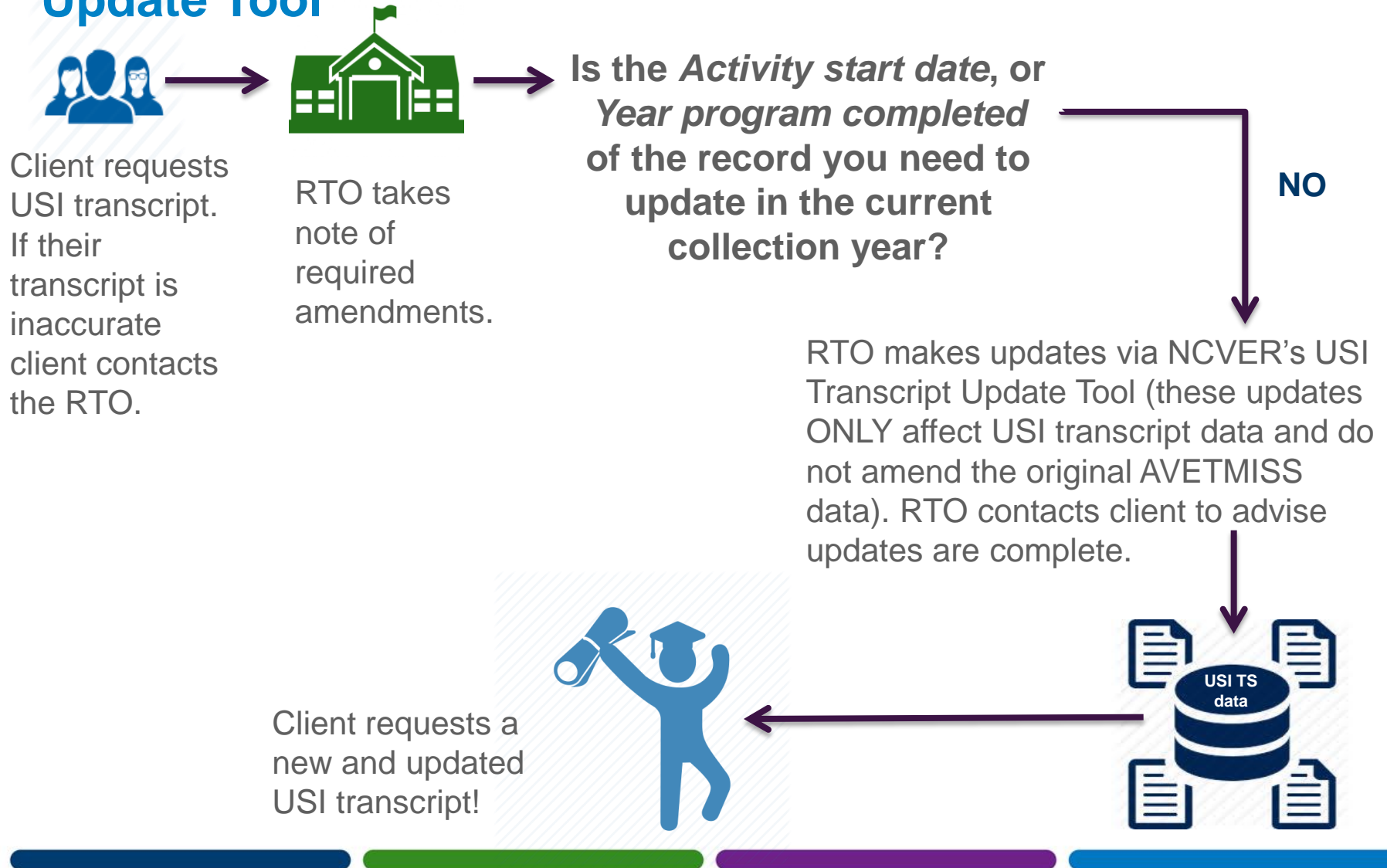
Reports annually (either to BOS
or NCVER)

AVETMISS data made available
for USI transcripts on an annual
basis

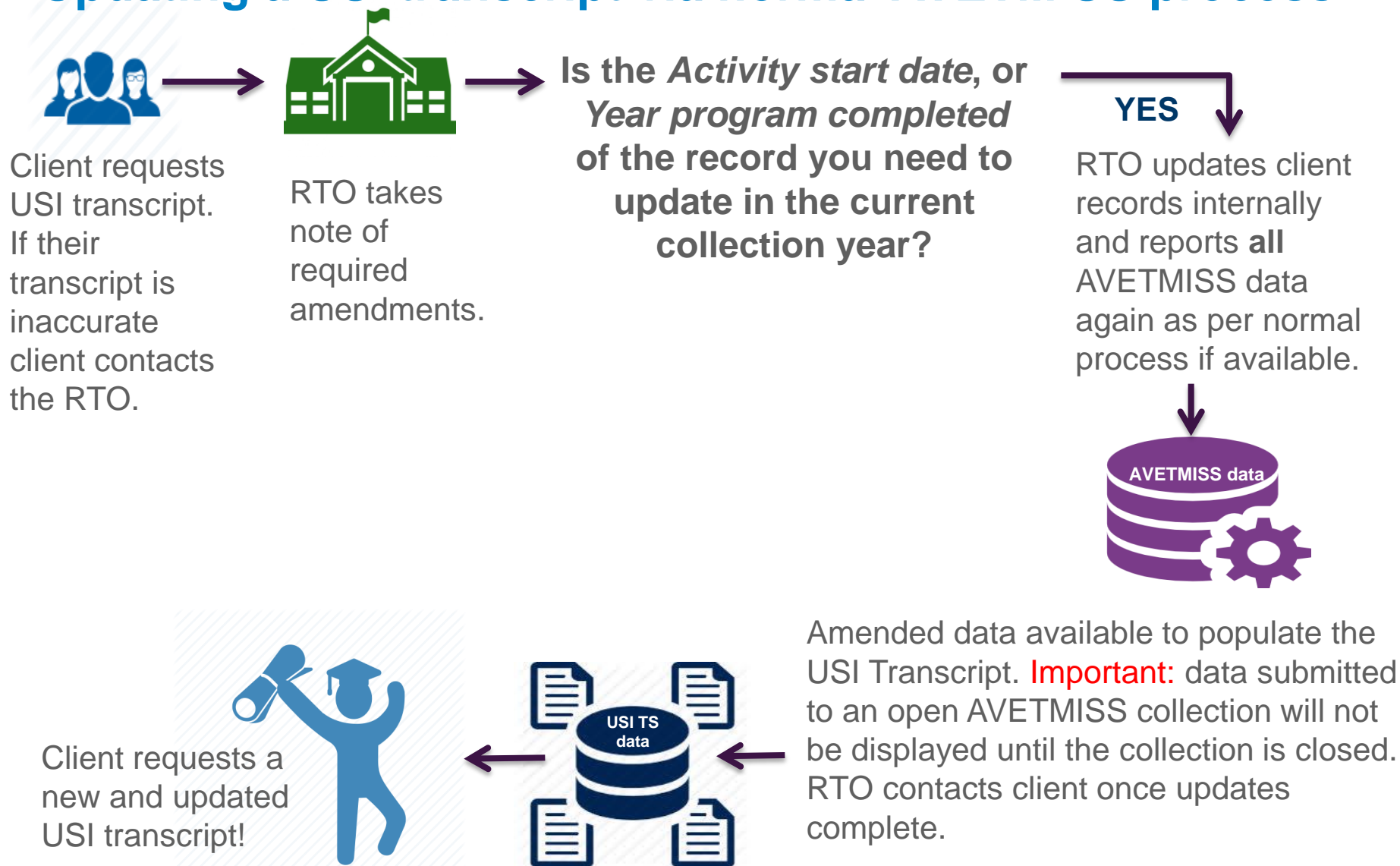
How AVETMISS data populates USI transcripts



Updating a USI transcript using the USI Transcript Update Tool



Updating a USI transcript via normal AVETMISS process



Question 4: Are you NCVER registered for the AVETMISS Validation Software (AVS)?

Are you NCVER registered for AVS?

No – not
registered

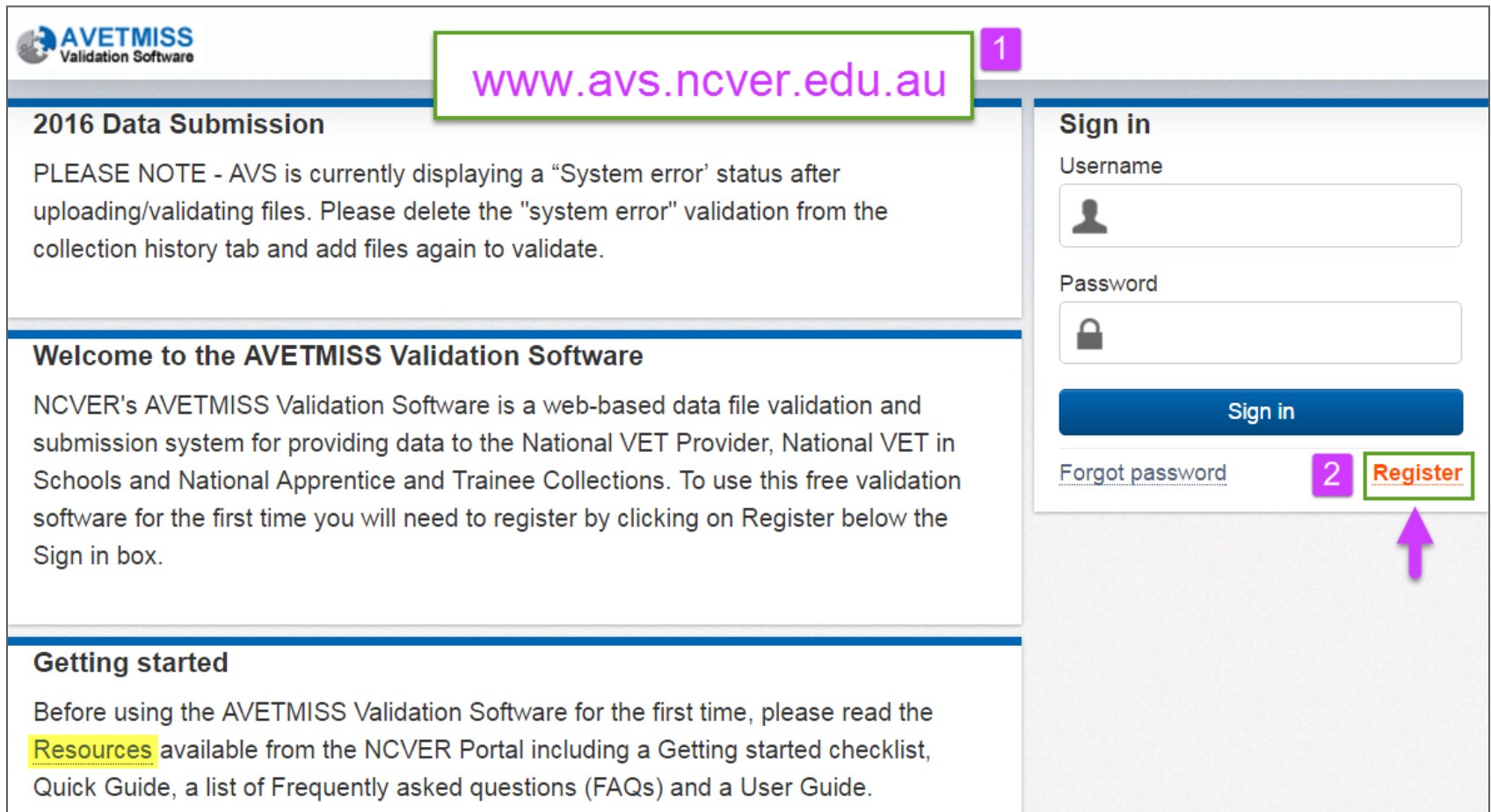
No – self
registered

Yes – log into
AVS

NCVER register for AVS and log in



How to register for the AVETMISS Validation Software (AVS)



The screenshot displays the AVETMISS Validation Software (AVS) website. The top navigation bar includes the AVETMISS logo and a progress indicator with four steps: Introduction, 4 questions, Things to remember, and Questions. The main content area is divided into two columns. The left column contains a '2016 Data Submission' section with a 'PLEASE NOTE' about a system error, a 'Welcome to the AVETMISS Validation Software' section explaining the system's purpose, and a 'Getting started' section with a link to 'Resources'. The right column features a 'Sign in' section with fields for 'Username' and 'Password', a 'Sign in' button, and links for 'Forgot password' and 'Register'. A purple box with the number '1' highlights the URL 'www.avs.ncver.edu.au' in the top navigation bar. A purple box with the number '2' highlights the 'Register' link in the 'Sign in' section, with a purple arrow pointing to it.

AVETMISS
Validation Software

www.avs.ncver.edu.au

2016 Data Submission

PLEASE NOTE - AVS is currently displaying a "System error" status after uploading/validating files. Please delete the "system error" validation from the collection history tab and add files again to validate.

Welcome to the AVETMISS Validation Software

NCVER's AVETMISS Validation Software is a web-based data file validation and submission system for providing data to the National VET Provider, National VET in Schools and National Apprentice and Trainee Collections. To use this free validation software for the first time you will need to register by clicking on Register below the Sign in box.

Getting started

Before using the AVETMISS Validation Software for the first time, please read the [Resources](#) available from the NCVER Portal including a Getting started checklist, Quick Guide, a list of Frequently asked questions (FAQs) and a User Guide.

Sign in

Username

Password

Sign in

[Forgot password](#)

[Register](#)

How to register for the AVETMISS Validation Software (AVS)

Definitions

State managed training: Training funded or administered by the state or territory.

Non-state managed training: All other training including enterprise and other privately funded training (e.g. fee-for-service), training paid for by the client and training funded and managed by the Commonwealth.

Table 1: How do I register for the AVETMISS Validation Software?

Submission process	Registration type
You submit your fee-for-service data directly to NCVER	NCVER register 3
You submit your state-managed data to your STA and your fee-for-service data directly to NCVER	NCVER register
You submit your validated state-managed data to your STA*	Self-register
You submit your fee-for-service data to your STA**	Self-register
You submit both state-managed and fee-for-service data to your STA*	Self-register

* Please note, QLD, VIC and WA have their own validation software. Please use their validation software to submit your data.

** Please confirm with your STA that you can submit your data on non-state managed training to them.

Please see our factsheet [Where, when and how to submit your AVETMISS data](#) for more information on the AVETMISS data submission process.

How to register for the AVETMISS Validation Software (AVS)

Primary Contact

The Primary Contact is usually the Chief Executive Officer or Manager of your organisation who is responsible for the accuracy of data submitted to NCVER. The Primary Contact has access to **all user functions** within AVS.

The Primary Contact will receive email notifications whenever data has been submitted for your organisation.

[View the AVS user roles table](#)

Email

johnsmith@myorganisation.com.au

Confirm Email

johnsmith@myorganisation.com.au

First Name

John

Last Name

Smith

Position

Chief Executive Office

Contact phone number

0123456789

4

Organisation Administrator (recommended)

Like the Primary Contact, an Organisation Administrator has access to **all user functions** within AVS. Once your registration has been processed, multiple Organisation Administrators may be assigned within your organisation.

Email

katesmith@myorganisation.com.au

Confirm Email

katesmith@myorganisation.com.au

First Name

Kate

Last Name

Smith

5


Introduction

4 questions


Things to
remember

Questions

USI Transcript Update Tool



Collections
Reports

Sign out


Messages

AVETMISS Validation Software
Successful Nil Returns submission

AVETMISS Validation Software
Successful file submission

AVETMISS Validation Software
Successful Nil Returns submission

AVETMISS Validation Software
Successful file submission

AVETMISS Validation Software
Successful Nil Returns submission

[View all messages](#)

Collections

[New Collection](#)
[Nil Returns](#)

	Date	Type	Period	Status
RTO1 Collection #VET-26	Thu, 27/10/2016 16:07	VET	Jan-Dec	Error

[View all Collections](#)

USI Transcript Updates

1/12/2016 - USI Transcript Updates are now available. Please click [here](#) for more information.

News

Attention RTOs:
NCVER has added a "Jan-Jun" collection period to the collection processing screen. You will now find three collection period options: "Interim", "Jan-Jun", "Jan-Dec". If you are an RTO, please use the "Interim" collection to validate and submit your data to your State or Territory Training Authority (STA) until further notice.

Messages

Collection History
New Collection
Nil Returns
Messages
USI Transcript Updates

Fri, 03/11/2017 11:49
Fri, 03/11/2017 08:20
Sat, 28/10/2017 11:45
Sat, 28/10/2017 11:32
Fri, 27/10/2017 16:18

Introduction

4 questions

Things to
remember

Questions

USI Transcript Update Tool

USI Transcript Updates

[Home](#) / USI Transcript Updates

For instructions how to use the USI Transcript Updates Tool, please refer to the USI Transcript Updates section of the [AVS user guide](#)

USI

Training Organisation Identifier : 602


Training Organisation Name : RTO1

Pending Transcript Updates

No pending transcript updates found for the user

Type in client's USI

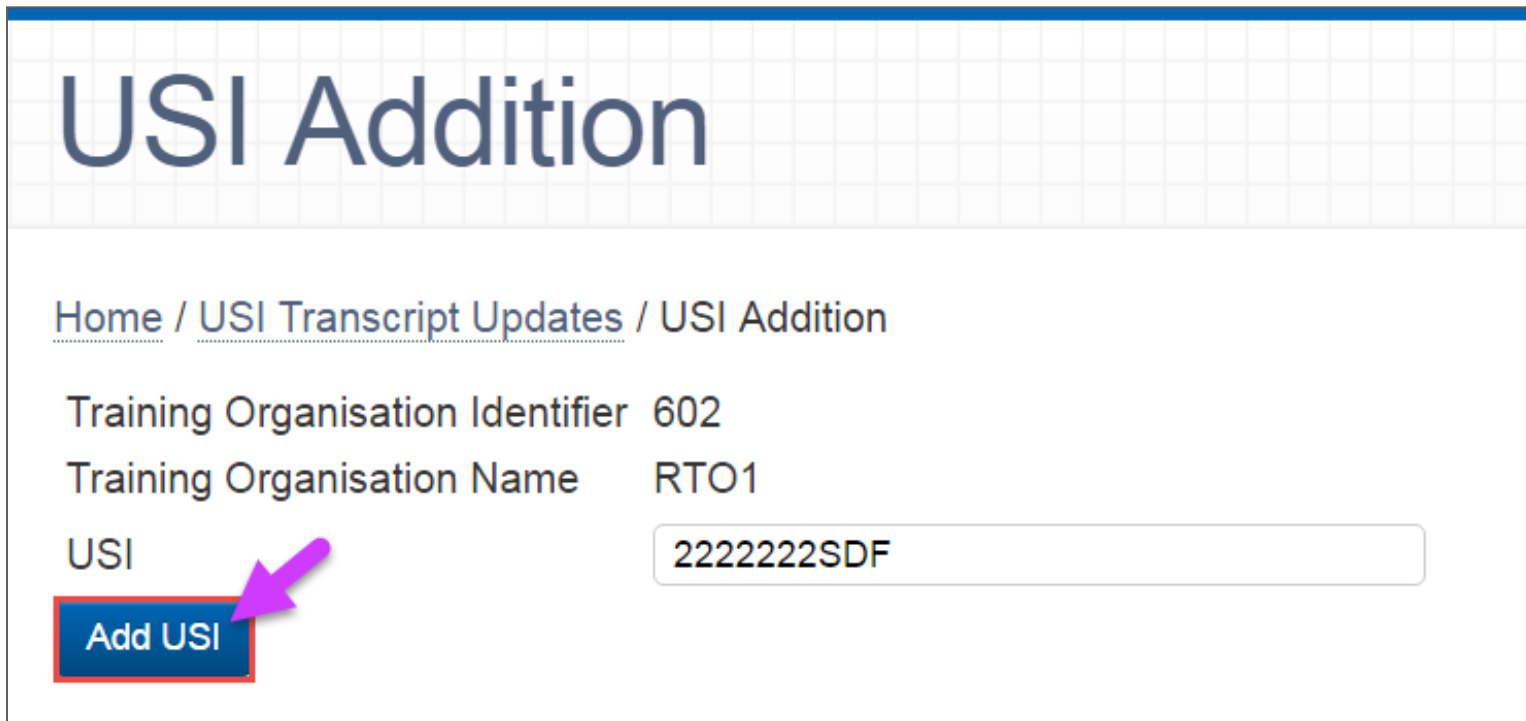
Confirmation Required.
No data found for the USI for this RTO.
Do you want to add the USI for this RTO?



To verify a USI go to:

<https://www.usi.gov.au/training-organisations/using-usi-registry-system/verify-usi>

Type in client's USI



The screenshot shows a web form titled "USI Addition" with a breadcrumb trail: Home / USI Transcript Updates / USI Addition. The form contains the following fields:

- Training Organisation Identifier: 602
- Training Organisation Name: RTO1
- USI: 2222222SDF

Below the USI field is a blue button labeled "Add USI", which is highlighted with a red border and a purple arrow pointing to it.

To verify a USI go to:

<https://www.usi.gov.au/training-organisations/using-usi-registry-system/verify-usi>

Type in client's USI

USI Addition

[Home](#) / [USI Transcript Updates](#) / [USI Addition](#)

Training Organisation Identifier 602

Training Organisation Name RTO1

USI

Invalid USI format. Please enter valid USI and try again.

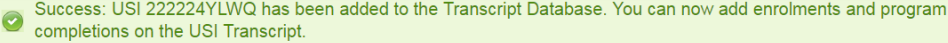
[Add USI](#)

To verify a USI go to:

<https://www.usi.gov.au/training-organisations/using-usi-registry-system/verify-usi>

Adding a new client (USI)

- USI (client) not previously reported to an AVETMISS collection
- No existing USI transcript - need to add USI and training activity data



USI Transcript Updates

Home / USI Transcript Updates

For instructions how to use the USI Transcript Updates Tool, please refer to the USI Transcript Updates section of the [AVS user guide](#)

USI

Training Organisation Identifier : 602
Training Organisation Name : RTO1

No activity displayed because the USI has not been previously reported.

Enrolments

Subject Identifier	Subject Name	Activity Start Date	Activity End Date	Outcome Identifier-National	Funding Source-National	Action
No Enrolments found for this USI						

Showing 0 to 0 of 0 record(s)

Program Completions

Program Identifier	Program Name	Year Program Completed	Action
No Program Completions found for this USI			

Showing 0 to 0 of 0 record(s)

Pending Transcript Updates

No pending transcript updates found for the user

Updating existing USI transcript

- USI (client) previously reported to an AVETMISS collection
- Existing USI transcript
- Edit/add or delete training activity data

USI Transcript Updates

[Home](#) / [USI Transcript Updates](#)

For instructions on using the USI Transcript Updates screens, please refer to the USI Transcript Updates section of the [AVS user guide](#)

USI

Training Organisation Identifier : 602
Training Organisation Name : RTO1

All reported training activity data for USI displayed below

Enrolments

Subject Identifier	Subject Name	Activity Start Date	Activity End Date	Outcome Identifier-National	Funding Source-National	Action
BSBADM302A	Produce texts from notes	01/12/2015	07/10/2016	30	13	Edit/Delete
BSBADM302B	Produce texts from notes	01/12/2015	12/10/2016	51	20	Edit/Delete
BSBADM303A	Produce texts from audio transcription	01/12/2015	12/10/2016	40	15	Edit/Delete

Showing 1 to 3 of 3 record(s)

[|<](#) [<](#) [1](#) [>](#) [>|](#)

Program Completions

Program Identifier	Program Name	Year Program Completed	Action
BSB10101	Certificate I in Business	2015	Edit/Delete
BSB20101	Certificate II in Business	2015	Edit/Delete
BSB20112	Certificate II in Business	2015	Edit/Delete

Showing 1 to 3 of 3 record(s)

[|<](#) [<](#) [1](#) [>](#) [>|](#)

Click on arrows to scroll through multiple pages

Introduction

4 questions



Things to
remember

Questions

Adding a new subject enrolment

Add New Enrolment

[Home](#) / [USI Transcript Updates](#) / Add New Enrolment

USI	222224YLWQ
Training Organisation Identifier	602
Training Organisation Name	RTO1
VET in Schools enrolment	<input type="checkbox"/>
Activity Start Date	<input type="text"/> 
Activity End Date	<input type="text"/> 
Subject Identifier	--- Please Select ---
Outcome Identifier - National	--- Please Select --- ▼
Funding Source - National	--- Please Select --- ▼

SaveCancelClear

Adding a new subject enrolment

Add New Enrolment

[Home](#) / [USI Transcript Updates](#) / Add New Enrolment

USI 222224YLWQ

Training Organisation Identifier 602

Training Organisation Name RTO1

VET in Schools enrolment ☐

Activity Start Date 01/11/2015

Activity End Date 24/11/2016

Subject Identifier HLTAAP002 - Confirm physical health status

Outcome Identifier - National 20 - Competency achieved/pass

Funding Source - National

--- Please Select ---

--- Please Select ---

11 - Commonwealth and State general purpose recurrent

13 - Commonwealth specific purpose programs

15 - State specific purpose programs

20 - Domestic full fee-paying client

30 - International full fee-paying client

80 - Revenue earned from another registered training organisation

Save

Cancel

Clear

Introduction

4 questions

Things to
remember

Questions

Adding a new subject enrolment

Add New Enrolment

[Home](#) / [USI Transcript Updates](#) / Add New Enrolment

USI 222224YLWQ

Training Organisation Identifier 602

Training Organisation Name RTO1

VET in Schools enrolment ☐Activity Start Date 01/03/2016 Activity End Date 01/11/2016 

Subject Identifier BSBADM101 - Use business equipment and resources

Outcome Identifier - National 20 - Competency achieved/pass ▼

Funding Source - National 11 - Commonwealth and State general purpose recurrent ▼

Funding State/Territory SA ▼

Client Identifier 123456789

This information is required to identify the client for the STA/BOS who will be notified of this addition. Note that this value cannot be edited after submission

Tips & tricks: Adding new subject enrolments

Which subject enrolments can you **ADD** to your client's USI transcript via the USI transcript update tool:

USI transcripts currently only contain **2015/2016** AVETMISS data because 2017 collections are open in AVS

Subject enrolment	Activity start date	Activity end date	Outcome identifier – national	Can subject enrolment be added to the USI transcript
Subject 1	01/01/ 2014	31/10/2014	20 – pass	NO – completed in 2014
Subject 2	01/01/2015	31/10/2015	61 – superseded	NO – subjects with superseded outcomes are not required on USI transcript
Subject 3	01/01/ 2014	31/10/ 2016	20 – pass	YES – started in 2014 and finished in 2016
Subject 4	01/03/2015	31/10/ 2018	70 – continuing	YES – must have <i>70 - continuing outcome</i>
Subject 5	01/01/ 2017	31/10/2017	20 – pass	NO – started in 2017 only
Subject 6	01/01/ 2017	31/10/2017	70 – continuing	NO – must submit via normal reporting process as AVS is accepting 2017 data

Introduction

4 questions

Things to
remember

Questions

Adding a new program completion

Add New Program Completion

[Home](#) / [USI Transcript Updates](#) / Add New Program Completion

USI	222224YLWQ
Training Organisation Identifier	602
Training Organisation Name	RTO1
VET in Schools completion	<input type="checkbox"/>
Government funded	<input checked="" type="checkbox"/>
Year Program Completed	2015 ▼
Program Identifier	HLT20102 - Certificate II in Health Support Services (Stores)
Funding State/Territory	SA ▼
Client Identifier	123456789

This information is required to identify the client for the STA/BOS who will be notified of this addition. Note that this value cannot be edited after submission

[Save](#) [Cancel](#) [Clear](#)

Editing an existing USI transcript record

USI Transcript Updates

[Home](#) / [USI Transcript Updates](#)

For instructions how to use the USI Transcript Updates Tool, please refer to the USI Transcript Updates section of the [AVS user guide](#)

USI

Training Organisation Identifier : 602
Training Organisation Name : RTO1

Enrolments

Subject Identifier	Subject Name	Activity Start Date	Activity End Date	Outcome Identifier-National	Funding Source-National	Action
BSBADM101A	Use business equipment and resources	01/04/2015	01/11/2016	20	30	Edit/Delete
HLTAAP001	Recognise healthy body systems	01/11/2015	06/11/2016	20	20	Edit/Delete

Showing 1 to 2 of 2 record(s)

Program Completions

Program Identifier	Program Name	Year Program Completed	Action
BSB10107	Certificate I in Business	2015	Edit/Delete

Showing 1 to 1 of 1 record(s)

Tips & tricks: Editing an existing USI transcript

Which existing (previously reported) subject enrolments can you currently EDIT on your client's USI transcript via the USI transcript update tool:

USI transcripts currently only contain 2015/2016 AVETMISS data because 2017 collections are open in AVS

Subject enrolment	Activity start date	Activity end date	Funding source - national	Outcome identifier - national	Can subject enrolment be edited on USI transcript
Subject 1	01/01/2015	31/10/2015	11 – commonwealth and state general purpose programs	20 – passed	YES – but you cannot edit the funding source field
Subject 2	01/01/2014	31/10/2015	15 – state specific purpose programs	30 – failed	YES – but you cannot edit the funding source field
Subject 4	01/01/2017	31/10/2017	20 – domestic client	20 – passed	NO – cannot edit any field
Subject 5	01/01/2016	31/10/2017	20 – domestic client	70 – continuing enrolment	YES – but you cannot edit the outcome field

Deleting an existing USI transcript record

USI Transcript Updates

[Home](#) / [USI Transcript Updates](#)

For instructions how to use the USI Transcript Updates Tool, please refer to the USI Transcript Updates section of the [AVS user guide](#)

USI

Training Organisation Identifier : 602
Training Organisation Name : RTO1

Enrolments

Subject Identifier	Subject Name	Activity Start Date	Activity End Date	Outcome Identifier-National	Funding Source-National	Action
HLTAD301B	Assist with practice administration	03/02/2015	19/12/2016	20	20	Edit Delete

Showing 1 to 1 of 1 record(s)

Introduction


4 questions

Things to
remember

Questions

Deleting an existing USI transcript record

Confirmation Required.
Are you sure you want to delete the record?





Pending transcript updates

Pending Transcript Updates

Enrolments

Subject Name	Activity Start Date	Activity End Date	Outcome Identifier-National	Funding Source-National	Action
Assist with practice administration	01/02/2015	01/11/2016	20	20	Cancel Addition
Produce texts from notes	03/03/2015	18/05/2015	20	20	Cancel Addition

Showing 1 to 2 of 2 record(s)

|< < 1 > >|

Program Completions

USI	Program Identifier	Program Name	Year Program Completed	Action
222224YLLWQ	BSB20107	Certificate II in Business	2015	Cancel Addition

Showing 1 to 1 of 1 record(s)

|< < 1 > >|

Submit Updates

Submitting a USI transcript update

Finalise USI Transcript Updates

[Home](#) / [USI Transcript Updates](#) / [Finalise USI Transcript Updates](#)

Summary of changes :

Enrolments



USI	Subject Identifier	Subject Name	Activity Start Date	Activity End Date	Outcome Identifier-National
222224YLWQ	BSBADM302	Produce texts from notes	06/04/2016	01/11/2016	30

Showing 1 to 1 of 1 record(s)

|< < 1 > >|

Submitter Ref 602
Trading Name RTO1
Submitted By Rhetta Dunn

☒ I am hereby authorised to correct USI Transcript data on behalf of my organisation.

 **Submit**
 **Export**
Back

Who to contact for support:

NCVER

- Questions related to data validation and submission using NCVER's AVETMISS Validation Software (AVS)
- Assistance using USI Transcript Update Tool



USI Office

- Everything related to USI excluding USI related validation errors triggered in AVS and using the USI transcript update tool



Who to contact for support:

For issues related to non-compliance, reporting exemptions/extensions and RTO registration contact your regulator.

- **Australian Skills Quality Authority (ASQA)**



Australian Government
Australian Skills Quality Authority

1300 701 801

- **Training Accreditation Council Western Australian (TAC WA)**



Training Accreditation Council
WESTERN AUSTRALIA

(08) 9441 1910

- **Victorian Registration & Quality Authority (VRQA)**

(03) 9637 2806



Victorian **Registration &
Qualifications** Authority

Introduction

4 questions

Things to
remember

Questions

Recap of the 4 key questions:

Do I need to update my client's
USI transcript?

Yes

No

Client contacts
RTO directly
about
inaccurate
transcript.

RTO notices
error in
submitted
data.

NCVER
registered for
AVS?

No – self
registered

No – not
registered

Yes – log
into AVS

NCVER register for AVS and
log in

Where do you
report AVETMISS
data?

STA

NCVER

When can I use the USI
transcript update tool?

When the subject enrolment
record started or program
completion ended in
previous collection year
(e.g. 2015 or 2016).

Things to remember:



You will need to be NCVER registered for AVS as one of the three user roles below in order to use the USI Transcript Update Tool:

- Primary contact
- Organisation administrator
- Data submitter



How to use the USI Transcript Update Tool.

- Print off section 5 of the AVS user guide - handout panel
- USI transcript update tool fact sheet
www.ncver.edu.au/support/topics/avetmss/fact-sheets



Introduction

4 questions

Things to
remember

Questions

Questions?

Feel free to email any questions to:

support@ncver.edu.au

08 8230 8400



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