NCVER

INFORMING POLICY AND PRACTICE
IN AUSTRALIA'S TRAINING SYSTEM

NCVER's USI Transcript Update Tool:

Demo and Q&A session 1

Presented by Rhetta Chappell
National Standards Branch, NCVER

24May 2017

Presenter

Rhetta Chappell - Project Officer

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

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

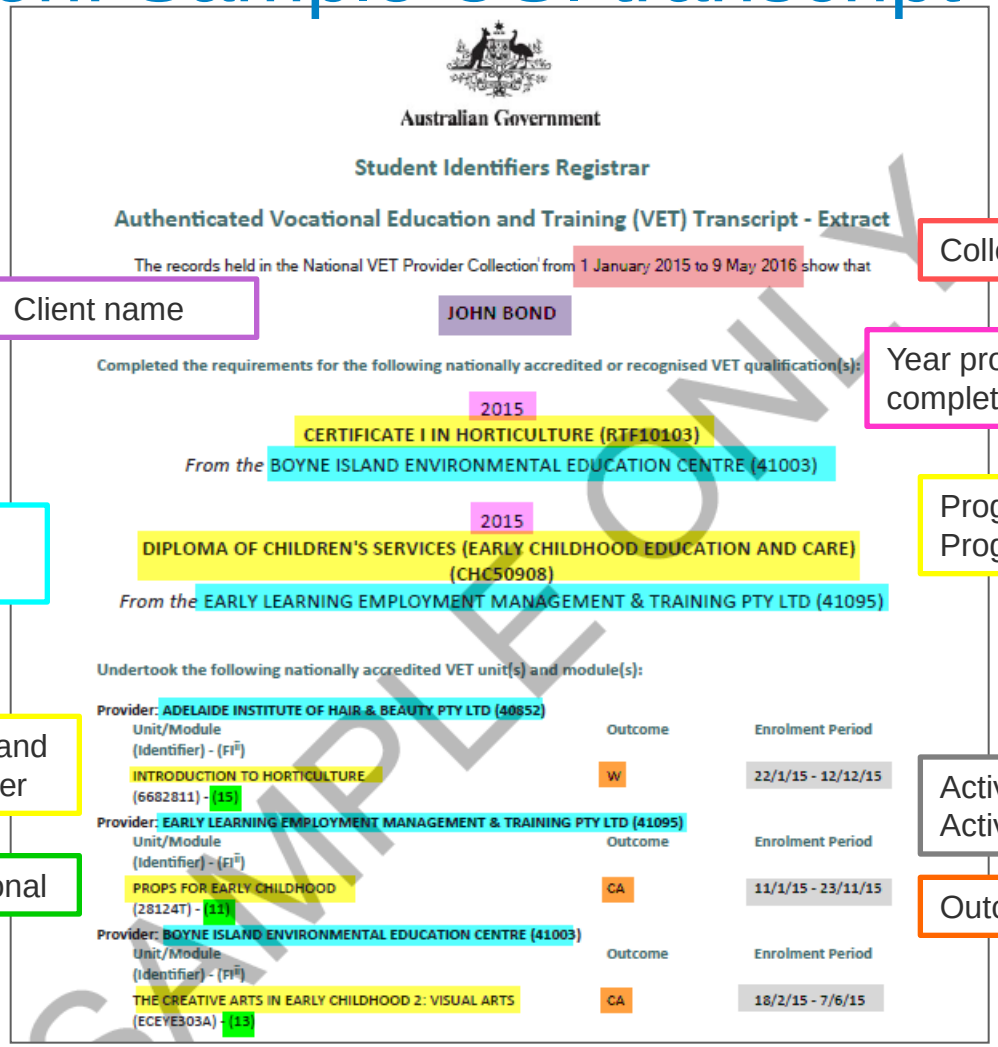
Introduction: roles & responsibilities of the various agencies involved in the USI scheme

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).

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

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[1])	Outcome	Enrolment Period
INTRODUCTION TO HORTICULTURE (6682811) - (15)	W	22/1/15 - 12/12/15

Provider: EARLY LEARNING EMPLOYMENT MANAGEMENT & TRAINING PTY LTD (41095)

Unit/Module (Identifier) - (FI[1])	Outcome	Enrolment Period
PROPS FOR EARLY CHILDHOOD (28124T) - (11)	CA	11/1/15 - 23/11/15

Provider: BOYNE ISLAND ENVIRONMENTAL EDUCATION CENTRE (41003)

Unit/Module (Identifier) - (FI[1])	Outcome	Enrolment Period
THE CREATIVE ARTS IN EARLY CHILDHOOD 2: VISUAL ARTS (ECEYE303A) - (13)	CA	18/2/15 - 7/6/15

SAMPLE ONLY

Client name

Collection period

Year program completed

RTO name and RTO identifier

Program name and Program identifier

Subject name and Subject identifier

Activity start date and Activity end date

Funding source - national

Outcome identifier - national

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.

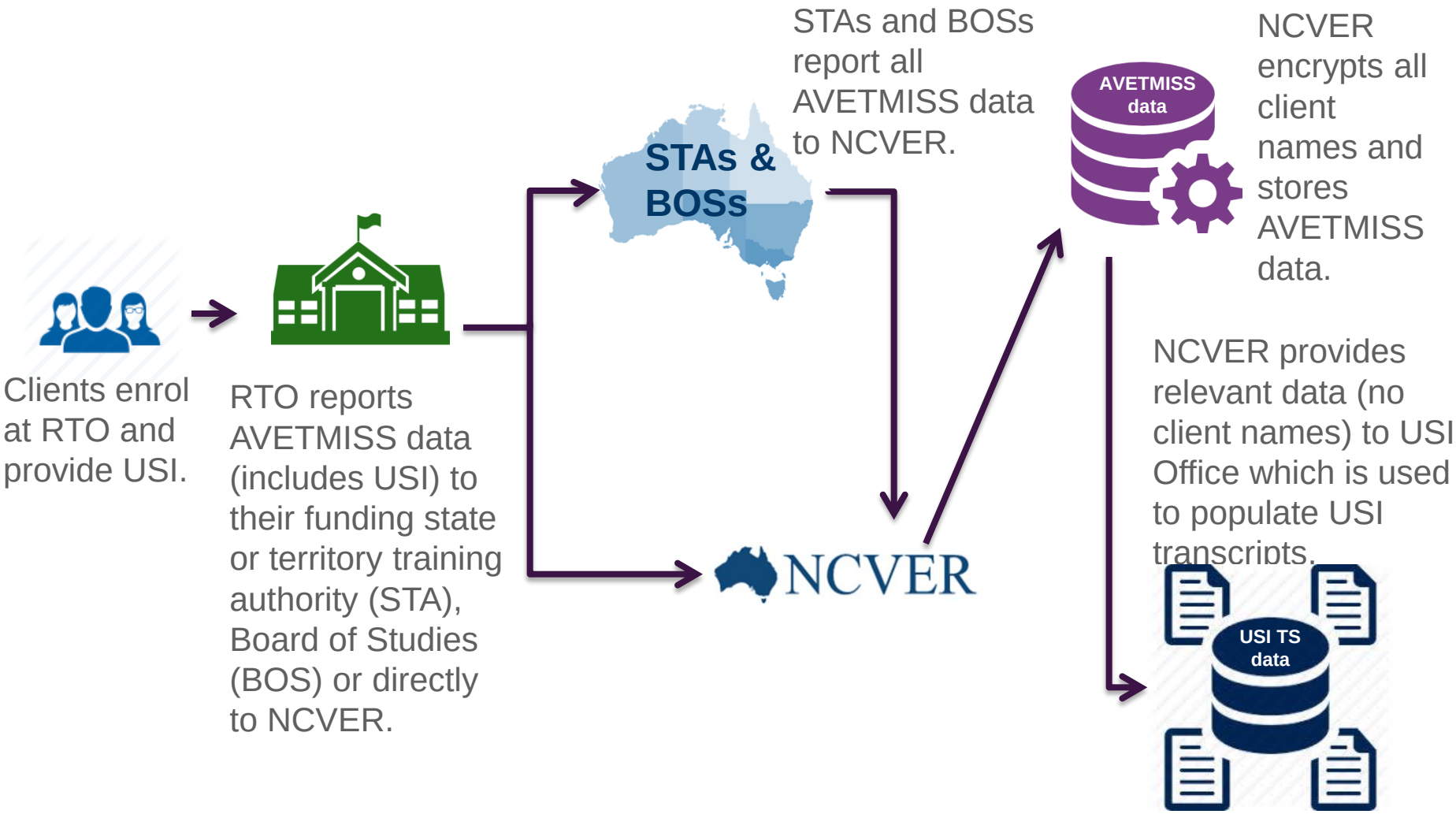
RTO notices error in submitted data which will appear on client transcript.

Question 2: Where do you report your AVETMISS data?

Where do you report your AVETMISS data?

STA	Board of Studies (BOS) / NCVER
STA submitter	NCVER submitter
Reporting frequency determined by STA	Reports annually (either to BOS or NCVER)
AVETMISS data made available for USI transcripts on quarterly basis	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

Client requests USI transcript. If their transcript is inaccurate client contacts the RTO.

RTO takes note of required amendments.

Is the *Activity start date*, or *Year program completed* of the record you need to update in the current collection year?

NO

RTO makes updates via NCVER's USI Transcript Update Tool (these updates ONLY affect USI transcript data and do not amend the original AVETMISS data). RTO contacts client to advise updates are complete.

Client requests a new and updated USI transcript!

NCVER

INFORMING POLICY AND PRACTICE
IN AUSTRALIA'S TRAINING SYSTEM

Updating a USI transcript via normal AVETMISS process

Client requests USI transcript. If their transcript is inaccurate client contacts the RTO.

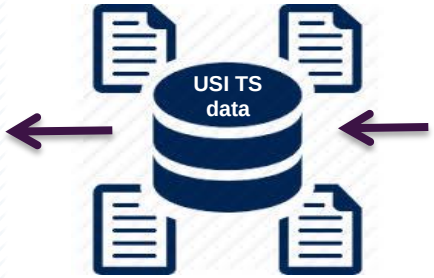
RTO takes note of required amendments.

Is the *Activity start date*, or *Year program completed* of the record you need to update in the current collection year?

YES

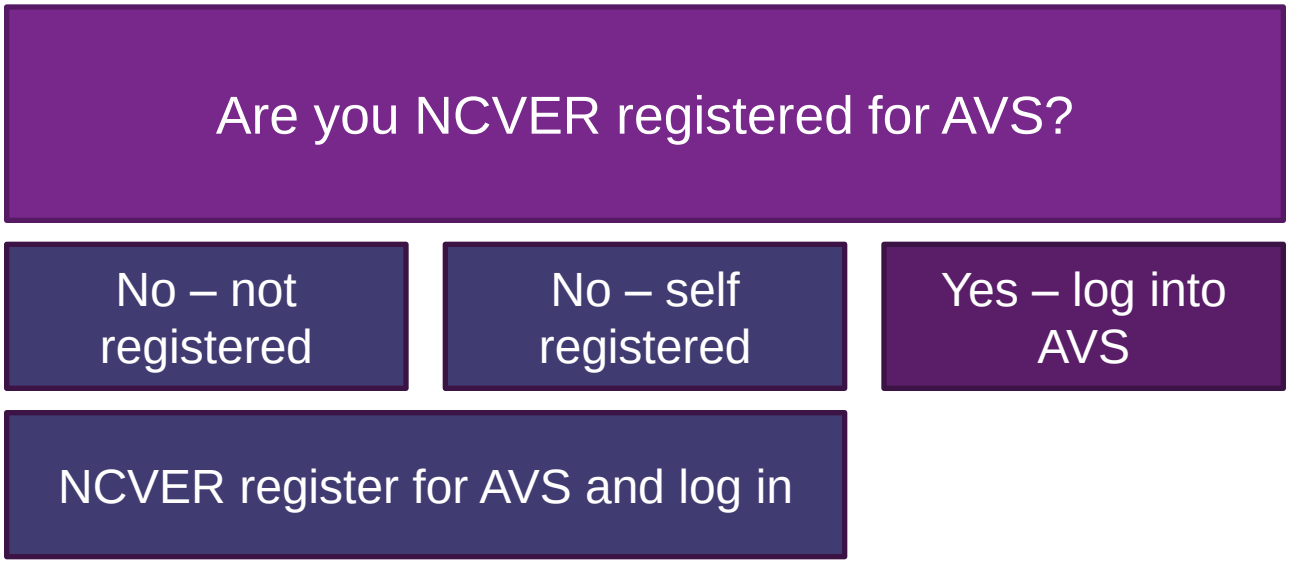
RTO updates client records internally and reports **all** AVETMISS data again as per normal process if available.

Amended data available to populate the USI Transcript. Important: data submitted to an open AVETMISS collection will not be displayed until the collection is closed. RTO contacts client once updates complete.

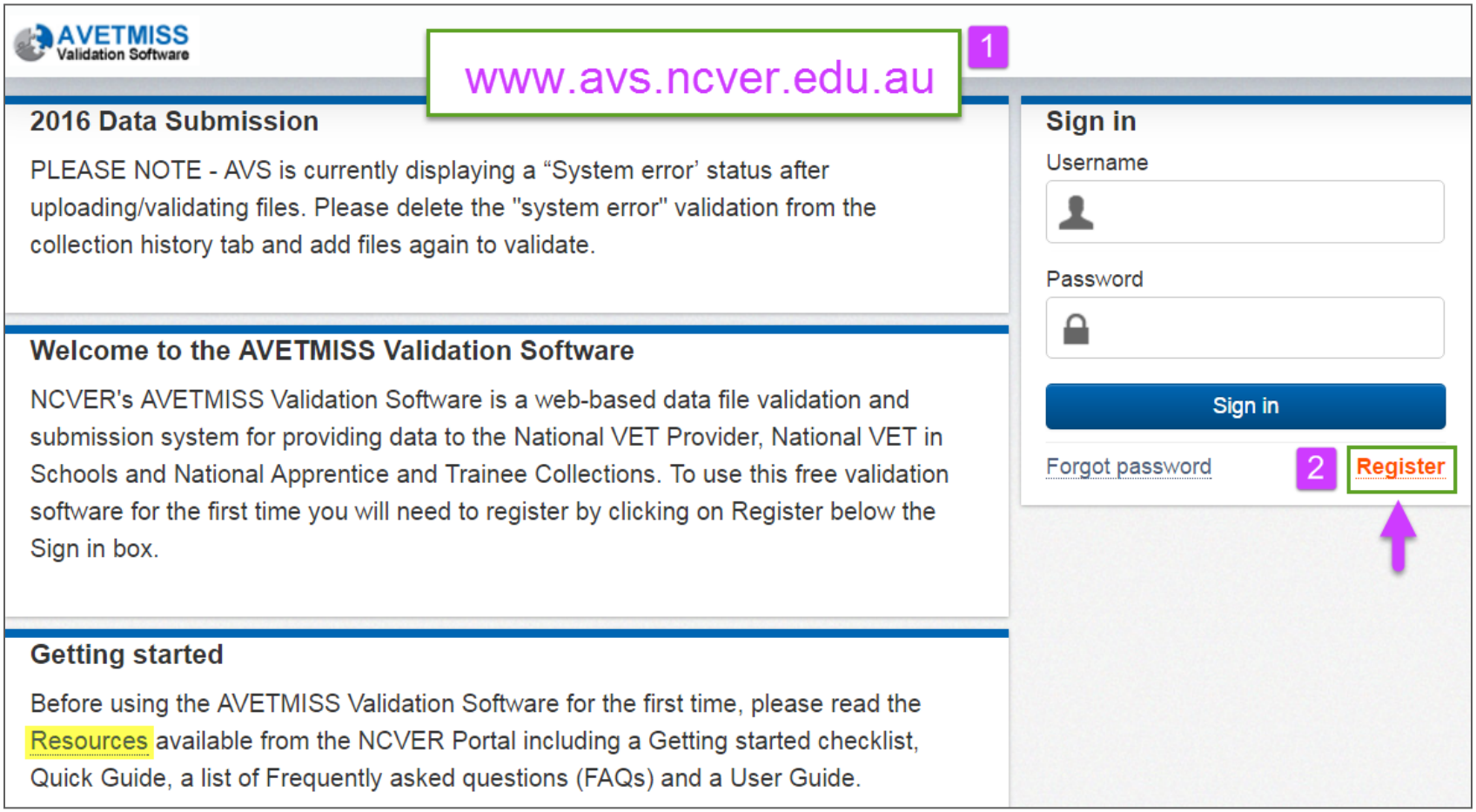


Client requests a new and updated USI transcript!

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



How to register for the AVETMISS Validation Software (AVS)



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?

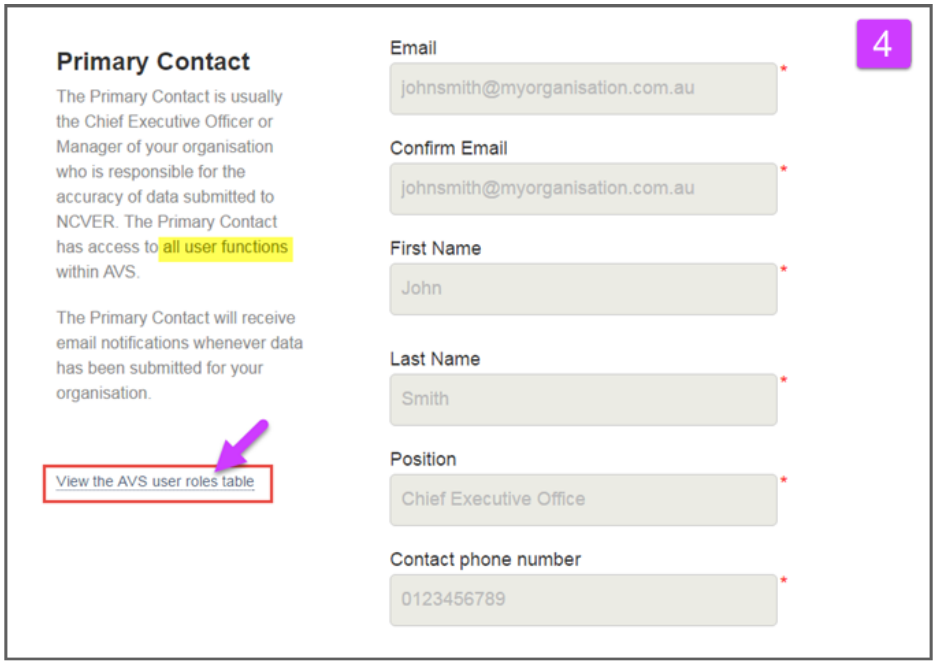
Submission process	Registration type
You submit your fee-for-service data directly to NCVER	NCVER register 3
You submit your state-managed data to your STA and your fee-for-service data directly to NCVER	NCVER register
You submit your validated state-managed data to your STA*	Self-register
You submit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

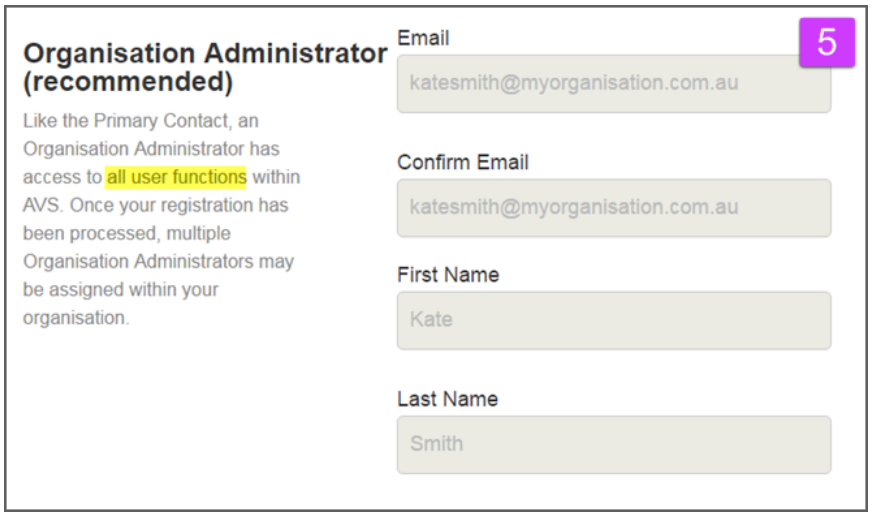
* Please note, QLD, VIC and WA have their own validation software. Please use their validation software to submit your data.

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

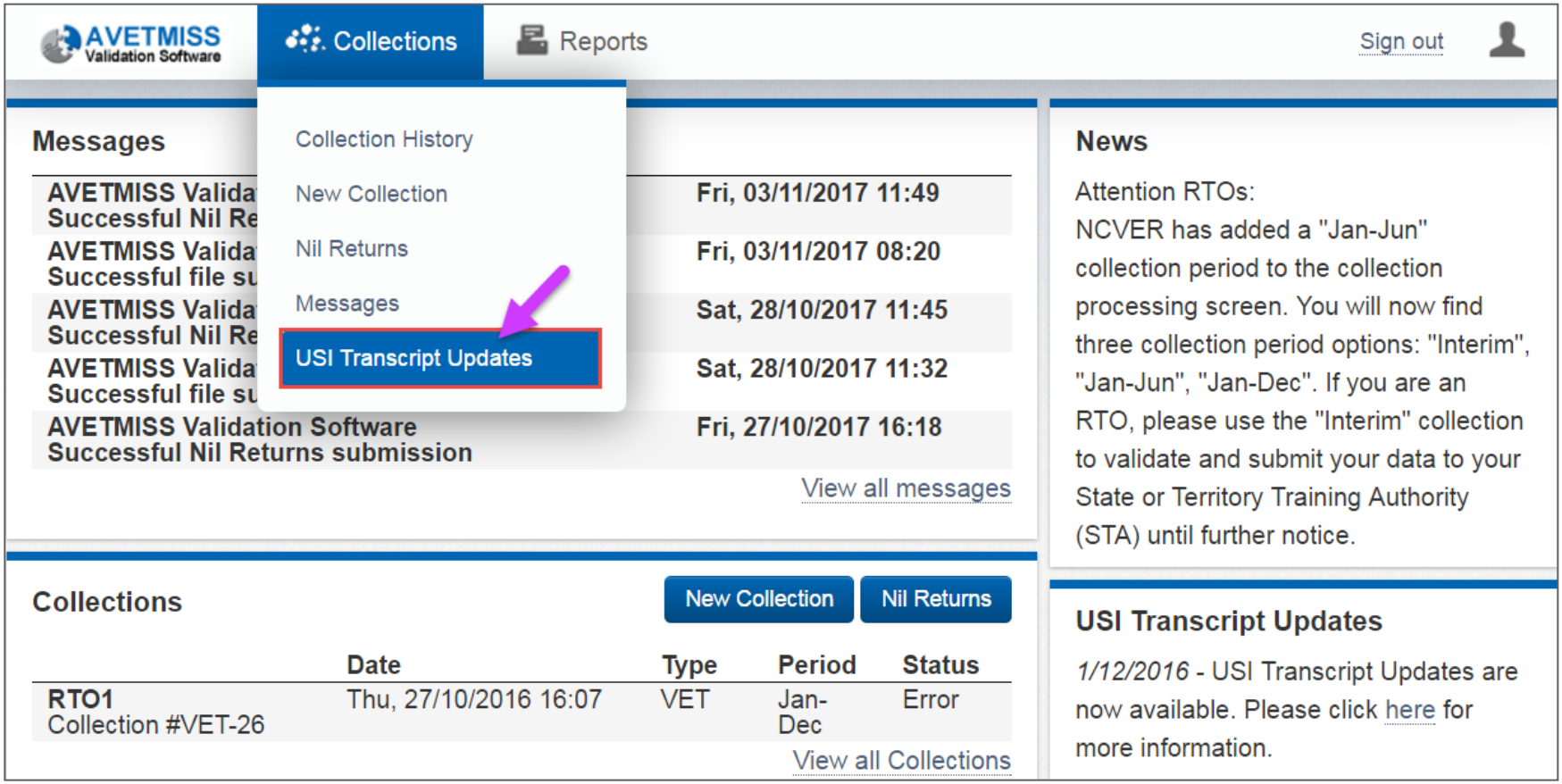
Please see our factsheet Where, when and how to submit your AVETMISS data for more information on the AVETMISS data submission process.

How to register for the AVETMISS Validation Software (AVS)

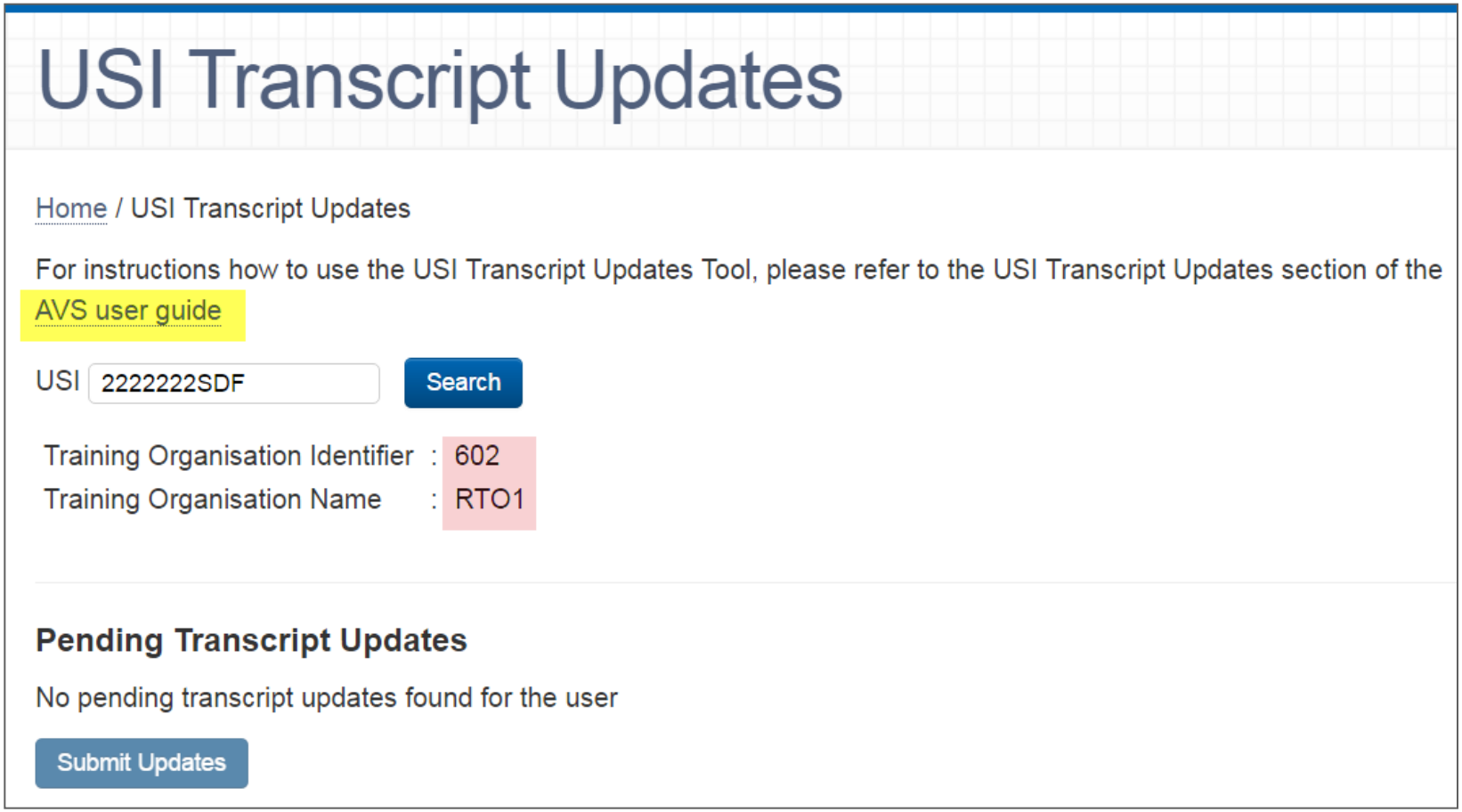




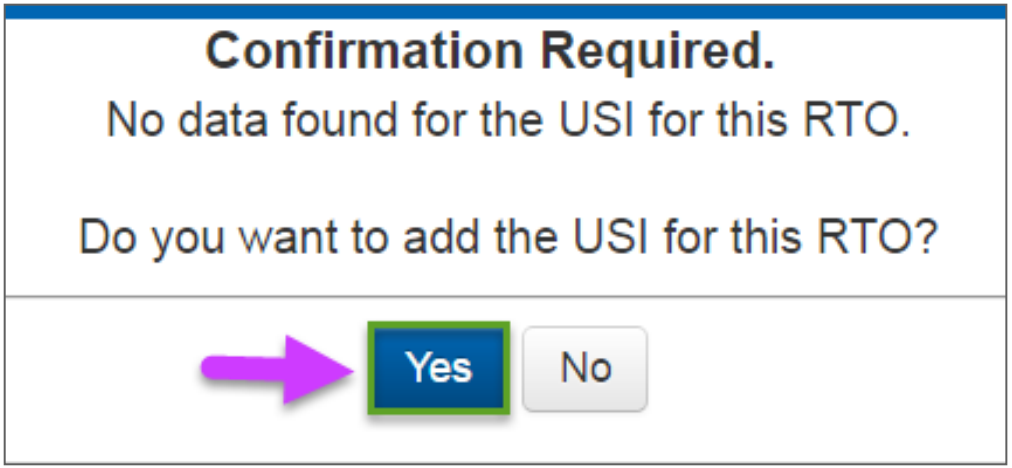
USI Transcript Update Tool



USI Transcript Update Tool



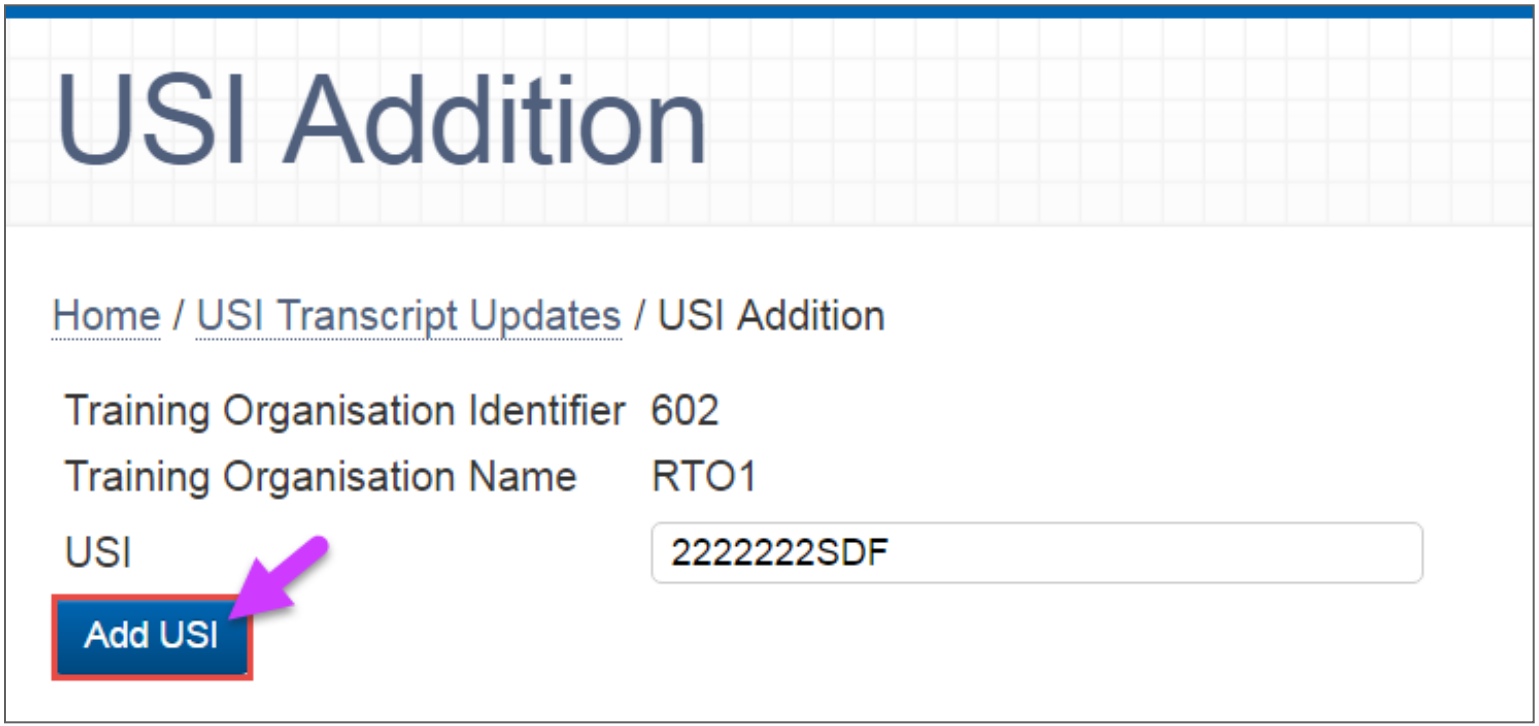
Type in client's USI



To verify a USI go to:

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

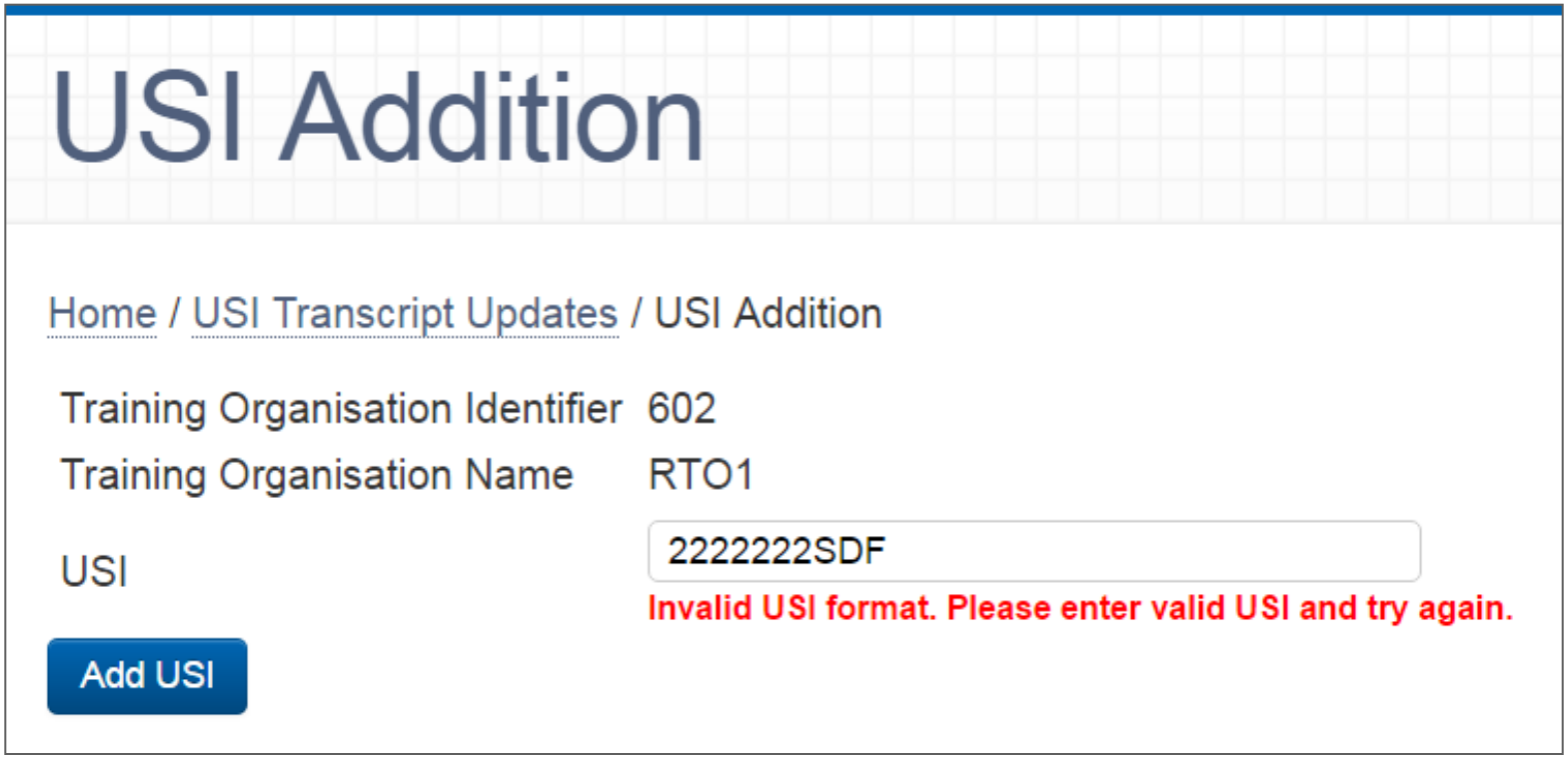
Type in client's USI



To verify a USI go to:

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

Type in client's USI

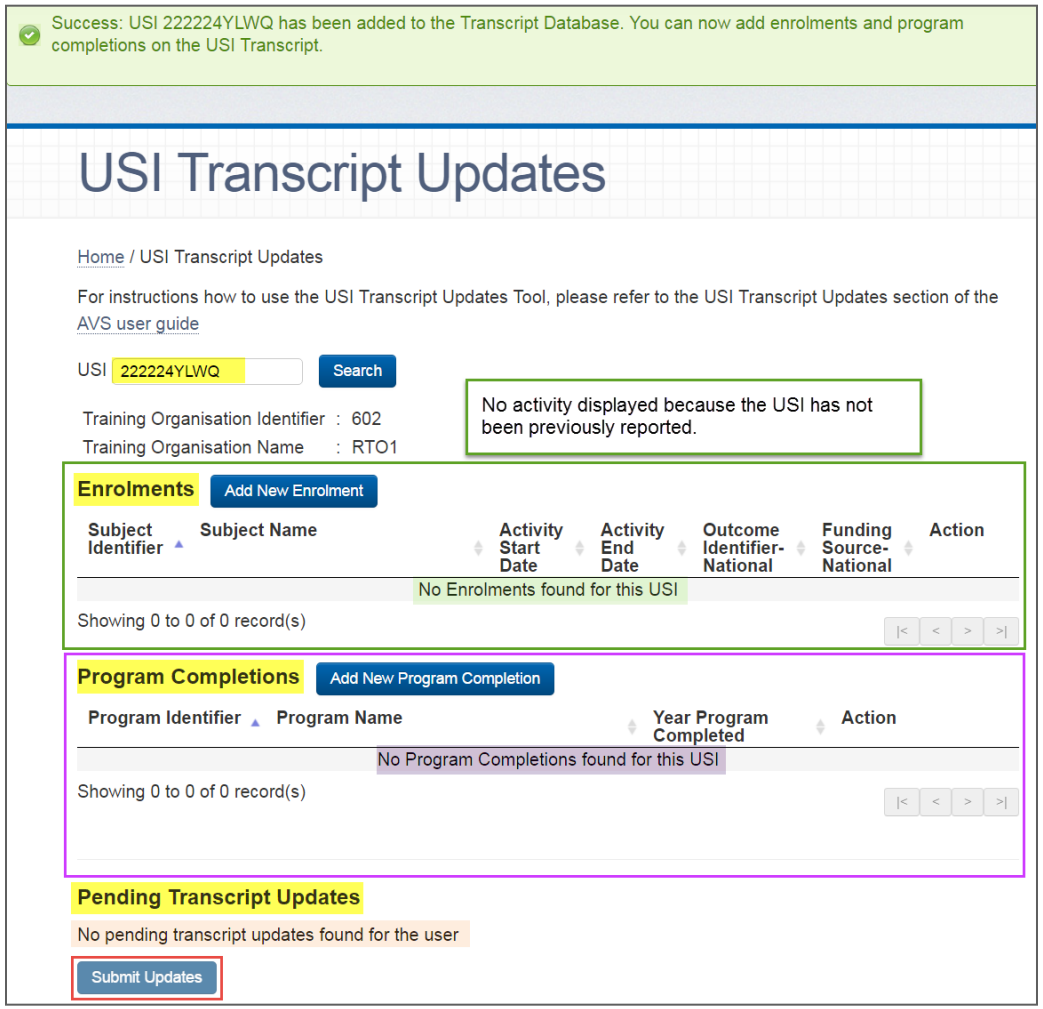


To verify a USI go to:

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

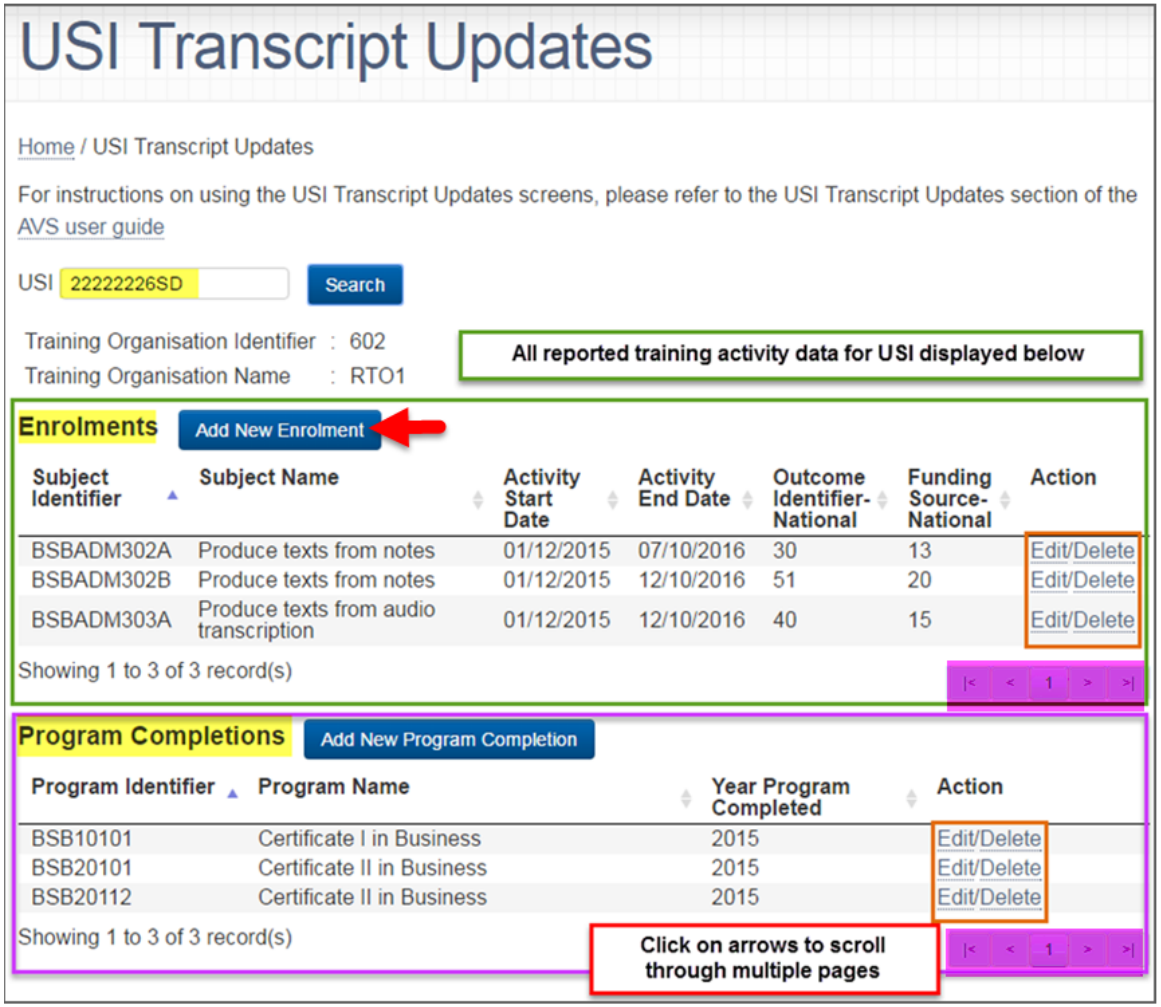
Adding a new client (USI)

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

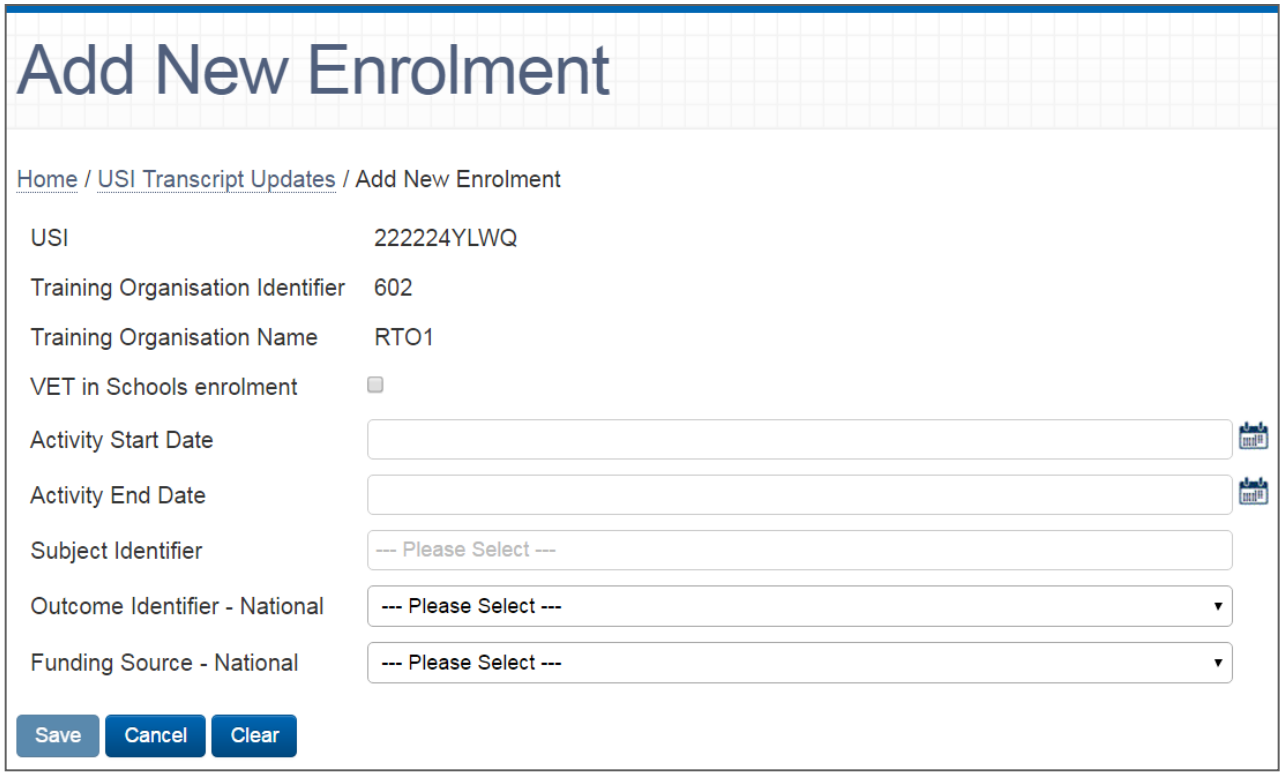


Updating existing USI transcript

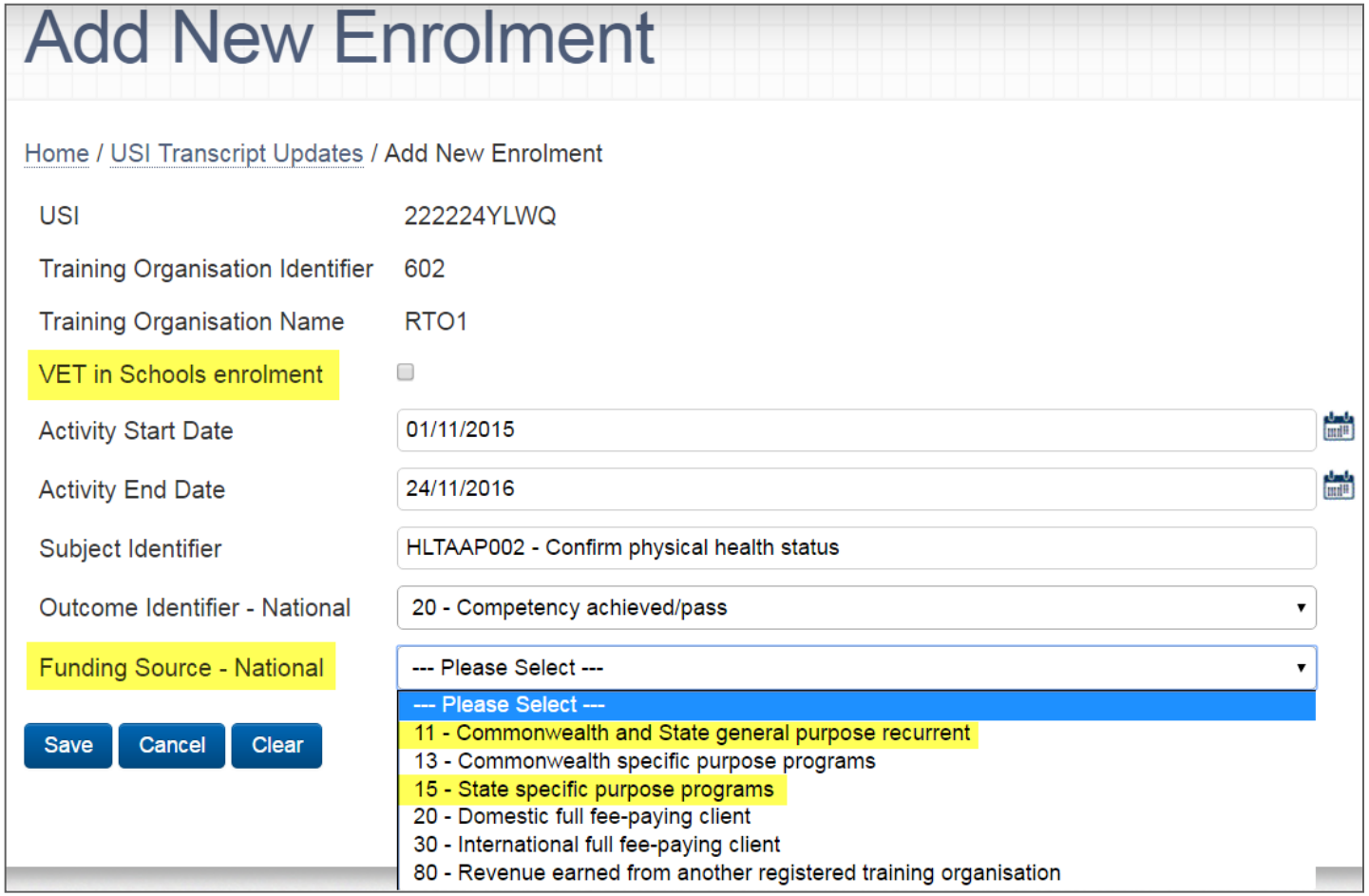
- USI (client) previously reported to an AVETMISS collection
- Existing USI transcript
- Edit/add or delete training activity data



Adding a new subject enrolment



Adding a new subject enrolment



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

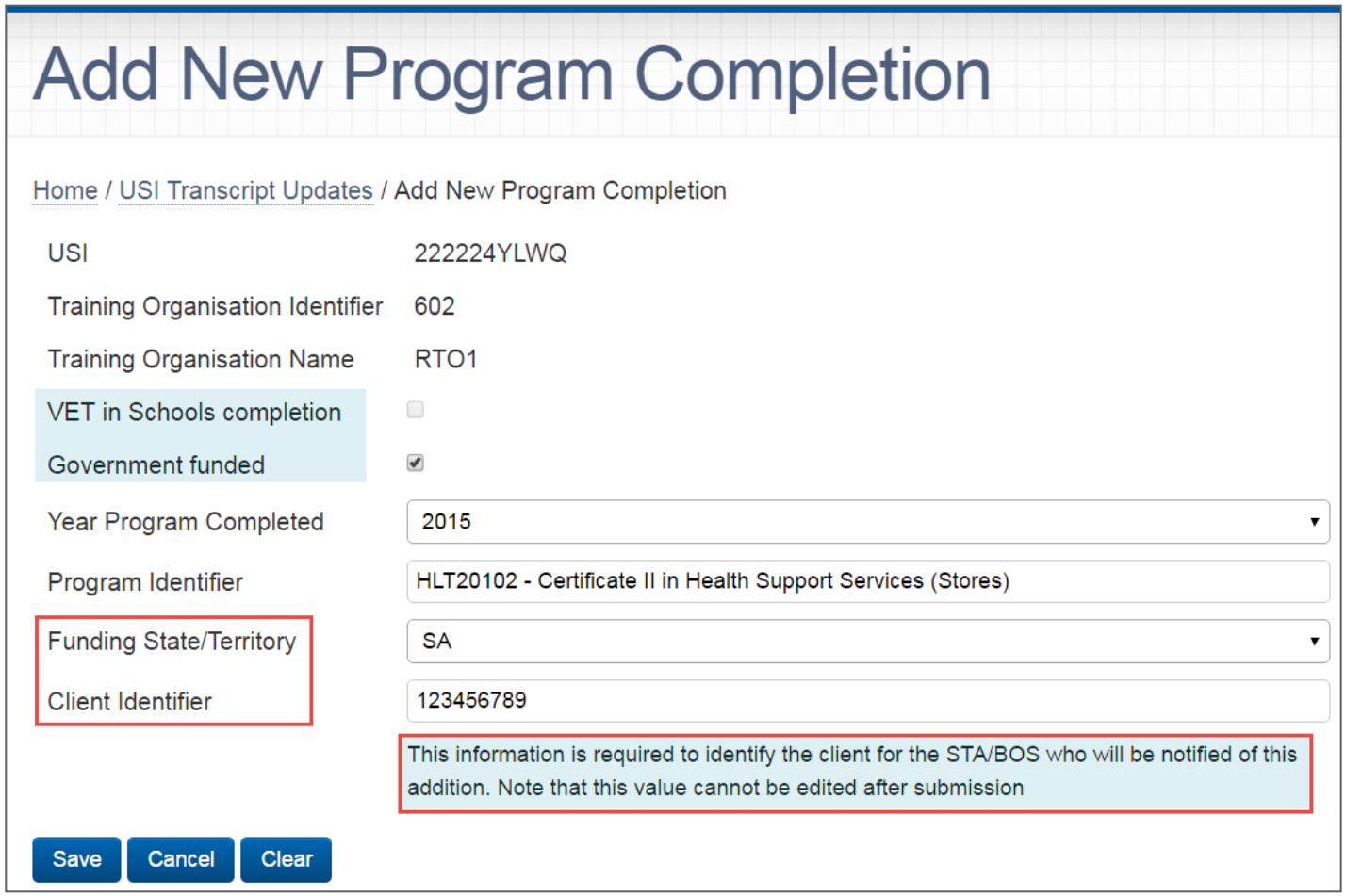
Tips & tricks: Adding new subject enrolments

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

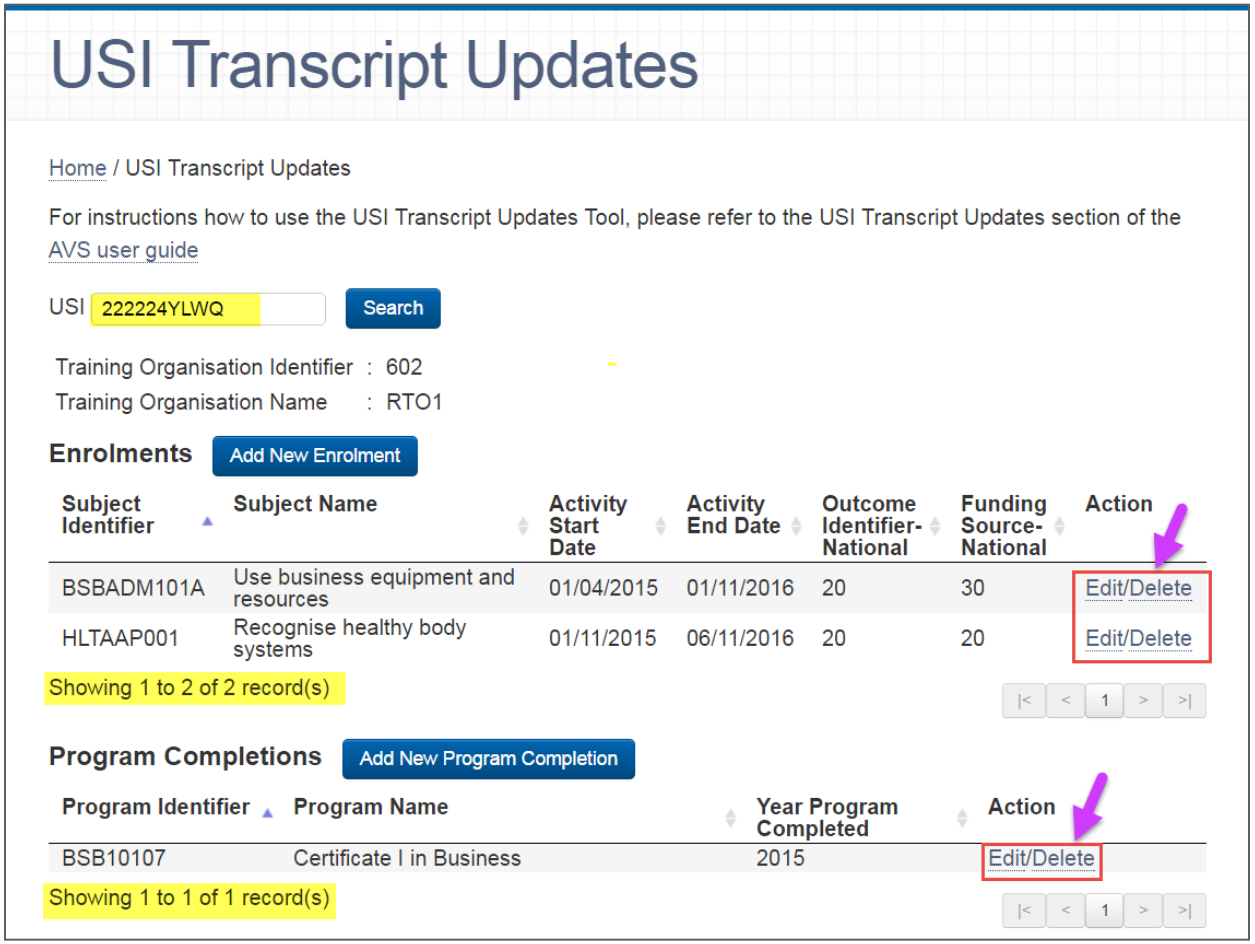
USI transcripts currently only contain 2015/2016 AVETMISS data because 2017 collections are open in AVS

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 *70 - continuing outcome*
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

Adding a new program completion



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 222224YLWQ Search

Training Organisation Identifier : 602
Training Organisation Name : RTO1

Enrolments Add New Enrolment

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)

|< < 1 > >|

Program Completions Add New Program Completion

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

Showing 1 to 1 of 1 record(s)

|< < 1 > >|

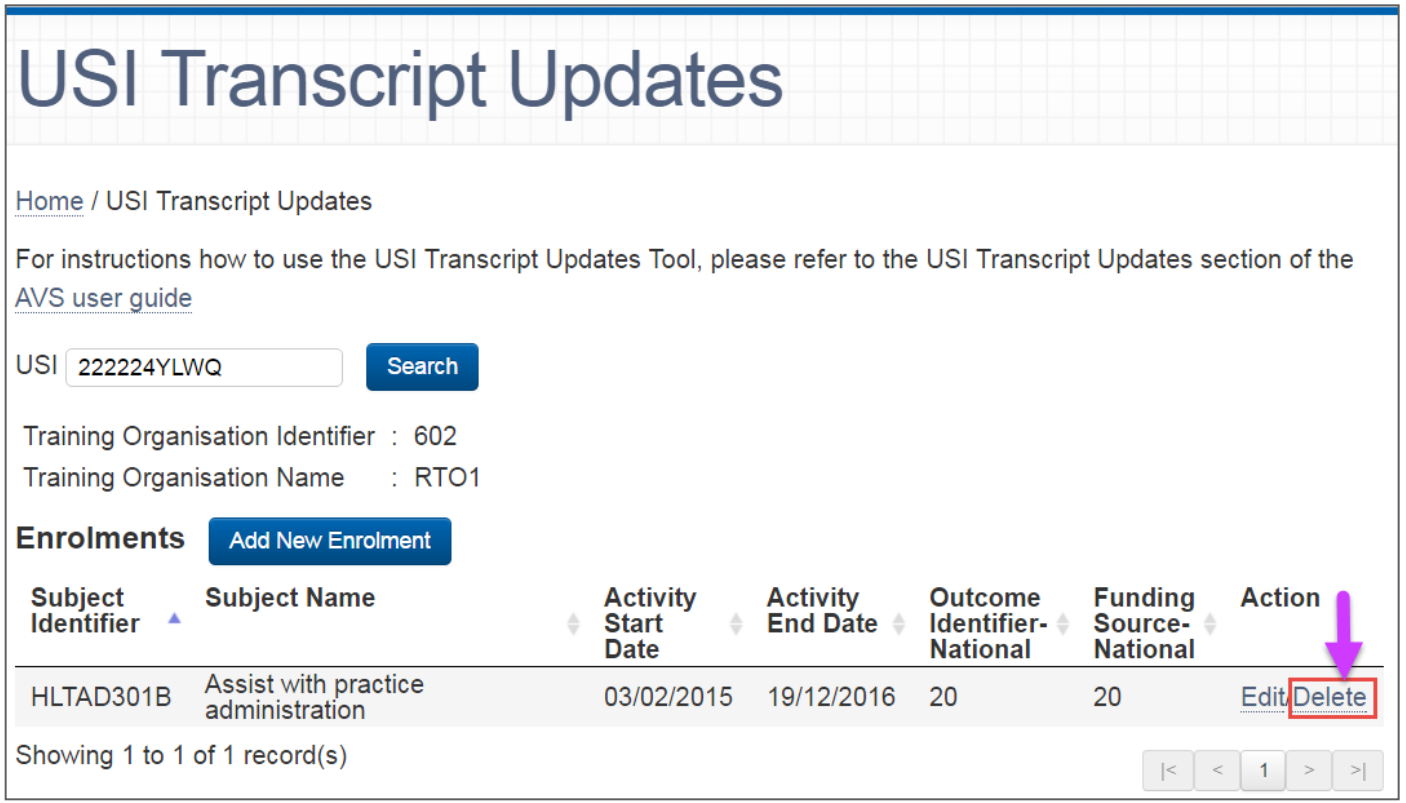
Tips & tricks: Editing an existing USI transcript

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

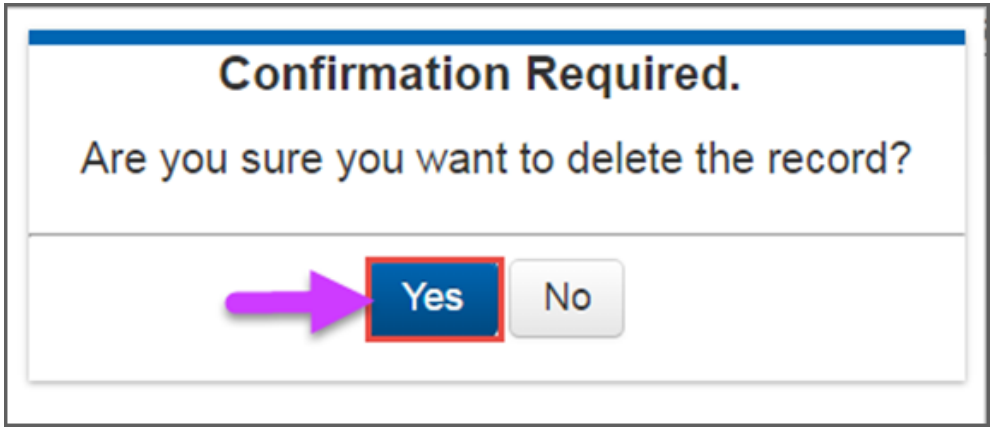
USI transcripts currently only contain 2015/2016 AVETMISS data because 2017 collections are open in AVS

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



Deleting an existing USI transcript 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

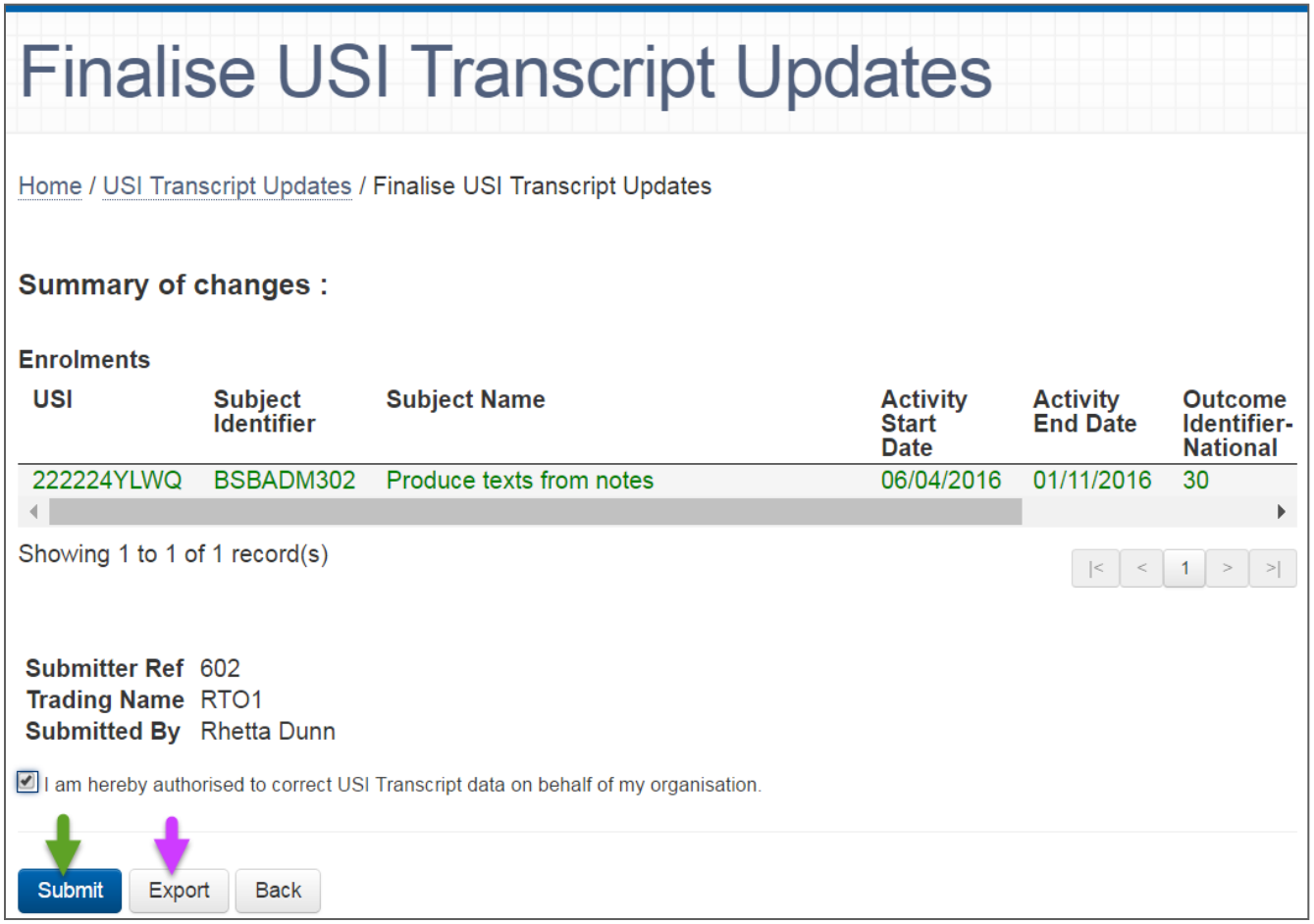
USI	Program Identifier	Program Name	Year Program Completed	Action
222224YLWQ	BSB20107	Certificate II in Business	2015	Cancel Addition

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)**

  1300 701 801

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

  (08) 9441 1910

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

  (03) 9637 2806

Recap of the 4 key questions:

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

Yes

Client contacts RTO directly about inaccurate transcript.

RTO notices error in submitted data.

No

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).

NCVER registered for AVS?

No – self registered

No – not registered

Yes – log into AVS

NCVER register for AVS and log in

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/avetmiss/fact-sheets

Questions?

Feel free to email any questions to:

support@ncver.edu.au

08 8230 8400

Stay connected

Subscribe

at **www.ncver.edu.au**

Follow

twitter.com/ncver or @ncver

linkedin.com/company/ncver