

## Unique student identifier: transcript update service

This fact sheet will explain how to update information on a USI transcript using the USI Transcript Update Tool available within the AVETMISS Validation Software (AVS).

### What is a USI transcript update?

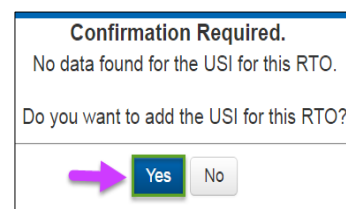
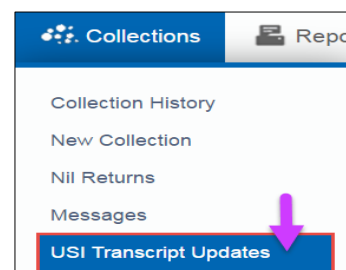
The USI Transcript Update Tool allows you to edit, delete or add records to a USI transcript for your RTOs clients. Updates can only be made to closed AVETMISS collections, i.e. you cannot make a USI transcript update to a current or future AVETMISS collection. This is because data amendments should follow the normal AVETMISS reporting process

### How to make a USI transcript update



More details can be found in the [AVS User Guide](#).

1. Log in to AVS: <https://avs.ncver.edu.au/avs/>.
  - a) Select *USI Transcript Updates* from the *Collections* drop down menu (if this option is not available please refer to the [AVS User Guide](#) for information on AVS user roles); this will take you to the *USI Transcript Updates* screen.
2. Search for the client's USI.
  - a) Type in the client's USI and select search. If you have reported AVETMISS data with your client's USI, their training activity will be displayed below (see t next page).
  - b) If you have not previously submitted AVETMISS data for your client or with the client's USI you will need to add the USI by selecting 'Yes' from the pop up window. This will bring you to the *USI Addition screen*—select 'Add USI'.



To add a new subject enrolment for your client (USI) select the 'Add New Enrolment' button—this will bring you to the *Add New Enrolment screen* where you can enter all the required subject enrolment activity details and save. Once saved, you will see the new subject enrolment appear in the *Pending Transcript Updates sections at the bottom of the screen*. Transcript updates will **not be** applied to the client's USI transcript **until** you submit them. You can add/edit/delete multiple updates for multiple clients (USIs) and submit them all at once.

- d) To edit or delete an existing subject enrolment click on either edit or delete to the right of the appropriate subject enrolment.
- e) To add a new program completion, select the 'Add New Program Completion' button—this will bring you to the New Program Completion screen where you can enter the appropriate Program ID and year completed.
- f) To edit or delete an existing program completion, click on edit or delete to the right of the appropriate program completion.
- g) Review all updates from the list under the Pending Transcript Update field prior to submitting them. You can cancel any updates prior to submission.

3. Submit the updates, select 'Submit Updates'—you will receive an email from [avs@ncver.edu.au](mailto:avs@ncver.edu.au) informing you when the update has been completed (this generally may take up to 48 business hours).

Please note: Any updated subject enrolment or program completion that includes state managed (funding source national codes 11 or 15) or VET in Schools (VETis) activity will generate an email to the administering State Training Authority or Board of Studies. The USI Office will also be notified of all USI transcript updates.

4. Contact your client(s) to inform them that their USI transcript has been successfully updated.

Note: NCVER does not warrant the completeness of information in 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.

**What help is available?**

NCVER has a dedicated Client Support team to help you with your AVETMISS related queries, including USI transcript updates. Our team is available from 9am-5pm (ACST) and can be contacted a number of ways:

Contacting the AVETMISS support team			
Fill out our <a href="#">contact form</a>	Email: <a href="mailto:support@ncver.edu.au">support@ncver.edu.au</a>	Phone: 08 8230 8400	Toll free: 1800 649 452