AVETMISS FACT SHEET

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NCVER

# Unique student identifier: transcript update service

This fact sheet provides information on the USI Transcript Update Tool available within the AVETMISS Validation Software (AVS) for the purposes of adding, amending and deleting USI transcripts.

## What is a USI transcript update?

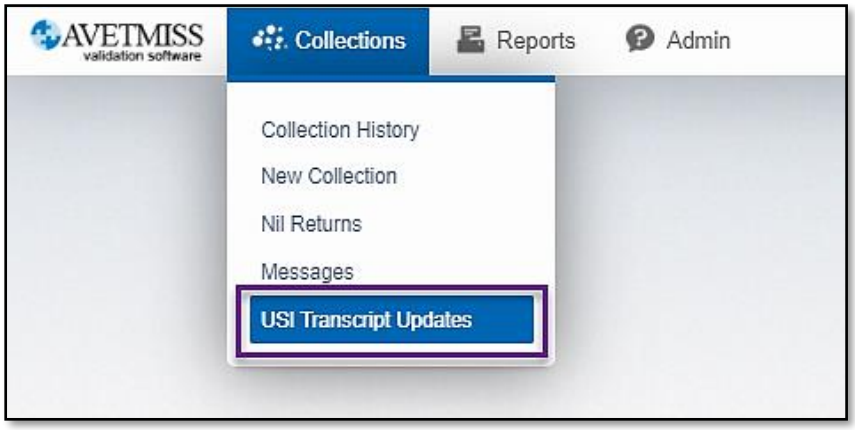
The USI transcript update tool allows you to edit, delete or add records to a student's **individual** USI transcript (i.e. there is no bulk update facility). Updates can only be made to closed AVETMISS collections, i.e. you cannot make a USI transcript update to a current or future AVETMISS collection. This is because data amendments should follow the normal AVETMISS reporting process.

## How to make a USI transcript update

Register your RTO for AVS and sign in avs.ncver.edu.au → Search for or add USI and submit update(s) → Wait for email confirming successful USI transcript update → Inform client that their USI transcript has been updated

### Access requirements

The USI Transcript Update Tool is available within the AVETMISS Validation Software (AVS) via the Collections tab.




To update a USI transcript, RTOs must have a Registered AVS account (this also applies to RTOs who submit data directly to their STA using a state reporting system), with the AVS user role of either Data Submitter, Organisation Administrator or Primary Contact. For information on AVS user roles see *Section 7 — Admin*.

This work has been produced by NCVER on behalf of the Australian Government and state and territory governments, with funding provided through the Australian Government Department of Employment and Workplace Relations.

## USI transcript updates

Only nationally recognised training that appears on www.training.gov.au can be added via the USI transcript update tool.

Additions and corrections to USI transcripts in the current collection year should be made via quarterly reporting. Data can, however, be deleted for previous or current collection years using the USI transcript update tool.

Any updates made using the USI transcript update tool will need to be reflected in your student management system (SMS) to ensure that the data on the USI transcript is not overwritten by future AVETMISS data submissions.

RTOs can use the USI transcript update tool to:

- add a new subject/program enrolment from a previous collection year.
- edit an existing subject/program enrolment from a previous collection year. *Please note you are unable to edit a national outcome 70 - continuing enrolment. These records need to be deleted and the correct details added.*
- delete an existing subject/program enrolment from a previous or current collection year.

An email will be sent to the username used to login and submit the changes as well as the Primary Contact, after update(s) have been submitted. The USI transcripts will be updated usually within 3 business days of updates being submitted.

*Note*: USI transcript updates can only be made once collection windows have been closed. This means that the USI transcript update tool within AVS is not available following the annual collection of AVETMISS VET Provider data until mid-late May each year (for updating data submitted to that annual collection period). Please check the home screen of AVS which will be updated once the tool becomes available.

Further information and detailed instructions on using the USI transcript update tool can be found in *Section 5 - USI transcript updates* of the AVS User Guide.

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.

For privacy reasons, an RTO can only update a USI transcript for their own (or previous) clients studying at their RTO. NCVER's privacy policy are available at https://www.ncver.edu.au/policies/privacy.

## What help is available?

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

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

For more information on the USI and USI transcript service, please contact the USI Office.

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