



Australian Government

USI Unique Student Identifier



STUDENT QUICK GUIDE SERIES—USI TRANSCRIPT SERVICE

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When will my training appear on my USI Transcript?

Your USI Transcript gives you access to training reported to the national VET collections.

Your transcript will show information on nationally recognised training you have undertaken since 2015. It will show both completed courses (qualifications) and units of competency with the results.

The information in the USI Transcript comes from the data that each Training Organisation submits about their enrolments and the training they deliver to the national VET collections which are managed by the National Centre for Vocational Education Research (NCVER).

Training Organisations must submit this data at least once a year, although many submit it more frequently, especially when they deliver training paid for by government.



HANDY TIPS

Your USI transcript does not replace the Statement of Attainment or other parchments issued by your Training Organisation

Your transcript may be a useful backup if the original documentation for the training you undertook after 2015 is lost or where you cannot get a copy from your Training Organisation, because it is no longer operating

Your transcript will not show forms of training that are not nationally recognised
If you are not sure whether your training is nationally recognised, ask your Training Organisation

Don't forget...training you completed **before** 1 January 2015 will not be in your transcript.
It is not currently possible to add training completed before 1 January 2015 to your transcript.
You must rely on the statement of attainment or qualification issued by your Training Organisation to show evidence of this training

The transcript is not held in the USI Registry System. This training information is drawn live from the national VET collections when you select 'View Transcript'

Your transcript is unlikely to contain information about the training that you have completed recently; this is because the transcript can only show the training activity that your training organisation has reported to the national VET collections

You will need to rely on the qualification issued by your Training Organisation for more up to date training information

MORE HANDY TIPS



Your Training Organisation may report quarterly or annually. This means that your training activity will not appear straight away on your transcript

If you need more up to date training information, please contact your Training Organisation

WANT MORE INFORMATION?

There are more helpful Fact Sheets on USI transcripts in the Student Quick Guide Series—Transcript Service

1. Your USI Transcript
2. How to view and download my USI Transcript?
4. How to create and download my partial USI Transcript?
5. How do I give permission to my Training Organisation to view my USI Transcript online?
6. What do I do if my USI Transcript is inaccurate?